



Holland Hall

Parents' Association
& Volunteer Handbook

2026-2027

The Parents' Association (PA) is made up of Council groups for the Primary, Middle, and Upper Schools and an all-school Parents' Association Board. ALL meetings are open to the entire Holland Hall community, and we encourage you to attend all meetings. The Parents' Association is responsible for several school fundraisers and events throughout the year.

Responsibilities of a Parents' Association Board Member

- Attend and prepare for meetings;
- Attend school functions designated by the Head of School or Parents' Association;
- Act as an advocate and ambassador for the school;
- Support other board members;
- Be alert for opportunities to advance the mission of the school;
- Register for background check on [Visitor Aware](#) as a volunteer;
- Make an annual gift to the Holland Hall Fund in the amount that is meaningful for your family.

Please visit hollandhall.org/parents to learn more about the PA, meeting dates/times, volunteer opportunities, and events, and to view the PA board and branch Council rosters.

Financial Policies

The Parents' Association is funded by an allocation of \$17 per student from the school's operating budget for activities that further the mission of the Parents' Association and the School. These funds are to be used in a fiscally responsible manner and to cover grade-level parties and events that are organized with the help of the Parents' Association.

The School is required by IRS regulations to be responsible for all the financial record keeping related to School funds.

The School will pay for Parents' Association expenses (with Council VP approval) and will provide vendor information, purchasing cards, etc. to facilitate purchases. Store credit cards (Walmart and Sam's) may be obtained through the Advancement Office; the Business Office has a Hobby Lobby card. All charges and requests for reimbursement require appropriate backup, i.e., invoice, receipt, etc. Receipts must be itemized so that they clearly show each item purchased; a credit card receipt with only a total amount will not be accepted and is not reimbursable by the School. Receipts should also have the event or reason for purchase written on the receipt. Tipping for food delivery, if applicable, should not exceed 15%. Council VP's approve all expenses in advance of purchase within the council unless it is the Council VP's expense, which requires approval of the PA President.

Reimbursement for purchases will be processed through the Branch Council Vice Presidents and the Parents' Association President. All receipts must be turned in no later than 2 weeks after an event or activity. Any receipt turned in after May 31st will not be reimbursed due to the end of Holland Hall's fiscal year. Signed and

approved reimbursement request forms will be turned into the Business Office by the Branch Council Vice President or Parents' Association President. Reimbursements will be made within two weeks.

Parents' Association funds are designated for activities and events related to students and faculty and as such should be spent as intended by the Parents' Association mission and budget. Modest gift giving to supplement an event from individual families is acceptable. Parent Association leadership will distribute sign ups to various grades to ask families to contribute items for events (i.e., food and decorations); requesting cash and the use of payment apps is not allowed.

Gifts for teachers or volunteers, including gift cards, may not be purchased using Parents' Association funds and will not be reimbursed by the school.

Tax Exemption

Holland Hall School is a 501(c)(3) organization. As such, most purchases are tax-exempt. The School does NOT reimburse for sales tax. For any school-authorized purchase, an Oklahoma Sales Tax Exemption Permit form may be obtained from the Parents' Association President or Branch Council Vice Presidents as well as from Branch offices. Please make sure you present the tax exemption permit form when making purchases.

Vendor Information

Contracts for services related to events should be submitted to the Institutional Advancement Office for approval and signatures. No vendors, including caterers, should be brought on campus without permission from the Institutional Advancement Office and the Business Office. A W-9 should be completed by the vendor and turned in to the Advancement Office. All vendors must name Holland Hall as additionally insured and have \$1 million of liability insurance and carry Workers Compensation coverage to be on campus. Verification should be obtained before committing to a vendor AND vendor verification must be on file with the Facilities Coordinator at least one month before the event. There are additional requirements for certain types of vendors (for example, food trucks must have COT permit and food handlers license) and vendors working around students must have a full background check and may require training.

If using a new vendor with whom the School does not have an existing account, the vendor must be provided the School's tax-exempt certificate to avoid sales tax. The School will NOT reimburse for sales tax.

Physical Plant and Facility Use

For volunteer meetings and events requiring room reservations or set-up, contact the Engagement and Events Coordinator at least one month prior to the event. The Coordinator will help ensure Facility Use forms are submitted to the Business Office well in advance of any planned meeting or event to assure room availability and maintenance support. Special arrangements should be discussed with the Advancement Office.

Fundraising Policy

Holland Hall's fundraising efforts are guided by the Head of School and Board of Trustees and coordinated by the Advancement Office. Each year, the Holland Hall Fund (our annual fund) is the School's top philanthropic priority, helping provide an exceptional experience beyond what tuition alone covers.

To respect the time and generosity of our community, the School carefully limits the number of official fundraising opportunities each year. Families, faculty, and alumni will be invited to support the annual fund and a small number of Parent or Alumni Association-led events that benefit the School*.

Fundraising efforts on behalf of the School may not be initiated independently by employees, families, students or alumni. Any financial or in-kind gifts to the School must be reviewed and approved by both the Advancement and Business Offices.

Solicitations for outside organizations in the name of the School or on campus are not allowed, except for a few pre-approved, branch-specific traditions (e.g., American Heart Association and Iron Gate in Primary School, Susan G. Komen Foundation in Middle School and Hale School in Middle/Upper School).

Each branch may organize a limited number of non-cash drives and community service awareness campaigns, with prior approval from the Branch Head and the Chief Advancement Officer.

Students wishing to lead service-related fundraising may apply for approval using the "Service Project Proposal" form available from the Advancement Office. Requests are evaluated based on timing, alignment with the School's mission, and other scheduled initiatives.

*Dutchbackers supports athletic expenses and invites participation from our community, yet is not a charitable giving effort per IRS guidelines.

Harassment

Holland Hall strictly prohibits any form of sexual or any other harassment. Harassment shall include but is not limited to, displays of derogatory or offensive materials, words, jokes, comments or physical conduct based on an individual's sex, race, color, national origin, age, religion, handicap or other legally protected characteristics. This prohibition of harassment extends to employees, volunteers, suppliers, service providers and patrons of the School. This policy applies anywhere employees/volunteers are functioning on behalf of the School regardless of whether it is at a School facility or in a different location. Volunteers who believe they have experienced or observed harassment are to report the incident to the Head of School, Associate Head of School or a Branch Head.

Child Abuse

Actions that between adults may be termed sexual harassment are legally defined as child abuse when imposed by an adult on a minor. Title 10A O.S. §1-2-101 of the Oklahoma Statutes defines child abuse and neglect as "harm or threatened harm to child's health, safety, or welfare, including but not limited to non-accidental physical or mental injury, sexual abuse/exploitation or negligent treatment or abandonment."

Every person in Oklahoma who has reason to believe that a child under 18 has been abused is mandated by law to report suspected abuse. “Failure to report is a misdemeanor” (Title 10A O.S.§1-2-101, Oklahoma Statutes). If there is an instance of imminent danger, call campus safety at 918-879-4717.

Child abuse can be subdivided into three areas:

- Physical abuse: non-accidental physical injury; physical neglect: failure on the part of the caretaker to meet the child's basic physical needs;
- Sexual abuse: sexual involvement between a child and an individual who has greater knowledge, authority, power or resources; and
- Psychological abuse: extreme and/or repetitive conduct, which is frightening or intimidating.

Any employee or volunteer who believes that a Holland Hall employee, parent, student, or other volunteer has committed child abuse must report this belief to two of the following people: their Branch Head, School Nurse, School Counselors or the Head of School. If these people are not available, report to the Head of School's Assistant, or one of the Associate Heads. If there is an instance of imminent danger, call Campus Safety (539) 476-8100.

Any report that is required to be made shall take the following steps:

- After being notified, the Head of School or Designee will make an oral report of the case to the Department of Human Services (DHS - 1800-522-3511). The Reporter or Designee should also make a written report of the case if requested by DHS or by the Head of School.
- **The fact that the Reporter has notified the people above does not relieve the reporter from his or her duty of having a report made promptly to DHS.**
- Therefore, the Head of School or Designee shall inform the Reporter immediately after making the call to DHS. If the Head of School or Designee does not make the report, the reporter shall make the requisite report orally to DHS.
- The oral or written report may include, if the information is available:
 - the name, age, sex, address of the child, other children in the household, parents and any others that are responsible for the child's care;
 - the nature and extent of the abuse or neglect, the current condition of the child, and any previous abuse or neglect, if known;
 - All other information which the person making the report believes may be helpful.
 - The names of persons present.
- When you are making a report, record the name of the DHS person taking the report, their phone number and the number assigned to the case.

- Notes and reports will be kept in the Head of School's office.

No one should not promise to keep information “secret.” Information regarding any reported abuse will remain confidential to the parties who need to know in order to maintain the safety of the student.

Any person participating in good faith and exercising due care in the making of a report pursuant to the provisions of the Oklahoma Child Abuse Reporting and Prevention Act, or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning a child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Also, there shall be no penalties or retaliation by an employer when an employee reports suspected abuse.

Concussion Protocol

Concussions can occur during sports, physical education, on the playground, or in the classroom. A concussion is caused by a bump, blow, or jolt to the head. Proper recognition and response to concussion can prevent further injury and help with recovery. School employees will contact one of the school nurses or the Athletic Trainer if a student has had a forceful blow to the head or to the body that results in rapid movement of the head. There are many signs and symptoms of a concussion.

Concussion symptoms may appear minutes, hours or days after the initial injury.

Symptoms may be physical, emotional, behavioral, or cognitive. Parents, volunteers and employees should familiarize themselves with Holland Hall's Post-concussion Return-to-Learn Protocol [HERE](#).

Whistleblower Policy

Holland Hall (the “School”) requires Board of Trustees members, Administration, other employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the School must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Each Board Member, volunteer, and employee of the School has an obligation to report in accordance with this Whistleblower Policy

(a) questionable or improper accounting or auditing matters, and (b) instances where one suspects that employees and representatives of the School did not practice honesty and integrity or comply with all applicable laws and regulations.

Should a volunteer have a concern or complaint regarding the accounting, auditing or reporting of, or the internal controls practices and procedures relating to, School funds, they should report it to the Head of School. If the complaint involves the Head of School, contact the Chair of the Board of Trustees. Upon receipt of the complaint, an investigation will be conducted to assess its nature, legitimacy and significance.

Other concerns and complaints not relating to the accounting, auditing or reporting of, or the internal

controls, practices and procedures should be made to the Associate Head for Finance and Operations. These concerns will be handled pursuant to the current policies and procedures applicable to such matters. The School shall take all appropriate steps to prevent retaliation by the School or its trustees, officers, employees, volunteers or agents, against any person submitting a complaint on account of that submission. This Whistleblower Policy is intended to encourage and enable Trustees, Administration, and employees to raise concerns within the organization for investigation and appropriate action. With this goal in mind, no one who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences.

Complaints can also be made anonymously by utilizing the Anonymous Miratech hotline at 844-280-0005 or gotohh.org/report.

Food Allergies and Food on Campus

General Allergy Policy

Holland Hall is committed to the health, safety, and well-being of all of our students. We recognize that food allergies of all types—including but not limited to dairy, eggs, wheat, soy, peanuts, tree nuts, fish, and shellfish—can be serious and potentially life-threatening.

While we take reasonable precautions and promote an allergy-aware environment, we cannot guarantee that our school is free from any specific allergens as we are unable to monitor all food items brought to school. While we feel that prevention is key, we cannot ensure that students will not be exposed to allergens or that allergic reactions will not occur. However, by working closely with families and maintaining open communication, we are confident in our ability to manage allergy risks and support a safe, inclusive environment for everyone.

We also recognize there is a shared responsibility of the parents/guardians, the student, and all staff to come together in supporting this commitment. Students with known allergies should have appropriate medical supplies and documents, such as epinephrine and an Allergy Action Plan, available at school at all times. And, we strongly encourage parents/guardians of students with food allergies to contact the school nurse to discuss any particular concerns they have related to their child's allergy.

Food Provided to Students by Holland Hall (outside of Flik)

At Holland Hall, we recognize that food can be a meaningful way to celebrate traditions, culture, and community. At the same time, we remain committed to the safety and well-being of all students. To help ensure a consistent and inclusive experience for every child, faculty and staff will not purchase, provide or serve snacks, candy, soda or other food items with limited exceptions that are listed below and approved by the Branch Head in advance.

This approach supports our efforts to minimize risks related to food allergies and sensitivities, while also promoting broader health and wellness goals. We encourage the use of non-food items or shared experiences to celebrate birthdays, milestones, or other special occasions.

When meals or snacks are needed for larger group events (e.g., grade-level gatherings), Holland Hall will

provide them either through Flik Dining Services or through coordinated school efforts. These occasions must be approved and planned in collaboration with the Branch Head and School Nurse at least two weeks in advance. (See “Scheduled Food Events” below.)

By working together and honoring these shared expectations, we help ensure a safe, respectful, and inclusive environment for all students - across all grade levels and occasions, and regardless of food allergies or sensitivities.

Scheduled Food Events

There are occasions and events at Holland Hall where food may be served to students. These limited events might include the Senior Luncheon, Fourth Grade’s America Day Cookout, the First Grade Thanksgiving Feast, and other long-standing traditions. These events should be limited to larger events (school, branch, or class-wide) and must be approved by the branch head with at least two week’s notice. The school nurses can offer guidance on food items to be served, as needed. Information on ingredients / food labels should be communicated with parents as a precaution to help maintain a safe environment for all students.

Due to the inability to oversee ingredients, cross-contamination, and other health related concerns, no homemade food items should be served at school.

No nuts of any type should be served. (This includes peanuts and all tree nuts like pistachios, almonds, cashews, pecans, hazel nuts, walnuts, etc.)

All foods to be shared must contain an ingredient label from the packaging or restaurant/store.

Please read the label every time and beware of “snack safe lists” since products, their packaging, and labeling can change at any time. Look for the following to indicate nuts/tree nuts might be present:

Nuts in the ingredient list

“Contains” nut(s)

“May contain” nuts

“Trace nuts”

And/or “processed in a facility with” nuts

It is recommended that FLIK be utilized for these occasions, as they follow set guidelines for food allergies. FLIK has an extensive menu and can work with you regarding requested items. FLIK does not use nuts of any kind and can provide ingredient lists for any menu they prepare. Please give FLIK at least two weeks' notice to prepare.

If using an outside vendor for food to be served to students, parents/guardians should be notified at least one week in advance. The notification should include the following - the restaurant that will be used, exact items that will be served, and any prepackaged items that will be served. (For example, Mazzio’s cheese pizza and sausage pizza, assorted bags of Lay’s Chips, and frosted sugar cookies from Wal-Mart bakery.)

This type of information is critical to check the appropriate ingredient labels/list. It is recommended that when notifying parents, they should also be made aware that if the food being served does not meet their child's dietary needs for any reason, they should pack a lunch or make other arrangements.

It is important that we abide by these guidelines to provide a safe and consistent environment for our students regardless of their age and regardless of whether or not there are students with allergies in a particular class.

Communications

The Communication Department is responsible for the production of all non-classroom communications materials (brochures, event fliers, invitations, signage, promotional items, etc.) Any communication that is sent out to more than one person on behalf of the school must be approved by the Communications Department. Requests for communications or marketing assistance must be made through the Communications Department by emailing news@hollandhall.org.

Logo

The Holland Hall logo cannot be altered in proportion, color, or structure. When using the Holland Hall logo, the color should be PMS 201C or C:7 M:100 Y:68 K:34, black, or white unless otherwise been approved by the Communications Department.

Emails

Emails to Holland Hall parents on behalf of the school can go through the Communications Department. Please contact the Engagement and Events Coordinator to facilitate emails with Communications.

The Dutch Weekly

The Dutch Weekly e-newsletter will be available each Friday and will contain information and announcements for the upcoming week. If a parent or volunteer wants to submit information to be included in the Dutch Weekly, it should be emailed to the related Branch office or department for approval and submission OR submitted via the [Dutch Weekly Submission form](#) on the website. All entries require administrative approval. The Communications Department may edit announcements as needed. The deadline is 3 p.m. on the Thursday prior to the issue date.

The Marquee

Only Holland Hall-sponsored programs, events or activities will be posted on the marquee. To request a marquee posting, please contact the Communications Department. Holland Hall reserves the right to refuse any requested posting.

Signage

Banners, yard signs, or other types of temporary signs must be approved by the Communications

Department.

Volunteer Opportunities

Please visit hollandhall.org/parents to learn more.

Special Events

Please visit hollandhall.org/events to learn more.

Contact

Engagement and Events Coordinator

Sydney May, smay@hollandhall.org