

Pittsburgh Oliver High School

2323 Brighton Road | Pittsburgh, PA 15212 | Phone: 412.323.3250 | Fax: 412.323.3294
Parent Hotline: 412.622.7920 | www.pps.k12.pa.us

Welcome!

Welcome back to a new and exciting year at Pittsburgh Oliver High School! The staff of Pittsburgh Oliver High School is very excited about getting to know each individual student and will continue to strive to meet all students' needs. In addition, we look forward to forming a partnership with parents in order to ensure the success of our students.

This year at Pittsburgh Oliver High School we are "Oliver: Better than Ever! Where Education Goes Beyond the Bell!" Please review the handbook in order to develop an understanding of all expectations. It is the goal of Pittsburgh Oliver High School staff to continue to collectively develop, manage, and nurture a school community that is conducive to the overall development of students. We look forward to continuing the tradition of Pittsburgh Oliver High School, while raising the level of expectations and promoting academic *Excellence For All*.

Please review the following information relative to the new school year.

Mr. Dennis J. Chakey
Principal, Main Office

OUR SHARED VALUES/BELIEFS

- Students respond positively to school and instruction when they can actively participate in learning activities that are relevant and creative.
- High achievement always takes place in the framework of high expectations

SCHOOL COLORS: Dark brown and Orange

SCHOOL MASCOT: Brown Bear

SCHOOL MOTTO: Oliver: Better than Ever! Where Education Goes Beyond the Bell!

ALMA MATER

Hail to thee, Oliver
Thy name doth inspire
Upward and onward
Rising over high
See thy grand banner
Of orange and seal brown
Through all the land
Win praise and renown

SCHOOL PROCEDURES

Bell Schedule

Please visit our website at www.pps.k12.pa.us or contact our Parent Hotline at 412.622.7920 for the bell schedule for your child's school.

Building Access

The building will open at 7:20 a.m. Students will not be permitted to enter prior to that time. In compliance with the District's School Safety Plan, metal detectors will be used at the main entrance from 7 a.m. to 7:30 p.m. each day. After 7:30 a.m., all persons will enter via the front entrance. All visitors must register at the designated area.

Remember: Items such as Swiss army knives, penknives, laser pointers, aerosol sprays (e.g. mace, pepper spray, etc.) razor blades or any other object that can be deemed as a weapon are strictly prohibited. Violation of this rule will result in severe disciplinary action.

Attendance

Both the administration and faculty of Pittsburgh Oliver High School recognizes the important correlation between a student's school attendance and his/her academic success. Consequently, in order to aid each student's achievement, we are stipulating that the Pittsburgh Board of Education's attendance policy be diligently enforced. Current Board Policy dictates the students maintain regular attendance. Any student who has more than six absences in a report period will receive a failing grade for the report period. Please refer to the Code of Student Conduct for details.

Tardy Policy

A student is considered tardy when he/she is not seated in his/her regularly assigned seat after the late bell rings. This applies to both homeroom and classrooms. Any student that arrives to school after 7:45 am will enter the school through the auditorium entrance. Students will be retained in the auditorium until the period ends. Students will be provided a rubric which outlines the steps of progressive discipline as it relates to tardiness to school.

Early Dismissals

A request for an early dismissal must be submitted to the main office by 8:30 a.m. the day of the early dismissal. The request must include a telephone number at which the parent/guardian can be contacted to verify the early dismissal request. Students can then pick up their early dismissal pass after the second period. On days before holidays, vacation or semester exam days, no early dismissals will be permitted.

Students Leaving the Building

Students are not permitted off the school campus during the school day. Students who leave the campus without an appropriate early dismissal will be disciplined in accordance with the School Discipline Code. Such students may well be assigned an In-School or Out-of-School Suspension.

Enrollment, Transfers and Withdrawals

Transfers and withdrawals are handled by the school social worker.

School Delays and Cancellations

When the decision to have a two-hour delay or to close schools is finalized by the superintendent, the Director of Transportation contacts the Communications and Marketing staff to inform local radio and television stations. In the event of a two-hour delay, students' buses will arrive two hours later than usual. Tune into the following radio and television stations for frequent school closing announcements: Clear Channel (KISS FM), Froggy, KDKA Radio, KQC, 808- FM, WLT J, WPXI Channel 11, WTAE 4 and KDKA TV. Most media do not announce if schools are going to open. If there is no announcement, classes are in session. The District also posts school closing and delay announcements on its web site: www.pps.k12.pa.us

Closing School in Emergencies

Sometimes it is necessary to close school when such conditions as extreme weather emergencies make it impossible to stay open. Should the weather look so bad that you suspect school might be closed, please do not call the school.

School Dress Code

The School District of Pittsburgh has an exclusionary dress code. The Board, therefore, resolves that no student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs or demeans or degrades another because of race, sex, religious

persuasion, national origin, handicap or disability. Students are expected to wear appropriate clothing at all times while at school. Clothing must not be of any style, length or fit that is of a provocative nature. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

The following dress code will be in effect:

- Any clothing that advocates or promotes sexual activity, profanity, acts of violence, ethnic slurs, or the use of alcohol or drugs is prohibited.
- Any sweatshirts, T-shirts, jackets or other clothing that designates the name of any particular Pittsburgh community is prohibited.
- Bandanas of any color or kind are not permitted in school or at school sponsored events. Similarly, hats and other head coverings are not to be worn in school.
- Students not desiring to leave their coats and hats in their lockers must remove their coats as they enter the classroom and keep them off the entire period. All students must obey teacher's rules and regulations.

In addition, student should not wear the following:

- Short shorts
- Tight or revealing clothing
- Revealing midriff
- Sagging jeans/pants with flesh exposed.
- Tank tops
- Heavy chains and other personal ornamentation which resembles weapons

Graduation Ceremony

Proper attire - dress shirts, slacks and dress shoes for men, dresses and dress shoes for women - must be worn for graduation exercises. No shorts, sandals, or gym shoes are allowed. Otherwise, you will not be permitted to participate.

Cafeteria

The cafeteria is located on the first floor. All food and drinks must be consumed inside the cafeteria. Orderliness and cleanliness are vital in making the cafeteria a pleasant place to eat. To that end, please wait your turn in the cafeteria line. Leave your table clean by depositing your tray and waste in the containers provided as you exit the cafeteria.

Breakfast will be served from 7 a.m. to 7:20 a.m. No snack items will be sold during breakfast. Students may eat in the cafeteria only and need to dispose of all items properly. During lunch, students may use the courtyard; however, students may not take food into this area. Remember, no food is to be taken from the cafeteria. Students using the courtyard must reenter through the Main Entrance.

Lunch Prices

Students also have the option of bringing their lunches from home or purchasing a full school lunch. Ala carte items are available at various prices. Breakfast is also available from 7:20-7:45 a.m.

Lockers

Each student will be assigned a locker. It is the student's responsibility to see that his/her locker is secured at all times. The school will not be responsible for lost or stolen property. Students must only use their assigned lockers. Good judgment should be used in what you bring to school.

It is not wise to wear expensive jackets, jewelry, or designer clothing. Lockers are school property and may be searched at any time if reasonable cause exists to do so. A roster of locker assignments is on file in the Intermediate Office.

Personal Items

Faculty will not be responsible for accepting or holding student's personal items. It is strongly recommended that students refrain from bringing to school large sums of money, valuable jewelry or expensive outer coats.

Hall Passes

Students are not permitted in the halls during class unless they have authorized permission in the form of an appropriate pass. Students will not be issued passes during the first 10 minutes of each class.

Restroom Usage

Four minutes are provided between each period for students to take care of personal needs. Students may be excused from class to go to the restroom in cases of emergency.

Cell Phones and Other Electronic Devices

Students may carry cell phones to and from school but must keep them in the "off" position during school hours. Students who are identified with an active cell phone will be subject to having the phone confiscated. All other electronic devices such as walkmans, iPods, other types of MP3 players, etc. should not be brought to school.

Telephone Messages

Teachers may be reached by calling the main office and leaving messages for them to return calls. Students will not be given any personal messages. In the event of an extreme emergency, which must be explained to the secretary at the time of the phone call, every attempt will be made to deliver the message to the students. There are pay phones in the hallway directly across from the main office. These phones may be used by the students at appropriate times, i.e. before school, during lunch.

Textbooks/Calculators

Students are responsible for all schoolbooks or calculators issued to them. If damaged or lost, it is the student's responsibility to replace them. Final grade reports, diplomas and all school activities, i.e. prom, semi-formal, etc. will be withheld until all accounts are settled.

School Insurance

Information on school accident and health insurance is sent home each fall at the beginning of the school year with the students.

Work Permits

Application for work permits may be secured from John Foley, School-to-Work counselor in the Pupil Services Office, Rm. 146. You may also call the School Board Work Permit Office at 412.622.3500 for additional information. All students under the age of 16 must have a work permit to get a part-time or full-time job.

ACADEMICS

Students' Schedules

Class scheduling is done in school in the late winter or early spring. It is done through English classes by the Student Services Personnel. Parents should see the students' selection of courses and approve the choices.

Schedule changes may be made with no adverse consequences for:

- Semester A through September 30th
- Semester B through February 28th

Students who are misplaced in the incorrect level of a core academic class may change level after September 30th or February 28th once permission is obtained from the principal including written teacher consent and parental approval. Grades from the previous level will be transferred to the new section. Students must remain in elective courses through the entire semester and those who select AP Level Courses will complete the entire course unless special permission is granted by the principal.

Semester Final Exams

Final exams are given in all classes in January and June. These final exams count for 20 percent of the final grade. No student is exempt from final exams.

Tutoring Services

Tutoring service for students may be arranged through your classroom teacher, the Instructional Teacher Leader, the CAS Coordinator or the National Honor Society, or your counselor.

Physical Education

Students in twelfth grade are required to take P.E. Students in ninth through eleventh grades must take four P.E. classes during their high school experience.

P.E. Lockers

Put only clothes and books in lockers, remove lock at the end of each class period. Students supply their own locks. The school will not be responsible for the loss of student property. Any lock left on a locker at the end of the day will be cut off. Do not place money or any valuables in gym lockers!

Swimming

All scheduled students must take swimming unless excused for medical reasons. The only excuse that can be accepted must be a signed document from a physician.

Transcript Request

Students requesting transcripts to be sent to colleges, universities, and employers must make the requests to the Student Services Clerk. Such requests must be accompanied by an envelope stamped and addressed to the college or employer.

SCHOOL PROGRAMS AND ACTIVITIES

Athletics

Baseball (Boys)	Mr. C. White
Basketball (Boys)	Mr. C. White
Basketball (Girls)	R. Graham
Cross Country (Co-Ed)	Mr. T. Keefer
Football (Boys)	Mr. T. Keefer
Swimming (Co-Ed)	Ms. S. Wagner
Track (Boys)	Timothy Keefer
Track (Girls)	Susan Wagner
Volleyball (Girls)	Ms. S. Scott
Wrestling (Boys)	Mr. B. Hostutler

Athletic Eligibility

To maintain eligibility for an athletic team, you must meet the following requirements for each marking period prior to the season in question.

Receive 5 or more marks of C or better on each report card. For the second and fourth report periods, the semester grade is the grade that counts. (Physical Education grade does not count as one of the 5 Cs.)

Maintain a 2.0 or better QPA for the marking period or the semester. (Physical Education is used in the figuring of the 2.0 average.)

A student who has been absent from school for seven or more days during

A grade period will not be eligible to participate in athletics for a 20-day period. After the 20-day period has been served, the student may be reinstated if he/she has missed fewer than three days during the ineligibility period.

During a report period, when a student has three but fewer than seven absences, the principal must sign a waiver to grant eligibility.

A student must not accrue more than six absences during a grade period.

Extracurricular Clubs

Cheerleaders	Ms. K. Krizan
EAP	Ms. R. Tolliver
National Honor Society	Ms. Renee Tolliver
Yearbook	Ms. Renee Tolliver

Activity Buses

Activity buses are provided at the following times after school on Brighton Road:

- 4:30 p.m. - General activity bus for all students who stay late.
- 5:30 p.m. - Athletic bus for sports students.

However, the times for activity buses are subject to change relative to needs.

SCHOOL SAFETY

Crisis Management Information

Maintaining a safe environment at Pittsburgh Oliver High School involves collaboration among the staff, students, parents, and community.

Parents will be asked to sign and return verification that they have reviewed the student handbook.

All building entrances locked except for the front doors.

Visitors to our schools will be required to report to the main office and wear visitor badges.

The principals in every building will maintain high visibility.

Teachers will stand in the hallway between classes to supervise students.

Students will not be released from the building without permission and parent notification. In the event of a crisis, parents should come to the school to pick up their child.

Deliveries will not be accepted unless related to school business.

Refer any questions from the media to the administration.

FIRE DRILL INSTRUCTIONS

Procedures for Fire Drill

Consider all fire alarms as either a drill or emergency and proceed with evacuation of the building unless cancelled via the intercom.

Every fire alarm must be treated as a potentially serious event.

Preparation for Fire Drill

Teachers will inform each class they teach the fire drill route from that particular classroom.

Teachers will inform pupils about the importance of fire drills.

Teachers remind pupils that no fire drill is successful unless the entire building is evacuated in three minutes.

Student leaders should be designated for each class:

- To lead the class to the area of safety,
- To close windows and the door
- To assist handicapped students out of the building.

The Actual Fire Drill

All persons, including the teacher must leave the premises.

Teachers keep pupils moving, do not allow them to stop and wait for friends.

The teacher should follow immediately behind the class.

By regulation teachers must have class lists with them during all fire drills.

Security guards will check all bathrooms on their respective floors.

Teacher must escort classes to the designated safety area and check to see if all pupils are accounted for.

If the fire alarm sounds during the lunch period, teachers in the lunchroom should assist in the exit of pupils.

The Conclusion of the Fire Drill

All persons outside of the building must proceed up or down the designated route. Do not congregate in school parking lots because the fire trucks need access to the building.

No one may return to the building after a fire or fire drill until the Fire Captain has given permission or the all clear bell has sounded indicating the end of the drill.

CODE OF STUDENT CONDUCT

Student Responsibility

All students are expected to arrive to all classes on time. Students have four minutes between classes. You will be prepared for your classes each day by being on time with completed homework, a pencil or pen, notebook, and text-book. Demonstrate respect for others and for your school materials.

During class time students are not permitted to be in the halls without an authorized corridor pass. Hall passes are intended for emergency use only. A completed hall pass must contain the student's name, teacher's name, time of departure, and destination. Students found in the hall without a valid pass must be prepared to accept the consequences for this action. Periods 1, 6 and 8 are considered closed periods and students are discouraged from being sent out.

Students are not permitted to sell any items on school grounds unless the items are part of a school-sponsored activity. No items of any kind may be sold during class period.

Once you arrive at school, you are not permitted to leave the building until the end of the school day unless you are participating in an organized program, supervised by a staff member outside of school or you are officially dismissed by the school.

Your parents send you to school to learn. You are expected to attend school regularly, make a sincere effort to improve yourself, and follow school rules. Students, parents, and faculty share responsibility

for making Pittsburgh Oliver High School a good place to learn. No student has the right to interfere with his fellow students' education.

The following list of rules has been set by the School District of Pittsburgh. Violation of any one of these rules carries with it an automatic disciplinary action and many also carry legal consequences. Please become familiar with each rule to avoid being in violation. For more information, refer to the Code of Student Conduct.

- Disruption of school.
- Damage, destruction or theft of school property.
- Damage, destruction or theft of private property.
- Assault on a school employee.
- Assault on a student or other person not employed by the school.
- Weapons.
- Drugs including, but not limited to alcohol, amphetamines, barbiturates, any form of cocaine, hallucinogens, designer drugs, marijuana or narcotics.
- Repeated school violations.
- Unauthorized presence on school grounds.
- Tobacco use.
- Possession of cell phones, pagers, lasers, radios, CD's or other electronic or telecommunication devices.
- Academic dishonesty.
- Sexual harassment.
- Misuse of computers/computer networks.
- Undesirable group activity.
- Fighting.

Detention

Students may be assigned detention by individual teachers for minor classroom misbehavior. Students who fail to report to detention are referred to administrators for administrative action.

Exclusion from School

School administrators have the authority to suspend students for up to 10 school days per incident. Exclusions beyond 10 school days are called expulsions and require formal board hearings. Please see the Code of Student Conduct for detailed information.

In-school Suspensions

Students referred to administrators for minor classroom or school infractions may be assigned to the Success Strategies Lab where they will spend the day doing their classroom assignments.

Procedures for Exclusions

Short-term suspensions (10 days or less) are emergency measures which permit the school district to suspend a student from school because of a major disciplinary situation. Their purposes are:

- To permit a thorough study of factors contributing to the student's poor judgment.
- To enforce the limits of poor behavior.
- To determine whether or not a student may need special resources that has not been previously employed.

Procedure for Parents

Assistant Principals will call the parents as soon as possible to inform them of the rule violation and the dates of suspension.

An informal hearing date may be set up at the time of the phone contact.

A written notification will be mailed to the mailing address on record.

Complete information relative to school exclusion is available in the student copy of the *Code of Student Conduct*.

