*The School District of Philadelphia*

*Overbrook High School*

*The Castle on the Hill*

*“Transforming Lives, Building Futures”*

5898 Lancaster Avenue

Philadelphia, PA 19131

Phone: 215-400-7300

Fax: 215-400-7301



*Student*

*&*

*Family*

***2018-2019***

To Our Overbrook Parents and Students:

Welcome back! This year promises to be an even more exciting year as we continue to build on the many successes that we have achieved in a short time.

This handbook was carefully prepared to give you, the parent and student, information that will guide you through the school year. In high school, students will have more freedom and independence than they have ever had before. With this greater freedom and independence comes greater responsibility. Students are required to make lots of decisions in high school, and students must accept responsibility for their actions.

This handbook outlines all procedures, policies, and rules specific to Overbrook High School. School rules are really “life rules.” When you have a job, you are expected to be there every day. You are expected to be there on time, to dress appropriately, and to be courteous to the people around you. You are expected to give your best effort each day. We are asking all students to do the same here.

There is nothing more important to us than our parents and students. We are committed to providing students with an optimum learning environment where excellence is the standard.

Ms. Y. Jackson, Principal

Overbrook High School

“The Castle on the Hill”

**MISSION**

Overbrook High School fosters a community built on respect, accountability, ownership, and building skills to prepare and inspire life-long learners.

VISION

The “Castle on the Hill” will provide a safe, respectful and accountable learning environment, where strong relationships are built amongst families, students, staff and community partners. These relationships enable “THE ENTIRE STAFF” to set high and personalized expectations for all students. Overbrook High School will provide multiple pathways that nurture our students’ social-emotional, physical, and intellectual growth. We stand firm on our mission to inspire our students to acquire the skills they need after graduation to become responsible citizens, lifelong learners, and leaders in the global community.



Overbrook High School

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 2018-2019 SCHOOL TERM

August 20, 2018 First Day for Staff

August 23, 2018 Ninth Grade Orientation

August 27, 2018 First Day for Grades K-12

August 27, 2018 First Day of School

August 31, 2018 Professional Development*; Early Dismissal*

September 3, 2018 Labor Day; *Schools Closed*

September 10, 2018 Rosh Hashanah; *Schools Closed*

September 19, 2018 Yom Kippur; *Schools Closed and Administrative Offices Closed*

September 21, 2018 2019- 2020 School Selection Process Begins

October 2 – 4, 2018 Interim Reports

October 5, 2018 Professional Development; *Early Dismissal*

November 2, 2018 School Selection Process Ends

November 6, 2018 Election Day; *Full Day Professional Development (Staff Only)*

November 7 – 9, 2018 Report card conferences

November 12, 2018 Veterans’ Day Observed- *Schools Closed and Administrative Offices Closed*

November 22 – 23, 2018 Thanksgiving Holiday; *Schools Closed and Administrative Offices Closed*

December 11 – 13, 2018 Interim Reports

December 24, 2018 Winter Recess; *Schools Closed*

December 25, 2018 Winter Recess; *Schools Closed and Administrative Offices Closed*

 December 26 – 28, 2018 Winter Recess; *Schools Closed*

December 31, 2018 Winter Recess; *Schools Closed and Administrative Offices Closed*

January 1, 2019 New Year’s Day; *Schools Closed and Administrative Offices Closed*

January 18, 2019 Professional Development Day; *Staff Only*

January 21, 2019 Dr. Martin Luther King Day; *Schools Closed and Administrative Offices Closed*

Jan. 30 – Feb. 1, 2019 Report Card Conferences

February 18, 2019 Presidents’ Day; *Schools Closed and Administrative Offices Closed*

February 26 – 28, 2019 Interim Reports

March 1, 2019 Professional Development Half Day; *Early Dismissal*

April 3 – 5, 2019 Report Card Conferences

April 12, 2019 Professional Development Half Day; *Early Dismissal*

April 18, 2019 Spring Recess; *Schools Closed*

April 19, 2019 Good Friday; *Schools Closed and Administrative Offices Closed*

April 22, 2019 Spring Recess; *Schools Closed*

May 7 – 9, 2019 Interim Reports

May 14, 2019 Pennsylvania Primary Election Day (Tentative); *Schools Closed*

May 27, 2019 Memorial Day; *Schools Closed and Administrative Offices Closed*

May 31, 2019 Graduation Window

June 3 – 4, 2019 Graduation Window

June 4, 2019 Last Day for Students

 June 5, 2019 Last Day for Staff

**NOTE:** Look to the news or the SDP’s website during inclement weather.

Key Personnel - Location

Yvette Jackson *– Principal – Room 200*

Markia McClenton  *– Assistant Principal – 2nd Floor Marble*

Mr. Michael Slawson - *Climate Manager – Room 201*

Mr. Jermaine Thompson – *Climate Manager – Room 322*

Departments

*Roster Chair* **–** *Room 202*

*Special Education* **–** *Room 206*

Counselor – Room 323

###### *School Police Office – Room 120*

###### *Nurse – Room 315*

# *Key Contacts Phone Extensions*

Mr. Jermaine Thompson 3220

Mr. Michael Slawson 2011

Main Office 2643

Nurse’s Office 3150

Sergeant Henry 1201

School Police 1200

Roster Office *(Mr. Dore)*  2020

Athletic Director *(Mr. Miller)* 6160

Special Education *(Mr. Clark)* 2061

JROTC *(1st Serg. Worley & Col. Ramos)*  6150

Counselor *(Ms. Davenport)* 3230

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**Overbrook High School Responsibilities**

* Involve parents in the planning, review, and improvement of the school’s parental involvement policy in an organized, ongoing, and timely fashion.
* Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely manner.
* Hold annual Title I meetings to inform parents of the school’s participation in Title I.
* Conduct frequent SAC meetings to engage parents in the school community.
* The school will have meetings and workshops with flexible timing in the mornings and/or evenings, so that as many parents as possible are able to attend.
* Inform parents of their child’s performance on state assessments, interims reports, and report cards.

Parent Responsibilities

**We, as parents, will support our children’s learning in the following ways:**

* Monitor attendance and grades via the family portal.
* Ensure sure assignments, projects, and homework is completed.
* Maintain positive ongoing communication with instructors.
* Supervise social media accounts and extracurricular activities.
* Volunteer in my child’s classroom.
* Participate in decisions relating to my child’s education.
* Remain informed of my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
* Serving on policy and advisory groups.

*Student Responsibilities*

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

* Complete all assignments to the best of my ability each and every day, as well as ask for help when needed.
* Read at least 30 minutes every day outside of school time.
* Give our parents or the adult who is responsible for my welfare all notices and information received by me from my school.
* Comply to all school rules.
* Check the student portal to review our progress in all my classes.
* Review our syllabi to ensure we know what is expected of me in my course studies.
* Arrive at school on time every day (7:15 a.m. - 7:35 a.m.) so that we may be seated in my first period class at 7:41 a.m.
* Be a present learner and on time for each class.
* Maintain a growth mindset.
* Hold myself accountable and actively pursue college, career, or the military.

***SCHOOL-WIDE EXPECTATIONS***

This is a space for learning. When you enter, you will be expected to:

* Respect yourself, others, and the school community.
* Be present and prepared (mentally and physically).
* Be responsible for your actions.
* Be a team player.

***SCHOOL-WIDE GOALS***

* To improve **questioning and discussion techniques** in the classroom in order to better challenge students to think and argue effectively.
* To incorporate content-appropriate **argumentative writing** that asks students to demonstrate **higher order thinking skills** into lessons and task across content areas.
* To implement school-wide practices to periodically **check for understanding** throughout a lesson as a means to **promote learning**.
* To provide students with **actionable feedback for improved outcomes** that lead to student mastery of lesson targets and standards.
* To develop a **positive, collaborative classroom and school culture** conducive to academic achievement.

##### School Rules and Procedures (Alphabetical Listing)

##### Absences

Students are to attend school every day. **There is a direct relationship between good grades and attendance**. ***If a student must be absent from school, he/she must bring a note from home explaining the reason for the absence.*** Reasons for each absence are coded in the roll book. ***Absence notes are to be given to the advisor.***

***If an absence note is not received, no make-up work will be provided and the student will be recorded as truant.*** Parents will receive a phone notification from school within 48 hours of a student absence. After the third absence, parents are contacted by the school and informed of state regulations regarding parental responsibility. **Students who have a record of absences coded as truant will be referred for district truancy adjudication.**

**Absences – Attendance Team**

A team comprised of dedicated Overbrook staff have been assembled to support attendance initiatives. If you know that your child has been absent and you do not receive phone blast, kindly call the school at 215-400-7300 so that your current phone number can be verified.

# Absences -Medical Reasons

***Medical and dental appointments should be made after school or on the weekend.*** If there is a serious medical situation, the nurse must be alerted and information must be provided from doctors or other health professionals to record on student medical records. Medical conditions that require frequent absences should be discussed with the nurse and administrators so that arrangements can be made to help the student keep up with school work.

If a student must be absent for an *extended* period of several weeks, information about “Homebound” tutoring is available.

# Academic Programs

The Ninth Grade **Success Program**, housed on the second floor, is home to all incoming ninth grade students. Students in this program have the opportunity to take additional classes in math and English as a preparation for their future high school classes. Before going to tenth grade, students select from one of the upper-class programs to complete their high school work.

**MULTI-MEDIA cte**: The program will provide students with a knowledge base in the area of using various tools for media development. Students will be introduced to the various formats of filming and creating media projects and ultimately succeed in higher education pursuits.

**Health Related Tech:** Students enrolled in the Health Program have opportunities that allow them to obtain experience in the health professions. A trained medical professional teaches the courses.

**JROTC Program:** Students in any grade can be rostered to JROTC for elective credit. JROTC builds leaders who represent Overbrook High school at most formal events, activities and special occasions within the school and who provide service to the school and to the community. JROTC activities include: Drill Team; Color Guard; Honor Guard; Raider Team Challenge; Physical Fitness Challenge; Community Service Events; and JROTC Cadet Leadership Challenge, the JCLC, also known as Summer Camp.

# Acceptable Use Policy

# All students who use the computers at Overbrook High School are expected to abide by the School District of Philadelphia’s “Acceptable Use Policy.” Students are required to sign this policy as a prerequisite to computer use in the computer labs. The complete text of this policy is available on the School District website, http://www.phila.k12.pa.us/aup/. Any student who violates this policy is subject to severe disciplinary action.

**Activities Spotlight**

There are opportunities to join teams at Overbrook. Please find the time to get involved! Extracurricular activities are not only fun, but reinforce new skills, provide outlets for creativity, allow you to meet new people, and also look great on those college applications and job resumes.

To recruit members, flyers will be posted around the building. Dates and times for meetings will be similarly posted. Along with athletic teams (football, soccer, basketball, baseball, softball, indoor and outdoor track, cross country, etc.). Student athletes must meet the PIAA academic requirements, and must have a physical before playing. If involved in different sports, athletes must have a physical each season.

Some activities include: Cheerleading, JROTC, National Honor Society, etc. Overbrook also holds dances (often by grade), fashion shows, talent shows, assemblies, and intramural competitions. Students also have opportunities to go on field trips and to attend shows, plays, cultural institutions and sporting events. [Note: Students must achieve a minimum of a 2.0 academic average (almost a C average) to participate in before and after school activities].

**Please Note**

*Participation in extracurricular activities (and in events planned for student celebration and enjoyment) is a privilege and not a right. Students who are not in good academic standing or who have been referred for disciplinary action or who have excessive absences, lateness, and/or cuts will NOT be permitted to participate in any school activities.*

**Note:** **Overbrook offers a wide variety of athletic activities. Please see the coaches in the gym for specifics. All students who are academically eligible are welcome and are encouraged to participate. Also, there may be other programs implemented during the school year. Please listen for them.**

**Community Partners:**Promise Corps, University of Pennsylvania - Talent Search, University of Pennsylvania - Upward Bound, University of Pennsylvania- Upward Bound Math & Science, Women of Tomorrow

Education Works, West Philadelphia Drug Coalition, Gear Up

**Senior/Junior Prom**

*Students who wish to attend the prom must:*

1. Meet the school and class attendance requirements. The exact details of this requirement will be sent in the “Handbook Addendum”, which will be sent under separate cover.
2. Students must have no level 2 Code of Conduct violations.
3. Complete a prom “guest” application. Guests not listed and approved in advance will not be admitted to the prom. Guests over the age of 21 will only be permitted to attend if approved, in advance, by an administrator.
4. Seniors must meet graduation requirements and complete their senior project.
5. Prom can be earned by being in good academic standing and by completing any/all required standardized tests.

**National Honor Society**

# The National Honor Society invites outstanding juniors and seniors who have demonstrated academic excellence (G.P.A 3.0 or higher), service to the school and community, and leadership skills to take their places among the most distinguished students in the country.

# Admission

# Students transferring into Overbrook High School must complete all paperwork and present all required documentation with the admission secretary in the main office. Documentation includes photo identification, 2 proofs of residence (e.g. utility bill with current address), immunization records, academic records (transcript of grades), and where applicable, placement letter from Central Discipline, or Special Education records. Students new to the School District of Philadelphia must also present a birth certificate and social security card and their last report card.

A student should enroll in the school within the boundary lines of the legal residence of his/her parent or legal guardian. However, a parent may apply for admission to any Philadelphia Public School provided that (1) the student can meet any entrance requirements, (2) there is space available, and (3) the established application and admission procedures are followed. Application to a school does not guarantee admission to a school. Applications should be submitted to the School District of Philadelphia, Office of Student Placement, between the first day of October and the third Friday of November of the current school year for placement in schools the following September. All applications must be received by the application deadline. Late applications will not be accepted.

Please note: if a student is found to live outside the boundaries established for Overbrook High School, and he or she has not followed the procedures necessary to receive approval to attend Overbrook, the student will be returned to the appropriate neighborhood high school.

# Advisory

Advisory will take place 2nd period each day. The teacher of the student’s third class will, in most cases, act as the student’s advisor.

Official attendance is recorded in advisory. Any absence from school MUST be followed by a note. Advisors must code the reason for every excused absence. Unexcused absences indicate truancy

### Alumni Association

### Information about the Alumni Association can be obtained from the Overbrook High School Alumni Association website accessible via: <http://members.aol.com/ohsalumni/>

### Arrival

All students must be **in their first period classrooms** (not in the hallway, at lockers, or arriving) **by 7:41 A.M**. Students must plan to arrive by at least 7:25 A.M. in order to ensure that they have cleared the scan machine and “swiped-in.”

## Bell Schedule

All students MUST be in First Period class by 7:41 a.m. each and every school day. The ***Regular Bell Schedule*** will be followed unless an announcement is placed in the daily bulletin.

**Bell Schedule**

|  |  |  |
| --- | --- | --- |
| Period | Start | End |
| 1 | 7:41 | 9:09 |
| 2 | 9:12 | 10:39 |
| Advisory/Lunch | 10:42 | 11:12 |
| Advisory/Lunch | 11:15 | 11:45 |
| 3 | 11:48 | 1:15 |
| 4 | 1:18 | 2:45 |

\*\*If an upper-class student is rostered in lower-level classes, lunch time is affected.

**Half-Day Bell Schedule**

|  |  |  |
| --- | --- | --- |
| Period | Start | End |
| 1 | 7:41 | 8:27 |
| 2 | 8:30 | 9:16 |
| Advisory/Lunch | 9:19 | 9:49 |
| Advisory/Lunch | 9:52 | 10:22 |
| 3 | 10:25 | 11:11 |
| 4 | 11:14 | 12:00 |

Parents will receive notification of any early dismissals. Please see the calendar to be kept abreast school closings.

In case of inclement weather or school emergency, and only when officially announced by the School District of Philadelphia, students will follow the "Late Start" bell schedule. Arrival time for students is 9:41 on “Late Start” days. Dismissal occurs at the normal time of 2:45 P.M.

## Books and Supplies

## All students are expected to have textbooks, notebooks, a dictionary, thesaurus, pens, or pencils each day when they arrive at school. Students need to comply to supplies as outlined by their class syllabus. School supplies can be brought at the school store in room 203.

##

Textbooks are the property of the school. Students fill out book receipts when the books are first distributed, and receive the receipt back when the textbooks are returned in good condition. Core textbooks are **very** expensive. **Students must pay for lost or damaged books.**

## Breakfast

All students are urged to eat a nutritious breakfast before beginning the school day. Studies have shown that students who eat breakfast can concentrate better and learn more efficiently. Free breakfast is available for all students in the cafeteria beginning at 7:15 a.m.

## Bullying- Zero Tolerance

#### Bullying is a criminal act. Bullying is defined as intentional hurtful behavior that is carried out repeatedly and occurs in a relationship where there is an "imbalance of power" (for example, one person is physically larger than another, or someone has more friends than another. Bullying may be physical (hitting, pushing, shoving, getting another person to hurt someone , etc.), verbal, (racial slurs, name-calling, teasing, spreading gossip or rumors, etc.), or non-verbal (threatening gestures, exclusion, stalking, etc.) Cyber bullying is also a serious form of bullying. Cyber bullying that occurs by using electronic devices such as computers and cell phones through emails, instant messaging, texting, blogs, photo and video sharing, chat rooms, bash boards, websites, etc.

#### If you are bullied or witness bullying, or if you feel threatened at any time by any individual while in school, you should go to the nearest teacher, administrator, or security personnel and report the matter.

#### If no one responds or if you are uncomfortable with reporting the incident to someone at school, then the incident should be reported to the District's special “Bullying” Hotline 215-400-SAFE. (This hotline is available to parents, students, teachers, community members, and stakeholders to report issues of truancy, violence, weapons, bullying, and other issues related to safety.

#### All reports of bullying will be investigated. If a report is found to be true, the Administrator will inform the student who bullies of the results of the investigation, review District policy on bullying with the individual, give consequences for the bullying behavior according to the number of offenses and the severity of the behavior, and notify the parent(s) of the student who bullies of the consequences.

#### For a first offense students are often given a warning and written notification. A second offence usually includes a parent conference, loss of school privileges, exclusion from school-sponsored activities, detention, and/or counseling within the school. A third offense can result in suspension or transfer.

#### If the first offense is notably severe, a student may be immediately disciplined according to the Student Code of Conduct. This could result in a long-term suspension (4-10 days), a referral for placement in an alternative educational program, or expulsion.

#### For more information on the bullying and harassment policies, please visit the School District website at http://webgui.phila.k12.pa.us/offices/s/academicsupport.

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## Cell Phones/Electronic Devices

## Possession of cell phones and/or

## electronic devices are allowed in school,

## but must be used accordingly. Students will

## not be allowed to talk, text, or listen to music on cell phones within a teacher’s classroom.

## Many teachers collect cellular devices at the start of class, secure them, and return them at the end of the period to maximize instructional time and focus. If emergencies arise, please contact the school.

## Illegal use of electronic devices is disruptive to the instructional process. Serious penalties will result for any student who uses a phone or electronic device in any way that could cause bodily harm to others at Overbrook. Addendums of the cell phone/electronic device policy may develop and will be sent home and/or reviewed via phone blast.

## *Please Note*: Overbrook High School is *NOT* responsible for students who lose their cell phones. Parents are urged to refrain from contacting their children via cell phone during the instructional day.

## Code of Conduct

The Student Code of Conduct has been developed to (1) support the creation of a safe learning environment for all members of the school community, (2) provide clear and explicit expectations for social behaviors within all school settings, (3) specify guidelines for teaching and encouraging social skills necessary for meeting District behavioral expectations, and (4) describe explicit methods of corrective instruction and consequences for responding to behavior offenses. The Code of conduct is reviewed with students and students are provided copies of this code early in the school year. The full text of this code is also available at: www.phila.k12.pa.us/offices/ administration/policies/118.html

**SPECIAL ALERT:** Overbrook High School will follow the mandates of the School District of Philadelphia Student Code of Conduct. Any student who brings a weapon, commits an assault, or interferes with any School Police duties (arrest, investigations, etc.) will be subject to immediate arrest by the Philadelphia Police Department. Parents of any students that are subjected to arrest by the Philadelphia Police Department will be contacted by Philadelphia Police. Overbrook High School is not authorized to make that call to parents in case of an arrest. All students who engage in a Level II offense (weapons, assaults/part of group assault, drugs, etc.) will be placed in the disciplinary transfer process

## Common Core State Standards

As part of a nationwide educational movement, the State of Pennsylvania and the School District of Pennsylvania have embraced Common Core Standards.

The stated mission of the Common Core initiative is as follows:

“The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students, fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.” Additional information about the Common Core Standards can be found at: <http://www.corestandards.org/>

Pennsylvania Keystone Examinations have been developed to assess students’ understanding of the standards in each subject. Students will be tested in Algebra 1, Biology, and Literature.

## Counselor- *Ms. Davenport*

## The Counseling staff offers case management support, school related and personal advice, and school related guidance to students and SDP guidelines/directives. Students are not to be sent to the counselor's office unless the student presents a call-slip from the counselor. Students can make appointments by signing the Counselor’s appointment book.

## Cutting Class

Every teacher takes attendance every period. Attendance is recorded in ***Infinite Campus***. **If a student cuts any class, the information is recorded in the computer. Loss of privileges, detention, community service and/or further disciplinary actions will incur. Students who are late to school and who are held in the late room receive an automatic "cut" for first period.**

**The school day is not over until the last bell rings and the student is dismissed by the teacher.** If a student leaves class without permission before that time, he or she will be considered to have “cut” and the appropriate penalties will follow.

## Discipline

The School District of Philadelphia “Code of Student Conduct” is available on the School District of Philadelphia and Overbrook High School websites. Students must read this handbook carefully since they will be held responsible for adhering to all rules and regulations covered in the handbook.

Students may be referred for disciplinary action to their respective climate manager or to the Principal in extreme cases. Disciplinary action may be taken for violations of any school rules or violations of any part of the School District Code of Discipline, at the discretion of school officials. For more information regarding the code of Conduct please see this website:<https://overbrookhs.philasd.org/student-code-of-conduct>

## Early Dismissal

Students must bring a **note** from home that states the reason for the early dismissal and **lists verifiable contact numbers for the student’s parent/guardian**. The note must be presented to the appropriate administrator and/or attendance designee no later than 8:15 A.M. No dismissal will be granted unless a phone contact verifies the note.

Students under the age of 18 **MUST** be picked up by a parent/guardian for **ANY** early dismissal. The parent/guardian must be listed on the student’s official contact list.

**ELECT Program**

The ELECT program, located in room 118, provides pregnant and parenting students with supports and services they need to succeed as successful parents, students and citizens. The ELECT program is a statewide initiative of the Pennsylvania Department of Public Welfare and Education and is facilitated locally through a partnership with Communities in Schools.

The program provides educational and social services support, along with parenting skills training, to pregnant and parenting teens via home visits

ELECT helps participants improve graduation rates, improve daily attendance and improve progress on standardized tests

ELECT helps pregnant and parent teens acquire important knowledge and skills in the areas of Health, Parenting Education, Life Skills, Community Resources/Legal Issues, Academics and Career Preparation.

**Elevator**

The elevator is only to be used by faculty and staff. Students may not use the elevators. Students who have a medical condition must see the nurse for approval and a special elevator pass.

# Emergency Contact

# In advisory, each student will be asked to provide a valid phone number and emergency contact information for his/her roll sheet. Students are urged to update information during the advisory. The school must be able to contact parents/guardians in case of accident or injury and must be able to verify requests for early dismissals.

# Entrance to School

All students enter through the building through either of the two entrances along 59th Street only. Students who attempt to enter (or leave) by any other door will be subject to disciplinary action.

# Excellence

# *“The fact or state of excelling–-surpassing others and being superior in some respect or area; superiority; eminence.” At Overbrook High School – Excellence is the Standard!*

***Celebration of Excellence***: Students who have distinguished themselves through extraordinary academic achievement, service to the school, or other significant accomplishments are recognized and celebrated at school-wide assemblies. Students are recognized for academics in three categories: Principal’s List, Distinguished, and Meritorious Honors. Students on the Principal’s List students have earned all A’s and no 3’s in behavior.

# Infinite Campus

This offers students and families the opportunity to use the internet to view grades, test scores, and more.

Students may access his/her portal using a username and password. Advisors are who students need to see regarding support with unlocking accounts. Infinite Campus is also available for parents/guardians.

Parent & Family Portal offers families a way to stay connected to their child(ren) and his/her school. Alerts are accessible via texts, phone call, and email. You may even log in using a smart phone, computer, or tablet. Parents may register using an email account via Gmail, Outlook, Yahoo, etc. Families may sign up visiting this website:

<http://signup.philasd.org>. A confirmation code is necessary to register. Families may contact the follow for more support:

(215) 400-4000

ask@philasd.org

philasd.org/pfportal

# Floor Configuration

# Students' class assignments are based on their grades:

Grade 9- 2nd Floor

Grade 10- 3rd and 2nd Floor

Grades 11 and 12 – 3rd Floor

While there may be exceptions for some specific classes, students are expected to remain in their assigned areas. Students found loitering on floors to which they are not assigned will receive "cuts" and the appropriate penalties will follow.

**Graduation Ceremony**

Participation in the graduation ceremony is a *privilege,* not a right. Students who do not meet the standards for school and class attendance (excessive lateness, cuts, unexcused absences) will not be permitted to participate in the ceremony regardless of their credits or G.P.A. Students may also be excluded for disciplinary reasons. Students will not be able to participate if there are any outstanding dues, fines, or owed property.

Please be aware that even for those who are eligible to participate in the graduation ceremony, there are some restrictions:

* Children under the age of two are not permitted.
* Tickets are limited; each student receives a standard number of tickets (usually 4)
* Balloons and noisemakers are prohibited at the ceremony.
* Students who arrive after the posted time may not be permitted to participate

# Graduation Requirements

Students graduating with the class of 2019 are required to have completed a Senior Project successfully **and** they must have earned at least 23.5 credits, as listed on the next page. Students must also demonstrate successful completion of secondary course work in Algebra 1, Biology, Literature and English Composition, in which the new Keystone Exam serves as the final course exam.

***Required courses for graduation:***

 4 in English
 3 in Mathematics
 3 in Science
 4 in Social Studies

 2 in World Language
 2 in Arts and Humanities
 1 in Physical Education

 1 in additional Math, Science, AP course

 0.5 in Health
 3 in Electives

*Of the required electives, one must be from the following: Mathematics, Science, or Advanced Placement courses. Special admission schools and criteria-based programs or academies may predetermine the electives to require additional subject area credits in math, science or others.)*

*Seniors should become familiar with the information listed under “Promotion Requirements.”*

Additional information on the new state policies may be found on the official website for the Pennsylvania Department of Education

# Gym

# Students must dress for gym as directed by their class instructor. Gym lockers are available in the Gym “locker rooms.” Students must bring their own locks to secure their belongings during their gym class. Students should not place money or valuable items in their lockers. *Neither the school nor the School District of Philadelphia will be responsible for any articles placed in the lockers or other storage areas.* Locks should be removed at the end of physical education class. You may not use the lock from your regular assigned locker in the gym locker room.

# Hall of Fame

# Distinguished alumni recognized by their peers and plaques noting their accomplishments have been placed in the “Marble Hall.” The Marble Hall also displays some of the trophies and rewards earned by previous students. The Marble Hall is “off-limits” to current students.

# Hall Passes

# Hall passes, signed and dated by the proper school personnel, are required for students to be anywhere but their assigned classes. Hall passes are color coded based on the floor configuration.

# Students are required to have a pass at all times when in hallways during instructional time. Students who violate the hall pass policy are subject to disciplinary action. Passes are valid for 5 minutes from the time issued. After 5 minutes, the pass is no longer valid and students may be picked up for “hall walking” (cutting). Hall passes will not be issued during the first or last ten minutes of any class. During the first class and during the last class, no hall passes will be issued at all.

# Hall Sweep

# A hall sweep is a procedure used to clear all students from the corridors who have not arrived to class on time, and who are not where they are scheduled to be. Students who are picked up during a hall sweep are subject to the appropriate disciplinary action.

# Harassment (See also Bullying)

Students have a right to learn in an environment free from harassment and discrimination. Harassment is defined as a demand for a sexual favor or any conduct which harasses, threatens, intimidates or otherwise creates a hostile school environment because of someone's gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, Disability, socioeconomic status and/or political beliefs. Discrimination is defined as treating an individual differently because of someone's gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, Disability, socioeconomic status and/or political beliefs. This list of bases is not all inclusive.



If a student feels as though he or she is a victim of discrimination or harassment, he or she shall report this to the school administration as quickly as possible. School personnel are required to follow-up on any reported incidents of harassment. To the extent possible, confidentiality will be maintained.

# Health Room

# The health room is located in room 315. The nurse can be reached at phone extensions 278 or 279. Emergencies are handled immediately. Emergencies include life threatening situations: breathing difficulty, bleeding not stopped by pressure, suspected alcohol or other drug ingestion, seizure, bee sting, and any suspected head or eye injury. Other non-emergency problems are seen and treated during health room hours as posted.

##### Hoodies

Hoodies may **NOT** be worn at Overbrook High School and are not permitted in the building. They can be confiscated at the door.

# I.D. Cards

**All students must have their I.D. cards at all times, every day.** **These cards are required for access to the building and to retrieve student transpasses.** **They must be presented to any staff member when requested. Students without I.D. cards are subject to the appropriate disciplinary action.**

I.D. cards are required for entrance to the lunch room. Students will scan before entering the lunchroom to ensure that they are attending the appropriate lunch period and room. They are also required to go to the nurse, use the lavatory, see the Counselor, and to attend many other school activities.

Defective I.D. cards will be replaced, but students who lose an I.D. card must pay $5 for a replacement. **If a student forgets an ID card and must be entered by hand, he or she will be required to pay a fee of $1.00 for the temporary ID. The I.D. fees accumulate and must be paid before a student may transfer out of Overbrook or receive a diploma.**

# Immunizations

# All students must have up to date immunizations in order to enter and remain in any school in the School District of Philadelphia.

Immunizations are required to protect against measles, mumps, Rubella, Polio, Diphtheria, Tetanus, Hepatitis B, and, beginning with grades 9 and 10, Varicella. Multiple doses of several of these vaccines are required. Parents/guardians may check with the School Nurses or with their health care provider if there is any doubt about a student’s immunization record.

# Interim Reports

# Interim reports for students will be made available to parents/guardian several weeks before the end of each marking period. Among other things, teachers can state on the report if the student is in danger of failing, if work is owed, or if a conference is required. In many cases, students who follow up on the recommendations that teachers make in the interim reports can pull up their grades. Parents who do not receive interim reports should contact the Administrator or Counselor.

# Lateness to Class

# All students are expected to be on time for each and every class. A late bell 3 minutes into the class period will sound or teachers will be instructed to “close all doors.” Any student not in class at this time is considered late for class and subject to disciplinary action.

# Students who are late must wait outside the teacher’s door until the teacher admits them. Students who establish a pattern of lateness will be subject to disciplinary action.

# Lateness to School

**FIRST PERIOD STARTS AT 7:41 a.m. Students who arrive** t**en minutes after school begins are considered late to school, and will be subjected to the appropriate disciplinary action. They will also receive a "cut" for first period.** Students who are late to school are sent to the “late room”, usually housed in the cafeteria.

Any student who arrives after first period should enter the building accompanied by a parent or guardian. Without a parent or guardian, disciplinary action may result.

# Lavatories

The lavatories are open for student use during the **change of classes**. Only emergencies will be honored during instructional time. To use the lavatory during a class period, a student must have permission from the teacher, an official hall pass and an I.D. card.

No student is permitted to leave any class during the first or last 15 minutes of that period. No students should be issued passes during the entire first or last period classes.

## Leaving Early

## Leaving the building early is prohibited. Students with legitimate early dismissal requests, in writing from home, must present them to school officials upon entering the building (see: Early Dismissal).

## Students who have work rosters, or who are in special programs are the only students permitted to leave before the final bell. Leaving class without permission before the final bell of the day is “cutting.”, and subject to the appropriate disciplinary action.

## Lunch

Lunch is provided free of charge to all students. Students report to lunch at their scheduled time. Students must have their ID cards.

Students may only have food in the cafeteria area. No food or beverage, other than bottled water, is permitted in classrooms. Students may NOT leave the building for lunch. Students who try to leave the building for any reason will be suspended.

Our cafeteria uses the “Point of Sale” system. Students must stand in line and when it is their turn, they must punch in their ID numbers on a keypad in order to obtain food.

##### Main Office

Most school related business (admissions, withdrawals, transcript requests, student information adjustment, etc.) takes place in the

Main Office.

The hours of operation include the following:

Ordinary Business Hours: 9:00 A. M. to 2:30 P.M.

Reinstatements from Suspension occur: 2:00 P.M. to 2:45 P.M. as scheduled with a Climate Manager.

**Only the parent/guardian who is on file with the School District of Philadelphia will be permitted to withdraw, re-enroll a student, request, view academic information, or pick up a student for an early dismissal.**

# Metal Detector/Scans

All students as well as all visitors to Overbrook High School must go through the metal detectors. If you have metal jewelry, belts or keys you must remove these items before passing through the scans. Please remember to pick up these items after the scan. Security personnel can’t be responsible for items left behind.



# Fire Drills

# The school is required to conduct monthly fire drills. Fire drill signs which detail the route students must follow to exit the building, are posted in each room in the school. In the event of a fire drill, the fire alarm will sound and an announcement over the PA system will direct all students and staff to exit the building. There is no time to stop at lockers. Everyone must exit the building and move quickly to the designated location. When the all-clear bell rings, all students must quickly return to their classrooms to avoid being marked late or cut, and having to face disciplinary action.

**Shelter in Place**

There will be serval locations for a shelter in place. the primary location is the auditorium and the gym and/or JROTC gym are the secondary locations. Students must go to the designated locations quickly, orderly, and quietly under teacher supervision and listen intently for further instructions.

**Lock Down**

These occur due to natural or man-made disasters or situations. When a lock down happens, it could be for various reasons. It will be announced that there is a lock down over the intercom system. Remain calm and follow all directives. At this time, bathroom usage and walking in the halls is not permitted. If you happen to be in the hallway, go to the closest classroom and remain there until the lockdown is lifted (ends). Never leave the building or your designated classroom as this would bring potential danger to you and others.

**Intruder Alerts**

If this occurs an announcement will be made and you must remain in your designated area or find the nearest classroom. Stay away from all doors and windows. Be silent, ensure all lights are out, and listen to all directives.

# Neighborhood Map

# The Overbrook High School Neighborhood



Overbrook High School, the “Castle on the Hill,” is located at the intersection of Lancaster Avenue and 59th Street.

### Nurse

Overbrook High School has a nurse on its faculty: The Health room is located in Room 315. Students must have a signed hall pass as well as an I.D. card in order to go to this room. Bleeding and breathing emergencies are handled immediately. Students with more routine problems are seen only during posted Health room hours. The Nurse is also responsible for routine medical screenings (height, weight, vision, etc.) and for maintaining health and immunization records.

### Parent Conferences

Throughout the school year, parents/guardians can contact the school personnel to schedule individual appointments. Upon arriving at school, parents/guardians must present I. D., register at the “Welcome Desk” in the marble hall, receive a visitor’s pass, and wait until the individual with whom the meeting is scheduled can be contacted and escorted to the meeting. The visitor’s pass must be worn and returned upon departure from the building.

*Back to School Night, workshops, meetings, and Report Card Conferences* presents an opportunity for parents/guardians to meet their students’ teachers and administrators as well as obtain information about courses and course requirements. All teachers and administrators are available during these conferences.

##### Parent Volunteers

Parents and concerned community members are encouraged to become Parent Volunteers. Please contact the main office, if interested. Volunteers must have clearances which are generally free of charge for volunteer purposes. All current clearances must be presented to Ms. Davenport, the School Counselor.

### Parking

### City ordinance states that no parking is permitted on any street adjacent to a school building. Parking is therefore limited to available on street spots at other locations in the neighborhood. Students are not permitted to park in the staff parking lot on Lancaster Avenue.

### Personal Messages

The school can only accept ***emergency*** messages for students from parents. If an emergency exists, the parent is directed to call the counselor or the who may relay the message to the student.

### Promotion Requirements

### Students are promoted from one grade to the next strictly according to the number of credits achieved.

### Credits Required for Promotion:

|  |  |
| --- | --- |
| From grade 9 to 10  | 5 credits |
| From grade 10 to 11 | 11 credits |
| From grade 11 to 12 | 17.5 credits |
| Graduation (see: “Graduation Requirements”) | 23.5 credits& Senior Project |

### Religious Release Time

### With written parental permission, students are allowed to leave school for up to thirty-six hours per school year (normally one hour per week) for religious training. Students must be escorted by an adult when leaving the building for release time. The School District neither endorse or resists requests for release time but will comply with submitted requests.

### Report Cards

### Report cards are issued four times a year. Students receive both a numerical grade and a letter grade for their work. They are also ranked for “citizenship” (behavior) with a “1” (excellent), “2” (satisfactory) or a “3” (unsatisfactory). Report cards also detail class and school attendance as well as lateness to school. In addition, report cards show progress toward graduation, with the number of courses completed in each subject area.

A student may receive a grade of “I” (or “Incomplete”) for a course for various reasons (ex: late admission). Incomplete grades must be changed to an actual grade before the next report card is issued. Incomplete grades cannot be issued for the final grade in any course.

See the calendar for report card conferences dates.

### MTSS/RTII (Response to Instruction and Intervention)

The support initiative titled “Response to Instruction and Intervention” (RtII) is an early intervening support process where the goal is to improve student achievement using research based interventions matched to the instructional need and level of the student. The core of MTSS/RtII is the premise that ALL children can learn. It is a data driven and comprehensive, multi-­tiered, standards aligned strategy to enable early identification and intervention for students at academic or behavioral risk. This strategy allows education professionals to work in collaboration to identify and address academic and behavioral difficulties prior to student failure. Monitoring student response to a series of increasingly intense interventions assists in guiding instruction to prevent academic failure and provides data that may guide eligibility decisions for learning disabilities.

### Testing

Overbrook students will be required to take STAR assessments, Benchmarks, PSAT, SAT, and Keystone exams that measure students’ critical thinking skills needed for academic success in college. Included are sections in math, reading, and writing skills.

**School Colors**: *Orange & Black*

**School Mascot*:*** *The Panther*

**School Song:**

 ***(ALMA MATER)***

Upon the hilltop's graceful height,

her spires against the blue;

There stands a school of legend bright,

of inspiration, true.

A school whose halls so brightly glow,

with learning’s eager flame;

Whose sons and daughters proudly show

 allegiance to her name.

Chorus: Hail to thee Overbrook High

Thy mem'ries we will hold dear

Forever we shall cherish thee

Thy lustrous name revere

Original words and music by the late Louis Kazze (former music teacher at Overbrook H. S.). A new music arrangement was composed by Mr. Gregory Allen (a former music teacher at Overbrook H.S.)

**Special Education / IEP’s**

The Special Education Department at Overbrook High School is committed to the educational, social, developmental, physical, and emotional well-being of all students with IEPs (Individualized Education Program).

Each Special Education student has an IEP Coordinator to ensure that there is continual equality for all students with disabilities through compliance of federal, state, and local laws.

The Special Education staff members are committed to providing the necessary resources and support to all students, school staff, parents, and the community to ensure that every young person has the opportunity to graduate from high school with a viable plan for postsecondary education or employment.

### Suspension

Students may receive an out of school suspension, depending on the level of the offense(s).

Students who are suspended are given a written notice and their parents are informed by phone and/or mail. Students must follow the directions on the suspension notice. To be reinstated from an out of school suspension, students and their parents/guardians must attend a scheduled reinstatement conference with the appropriate climate manager and/or the principal.

**Reinstatement (return from suspension) will only take place between 2:00- 2:45 P.M.**

### Telephone Use

**Phones within offices are throughout the school building.** During school hours, students who obtain permission from their teachers may ask permission to use the office phone. Records will be kept of contacts/numbers dialed. In an **emergency**, parents/guardians may call the school and contact the counselors to get messages to students.

**Transcripts**

Transcripts provide a record of all courses completed during high school. An official transcript can be obtained from the Counselors’ office. To be official, it must have the school seal. Usually students must have transcripts sent out directly from the school to the receiving institution. Students do not ordinarily transport official transcripts unless they are in sealed and signed envelopes.

A student who is entering Overbrook High School from another school may have to request that a transcript be mailed or faxed to Overbrook before all credits can be officially entered into the student’s record. This is especially true for students coming from a private school, or from a different state or country.

##### Transpasses

Students who reside within Overbrook’s boundaries that live more than 1.5 miles from the school, may be entitled to receive free transpasses from SEPTA. Students are automatically placed on the list by SEPTA based on the address listed in the School District data base. Please note**: SEPTA determines a student’s eligibility. Overbrook is only responsible for dispensing the transpasses.** Transpasses are only given to students on Friday and Monday in the lunchroom during students’ lunchtime. If transpasses are not picked up, the parent must make an appointment with the designated school official to pick up the transpass. Note: Students are responsible for their transpasses. If a student loses a transpass**, no** replacement will be provided.

##### Truancy

Students who are chronically absent from school with no excuse may be classified as truant. Students are encouraged to attend school 95% or more days or school. Truancy is deemed as having ten unexcused absences from school.

####

#### Truancy Court

#### Philadelphia’s eight regional Truancy Courts are a component of a collaborative relationship between the School District, Family Court, and Department of Human Services (DHS). These special courts process cases of public school students reported by the School District of Philadelphia as chronically truant.

##### Tutoring

##### Teachers have posted conference hours when they are available for tutoring. Some classes even have collaboration with St. Joseph’s University for in-class tutoring services by college students.

##### Uniforms

The school uniform consists polo shirts with the school logo paired with black or tan slacks or skirts. Jeggings, jeans, mini shirts, hoodies, tights, or sweat pants are not permitted.

|  |  |
| --- | --- |
| GRADE | SCHOOL POLO SHIRT W/LOGO (the color of the shirt is dependent upon credit hours) |
| 9th  | ORANGE |
| 10th /11TH  | GRAY |
| 12th  | BLACK |

Sweaters and vest may be purchased at the school store. The school uniform MUST be worn every day, without exception, even on class trips unless permission is obtained from the trip sponsor.

*Footwear*

All students must wear closed shoes. Sandals and flip-flops are not permitted.

**HOODIES, HEAD SCARFS, AND HATS ARE NOT PERMITTED IN THE BUILDING!**

##### Visitors

All visitors/parents will enter the school by the front door on the Lancaster Avenue side of the building ("Marble Hall"), and go through the scan machine. Visitors/ parents will be signed in at the visitor's desk where information is available, a visitor’s pass may be issued and contact will be made with the appropriate school personnel. **No visitor may leave the Marble Hall unless directed to do so by the person on duty**. In accordance with the published **School District of Philadelphia SAFETY POLICY, ALL VISITORS, WITHOUT EXCEPTION, MUST HAVE A "VALID" PICTURE I.D. IN ORDER TO GAIN ENTRY INTO THE SCHOOL BUILDING. Visitors/parents must be accompanied through the building by Overbrook staff. Unaccompanied visitors will be considered trespassers and will be asked to leave the building**

**Hours for Visitors:**

Main Office Business Hours: 9:00 A.M. - 2:00 PM

Transfers in or out of Overbrook: Tues., Wed., Thurs., 9:00 A.M. until 2:00 noon

Reinstatements from Suspension: Tues., Wed., Thurs., 2:00 P.M. until 2:45 P.M. Unless otherwise scheduled

##### Weather Emergencies

If a weather emergency necessitates the closing of schools, announcements will be made on the on the radio and television (Suggested sources: KYW - 1060 --for radio; www.NBC10.com for web postings.)

In extreme weather emergencies, students may be granted a "late start" to school. This is a two-hour delay in the schedule. Other weather emergencies may require an early dismissal from school. However, in case of any weather-related emergency, the start or dismissal time is set by the School District and not by the individual school. Please consult the School District website (www.phila.k12.pa.us) or local radio and TV sources.

##### Website

The official Overbrook High School website can be found at: **http://webgui.phila.k12.pa.us/schools/o/overbrookhs**  There is also a blog that you can access for daily updates and important information:

www.overbrookhighschool.blogspot.com

In addition, if you have any questions, comments, concerns, or suggestions, please feel free to email **overbrookquestions@gmail.com and we will respond promptly.**

The School District of Philadelphia website can be accessed atwww.phila.k12.pa.us . The first page of the site includes special options for students and parents. Within the site, other links are provided to bulletins, policy statements and handouts (see, for example, the Office of Academic Supports at http://webgui.phila.k12.pa.us/offices/s/academic-support)

##### Working Papers

 Most students who want to work will need working papers. Applications can be downloaded from the school district web site:

[http://www.phila.k12.pa.us/students/working\_papers/wp\_faq.html)](http://www.phila.k12.pa.us/students/working_papers/wp_faq.html%29)

Students seeking work should take a copy of the application for working papers with them. Once a student has the promise of a job, he or she should have the prospective employer fill out and sign part “C”. The student’s doctor must fill out part “D” on the application, which verifies that the student has had a physical during the past year. The student must then come to School District at 440 North Broad Street where working papers are issued. The student must be accompanied by a parent or guardian and must bring the completed application along with proof of age. The student must be accompanied by a parent/guardian.



Dr. William R. Hite, Jr., Superintendent of Schools

School District of Philadelphia

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215-400-4000

www.philasd.org

Dr. Proctor, AssistantSuperintendent

**Ms. Yvette Jackson, Principal**

**Overbrook High School**

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**Philadelphia, PA 19131**

**Phone: 215-400-7300**

**Fax: 215-400-7301**