



**2011-2012
STUDENT/PARENT HANDBOOK**

4210 Harding Road
Nashville, Tennessee 37205-1998
www.overbrook.edu

Telephone: (615) 292-5134
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ExtendedCARE : (615) 294-7873

ExtendedCARE Hours:
K-8th grades: 3 pm-6 pm
Early dismissal: noon-6pm
Pre-k: 11:30 am-6 pm M-F

The Dominican Campus
Telephone: (615) 383-3230

Overbrook School
is owned and administered by the
Dominican Sisters of St. Cecilia Congregation
Nashville, Tennessee

Accredited by
The Southern Association of Colleges and Schools



OVERBROOK SCHOOL'S MOTTO
"To Grow in Grace and Knowledge"



Overbrook School's Mascot

The Eagle

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PHILOSOPHY STATEMENT OF THE DOMINICAN CAMPUS

The Catholic Church, from the beginning of the Order of Preachers, has called the Dominicans to teach the Word of God. Saint Dominic embodies the teaching mission of the Church in the apostolic work of his Order. By sending his followers out into the world, he sought to proclaim the Gospel to all people.

The Dominican Sisters of the Saint Cecilia Congregation have continued this mission of Saint Dominic through their dedication to the Christian education of youth in institutions of learning. For over a century and a half, the Saint Cecilia Congregation has owned and operated schools in which students come to a deeper understanding of their faith, their heritage, and their responsibilities as members of society.

Overbrook School, Saint Cecilia Academy, and Aquinas College exist primarily to enable students to learn in a Christ-centered atmosphere of love and truth in the Catholic tradition.

These schools reflect the philosophy of the Catholic Church as it pertains to education. Each student is recognized as an individual of eternal worth whose immortal soul is destined for happiness with God.

Each school endeavors to nourish the intellectual gifts of its students and to develop their spiritual and physical potential in view of their final end and the good of society.

Each of the three institutions of The Dominican Campus establishes specific goals and objectives and provides the appropriate means to attain them.

MISSION

MISSION STATEMENT OF OVERBROOK SCHOOL

Overbrook School provides an excellent academic and religious education, developing the whole child in the Dominican tradition.

To accomplish this mission, the faculty and staff must strive to:

- permeate the students' entire day with Christ so that He will be the source of their strength, the goal of their actions, and the center of their lives;
- maintain standards of academic excellence and prepare students for higher levels of education, while acknowledging and providing for individual differences;
- develop in students a positive self-concept which will lead to recognition and acceptance of their personal talents and gifts;
- enrich the lives of students through a comprehensive fine arts program;
- instill in students the value of health, fitness, and sportsmanship by providing a versatile physical education program;
- teach the worth of each person and the dignity of each person made in the image and likeness of God;
- prepare students for the duties of good citizenship through development of character and leadership;
- work closely with parents as we share the task of educating children in all phases of their development.

HISTORY OF OVERBROOK SCHOOL

In the year 1923, the Dominican Sisters purchased from Joseph Warner an estate of approximately 91 acres located at 4210 Harding Road. This included the family home, the "White House," designed by architect George C. Norton in 1912 which is now on the National Register of Historic Buildings.

The Sisters, dedicated and committed to teaching, saw a need for a Catholic elementary school in west Nashville and in 1936 opened the doors of Overbrook School with an enrollment of nine students and a faculty of five sisters. Classes were held in the main house, which currently serves as The Dominican Campus administrative offices. A rapid increase of the student body to 21 by spring indicated acceptance and certain permanency for the school.

In 1937, a kindergarten was begun, and in 1943 a nursery school was added. Since Overbrook was one of the few elementary schools in the area which offered preschool, high enrollment necessitated moving the kindergarten to the remodeled carriage house behind the house in 1944. An addition was built for the nursery school and cafeteria. In 1945, and in 1948 two other classrooms were added to the "White House," the original building. During these years, the eight elementary grades shared four classrooms.

As enrollment continued to grow, the need for expanded facilities became critical. In 1961, the new building housing Overbrook School was dedicated. It included individual classrooms for each grade, kindergarten through eighth grade, a library, small office space, and a small gymnasium. In 1970, a larger and more adequate library was added in honor of Sister Anastasia Basehart, O.P.

In the summer of 1983, Overbrook was again expanding its building. Included in the expansion and remodeling project were: improved office space, a much larger library, a regulation size gymnasium, an audio visual room, a science lab (former sixth grade classroom) and a music and art room (former gymnasium). A seventh and eighth grade classroom wing was added in 1989. In March 1998, four classrooms were added to the junior high wing. In 2010 Overbrook received recognition as a National Blue Ribbon School.

Today the faculty consists of 6 sisters and 35 lay teachers. Rich, indeed, is the heritage of Overbrook School in the 325 students presently enrolled and the approximately 1679 alumni living in various parts of the world.

THE SPIRIT OF OVERBROOK SCHOOL

The unique spirit that pervaded Overbrook School when it first opened its doors to nine students in 1936 endures to this day. Immediately upon entering the school, students, parents, faculty, and visitors sense the unique atmosphere of Overbrook. The school is distinguished for its faith-filled environment, academic excellence, master teachers, strong student leadership, the mannerly and disciplined behavior of its student body, and the marvelous rapport among students, faculty, parents, and the greater Nashville community. Undoubtedly, Overbrook School's solid commitment to the faith, coupled with its ability to provide academic excellence for its students, makes it an educational beacon which shines as it forms Christians, scholars and leaders for the future.

SPIRITUAL GROWTH

Mass is celebrated in the school normally once per week. Parents are invited and encouraged to attend. The Mass schedule is published in *The Eagle*.

In the second grade all students are prepared for the first reception of the Sacraments of Reconciliation and the Holy Eucharist. All eighth graders are prepared for the Sacrament of Confirmation. This preparation is in addition to the regular content of the religion class.

Students not of the Catholic faith participate in religious instruction to learn about basic Christian principles and to broaden their education by exposure to Catholic life and doctrine.

All students are expected to approach their religious studies with academic earnestness and openness to spiritual growth.

Parents are urged to participate in the religious education of their child(ren) by continuing class discussions at home and through the power of their good example.

In 2009, Catechesis of the Good Shepherd was added for grades pre-k through 3 to help students grow in love and knowledge of God.

As the primary educators of their children, parents are called upon to reinforce and supplement the religious instruction begun in the classroom.

OVERBROOK FACULTY VOICE MAIL EXTENSIONS

256	Principal	Sister Mary Gertrude
456	Vice Principal	Perry Higgins
260	Academic Dean	Phyllis McGee
270	PK (S)	Angela Siefker
213	PK Aide	Kathy Bulso
269	PK (H)	Ellen Herman
222	PK Aide	Laura Warren
266	Kindergarten (KM)	Carolyn Memmer
221	Kindergarten Aide (KM)	Mary Watson
271	Kindergarten (KV)	Pier Vaughn
210	Kindergarten Aide (KV)	Kim Jenkins
225	Grade 1 (1M)	Katie Marotta
211	Grade 1 (1S)	Georgina Saxon
224	Grade 2 (2S)	Sister Maria Joseph
204	Grade 2 (2E)	Jada Edmondson
637	Grade 1 & 2 Aide	Lee Anne Demere
218	Grade 3 (3H)	Amy Hollahan
219	Grade 3 (3S)	Beverly Sherwin
226	Grade 4 (4S - Religion & Math)	Sister Maria Catherine
214	Grade 4 (4C – Lang. Arts & Social Studies)	Marion Cianciolo
217	Grade 5 (5W – Lang. Arts & Social Studies)	Kesha Wall
202	Grade 5 (5T – Math & Science)	Kim Tonnies
255	Grade 4 (Science) & Grade 5-6 (Religion)	Sister Maria Karol
209	Music PK-5	Paulette Hatalosky
356	Music 6-8 (Choir & Handbells)	Jeanette MacCallum
601	Band 6-8 (Handbells)	Sherry Merideth
203	Grade 6-7 (English); Grade 7 (Literature)	Cindy Buss
216	Grade 6 & 8 (Literature); Grade 8 (English)	Julie Libardi
201	Grade 6-8 Math	Marjorie Snow
223	Grade 7-8 Religion	Sister Mary Martha
212	Grade 6-8 Science	David Donlon
207	Grade 6-8 Social Studies	Elisabeth Sullivan
205	Art K-8	Ann Ripley
206	Computer	Rianne Dugger
215	Spanish K-8	Katherine Morrice
262	Librarian	Erin Griffin
220	PE /Athletic Director	John Marshall
208	PE /Assistant Athletic Director	Brian Picklesimer
525	ExtendedCARE Director/Reading Resource	Chris Gray
273	Reading and Math Resource	Brian Meehan
263	Guidance Counselor	Krissie Betbeze
638	Forensics & Drama	Lia Fisher-Janosz
473	Pre-k — 1 & 3 Director of Catechesis	Sister Mary Charles
463	Cafeteria Manager	Linda Rausch

STAFF

OVERBROOK STAFF VOICE MAIL EXTENSIONS

275	Office Manager	Marge Lang
257	Director of Admissions/Registrar	Ellen Fernandez
259	Purchasing Manager/Office Assistant	Meg Neeley
258	Receptionist	Colleen Conzalina
255	Admission Assistant	Alice Yopp
276	Clinic Nurses	Alice Carr/Felicite Mire

DOMINICAN CAMPUS VOICE MAIL EXTENTIONS

Telephone 383-3230

Chaplain

Father John O'Neill

Institutional Advancement

553	Executive Director	Sister Catherine Marie
531	VP Institutional Advancement	Timothy Stransky
548	Administrative Assistant	Peggy Hunt
552	Receptionist	Molly Sullivan

Business Office

551	Chief Financial Officer	Roger Muehe
526	Human Resources Manager	Loretta Clark
541	Accounting Manager	Monica Warren
530	Accounts Receivable (OS, SCA)	Joyce Hicks
528	Accounts Payable	Helen Harnage

Office of Development

529	Director of Development/Alumni Relations	Sharon Huber
536	Director of Advancement Services	Kim Hoover
532	Special Events Coordinator	Julia Cashion

Office of Marketing and Communications

272	Director of Communications	Barbara Esteves-Moore
487	Graphic Designer	Michael Ann Zinser

Technology Office

555	Help Desk	Joyce Wall
386	Director of Network Services	Alex Moos
533	Director of Client Services	Roy Claverie
555	Technology Team Coordinator	Joyce Wall
527	PC Support Specialist	Andrea Dawson

Facilities/Grounds

547	Facilities Manager	John Wall
549	Chief Engineer	Larry Stolts

OVERBROOK PARENTS' CLUB

The Overbrook Parents' Club coordinates specific fund-raising events for Overbrook in consultation with The Dominican Campus Development Office and the Overbrook Principal. The Parents' Club is guided by an Executive Council which consists of 15-18 parents and the principal, as an ex officio member. The Executive Council assists in the selection and evaluation of fund-raising projects, the selection of volunteer chairpersons for such events and projects, and in making recommendations for the use of excess funds raised. Major fundraising events include a Fun Run, the Overbrook Invitational Basketball Classic, and the Dinner/Auction. The Parents' Club also sponsors a party for all parents at the beginning of the school year and the Family Advent Mass in December. The required annual dues of \$25.00 supports the Parents' Club sponsorship of these events and demonstrates the commitment of all parents to excellence in the education of children at Overbrook School. Each parent is expected to assist at one of the major fund raising events to support the school.

All parents are eligible to serve on the Executive Council. Interested parents are encouraged to contact the principal or one of the Council members in March if they desire to serve as an Executive Council Member.

EXECUTIVE COUNCIL

President

Felicite Mire

Vice President

Danna Ryan

Secretary

Meredith Walker

Treasurer

John Liu

Members

Billy Alexander

Natalie Carr

Kris Kemp

Jon Laster

Bayh Mraz

Amy Seigenthaler

Frank Steiner

Jackie Bojczuk

Shawn Curley

Kara Kolstad

Nancy Maroney

Pepe Nunez

Lisa Slinger

Kathryn Zeuthen

STUDENTS' CODE

STUDENTS' CODE OF EXPECTATIONS

Christ taught us to love and respect others.

1. All students are expected to treat others with respect, charity and dignity manifesting these attitudes in their speech and actions.
2. All students are expected to pursue truth and knowledge to the best of their ability, accepting responsibility for their learning and seeking help from teachers when needed.
3. All students are expected to strive to be respectful, honest, tolerant, trustworthy, responsible, caring, fair and good citizens and leaders.
4. All students are expected to greet others, especially adults when they pass them in the hallways or meet them around the school.
5. All students are expected to answer adults with “yes, ma’am,” “yes, sir,” or “no, ma’am,” “no, sir” when appropriate.
6. All students are expected to stand and greet visitors when they come to their classrooms.
7. All students are expected to offer to help other students, teachers, staff and parents who are carrying or moving items. Students should not move the AV or laptop carts.
8. All students are expected to abide by the dress code rules of Overbrook School. Neatness and cleanliness should be a daily concern of each student.

GENERAL POLICIES

ARRIVAL/BEFORE SCHOOL CARE

Children may be dropped off at school beginning at 7:15 a.m., at which time supervision is available in the gym until the first bell rings at 7:45 a.m. Overbrook is happy to supervise children in the gym during this morning drop-off time, **but not before 7:15 a.m.** Overbrook will not be responsible for students dropped off before 7:15. Please do not leave your children at school in the morning unattended. Overbrook wants to ensure that every child in the school building is supervised.

DEPARTURE POLICIES

- In the event that someone other than a parent is picking up a child, parents or guardians should inform the school. A child's safety is Overbrook's main concern at dismissal time, therefore, no student will be released to another person without the express permission of the parent/guardian.
- If your child(ren) walk to and from school, please send a written letter of permission to be kept in the office. This letter will grant the child permission to walk home. If at any time the child will be using an alternate means of transportation another letter of permission with the change needs to be sent to the office.
- Students need to be signed out, in the office, by an adult for an early dismissal; they may not walk home early.
- Students who rely on SCA students for transportation should wait at Overbrook. These students will not be charged for ExtendedCARE until after 3:30.

SCHOOL HOURS

Students are to be in their classrooms between 7:45 - 7:50.

- M, T, Th, F: K-8 dismissal 2:52; K-non siblings 2:20.
- Wed: K-8 dismissal 2:07; K-non siblings 1:20.
- 1/2 day: K-8 dismissal 12:00; K-non siblings 11:20.

Preschool hours:

- M-F 8-11:20
- ExtendedCARE available M-F 11:20-6

GENERAL POLICIES

GENERAL POLICIES

ATTENDANCE POLICY

Absence—It is expected that students will be in attendance each school day. If a student is absent from school for any reason, a parent should telephone the office by 9:00 a.m. Missing four class periods constitutes a 1/2 day absence. **Any student absent from school for 1/2 day or more, or goes home sick, cannot participate in any school related activity that day or night.** Any student absent more than four periods a day will be counted absent for the entire day. Upon returning to school, the student should provide a written excuse to the teacher, signed by the parent. If a student is continually absent or tardy, a conference will be called with the parents to discuss the child's future at Overbrook. Absences of more than 15 days can result in the student attending summer school or repeating the grade. Repeated absences could result in a child not being allowed to re-enroll at Overbrook for the following school year.

Absence due to illness—Sick children should stay home from school. If a child has had a fever, the temperature should be less than 100.4 without the use of fever reducing medication before returning to school.

Tardies—In the event that a student, grades K-8, is late for school and is not in his/her classroom by 7:50 a.m. the parent or car pool driver of the student needs to come into the school to sign the student in for the day. Parents are asked to have their child(ren) at school on time so as to limit classroom disruptions as much as possible.

Absence due to communicable disease—If a student has been absent because of lice, nits, pink-eye, or any communicable disease, a written permit from a doctor or the Health Department is required to be readmitted to class. Parents should inform the school office and teacher when they learn that their child has had lice, nits, pink-eye or any communicable disease.

Anticipated absence—Whenever possible, please make appointments outside of school hours. If, for any reason, it is necessary for a child to leave the school premises during school hours, a written request from the parent should be sent to the office. Before leaving the premises, the child needs to be signed out through the office.

Admittance slip—Students who have missed any part of a class period are required to present an admittance slip to their teachers in order to be admitted back into class. Students obtain an admittance slip from the office.

GENERAL POLICIES

ATTENDANCE POLICIES *continued*

Excused absences—The philosophy of Overbrook School is one of Christian ethical formation and responsibility with regard to attendance. It is to the child’s benefit to be at school with the exception of illness. In rare situations, when a family wedding, funeral, or other such special/religious event is taking place and the scheduling of such is beyond the control of an Overbrook family, an excused absence may be considered by the principal. A minimum of two weeks written notice must be given to the principal. Teachers are not expected to plan in advance for these absences. Students will be permitted to make up missed work when they return.

Unexcused absence—Parents are asked to plan family trips during school holidays. If this is impossible, a request for an excused absence should be sent to the principal. Work from an excused absence may be made up once the child returns to school. If a request is not made or not approved, it will be an unexcused absence and the child will not be allowed to make up his or her work.

- Families are asked to schedule vacations so that students do not miss school.
- Teachers will give make-up work upon receiving notification from the office indicating an excused absence.
- Frequent absence may hurt a child’s performance in class and endanger promotion to the next grade level.

Overbrook asks that parents support the sense of obligation, duty, accountability, and honesty that the school teaches on a daily basis. Absences can interrupt the learning atmosphere for the entire class.

AFTER AN ABSENCE, A NOTE SHOULD ACCOMPANY THE CHILD WHEN HE/SHE RETURNS.

Attendance/religious functions—**Attendance is required at religious functions where the entire student body participates**, i.e., Masses, May Procession, Stations of the Cross, Living Rosary, Faith Rally, Advent Ceremonies and the family Advent Mass. Students are expected to be attentive, respectful and participate fully at religious functions.

GENERAL POLICIES

GENERAL POLICIES

MAKING UP ACADEMIC WORK

- Arrangements to pick up books and homework should be called into the Office before **9:00 a.m.**
- Students have as many days to make-up work as the number of excused days missed.
- Every student is responsible for turning in his/her own work.

PHYSICAL EDUCATION

Every child benefits from physical activity. If a child cannot participate in P.E. classes for medical reasons, a written excuse **from a doctor** explaining the nature of the problem should be provided to the school office and the teacher. Participation is required in P.E. and follows the same philosophy of participation as any other classroom activity.

RECESS

Overbrook believes it is important for students to have an outdoor recess time each day. To be excused from recess, a student needs a signed excuse from parents. Students should bring proper outdoor clothing for recess on cold days.

EXTENDED CARE/AFTER SCHOOL SUPERVISION

ExtendedCARE will be closed on all holidays, holy days, snow days, and emergency closings. ExtendedCARE closes at 6 p.m. Students not promptly picked up after school will be automatically placed in ExtendedCARE. Students must wait in the front lobby. They will be allowed to wait until 3:15 (2:20 on Wed.) after this 15 minute period they will be signed into ExtendedCARE. Students are **not** allowed to stay unsupervised in the gym lobby or any other location. If a parent is at school with his/her child, the parent must be able to see his/her child at all times. Any student picked up after 6 p.m. will be charged \$1 per minute for every minute past 6 p.m. The Director of ExtendedCARE's cell phone number is 294-7873. Drop in charges: dismissal until 3:30 — \$5, pick up between 3:30-4:00 — \$10, pick up between 4:00-4:30 — \$15, pick up after 4:30 — \$20.

VISITORS

For your child's safety, all visitors (including parents and other relatives) should always come to the office to sign in and obtain a visitors' badge, rather than go directly to a classroom. If it is necessary to pick up a student, leave items, or see a child for any reason during the school day, please report to the office first.

GENERAL POLICIES

VISITORS TO CLASSROOMS

Student visitors during the school day are not allowed, except with permission from the principal. Normally, students are not encouraged to invite friends to come to school for a day as this can interrupt the learning environment of the classroom.

DISCIPLINE

Discipline is fundamental in education as it is in life. Each person must contribute if there is to be harmony, order, balance, and happiness. Each student is expected to be a **positive influence** on his/her peers in the classroom and in the school in general. A **spirit of cooperation** is essential. This is exemplified by a sincere effort to abide by school regulations and Christ-like behavior. **Overbrook does not tolerate cruelty, harassment, or violence in speech, action, or intimidation, of any kind. Please report any incidences to the principal, school counselor, teacher or office manager immediately.**

CONDUCT AND DISCIPLINE

The goal of Christian discipline is self-discipline. The student chooses one form of behavior over another. Students should learn to accept the consequences of their chosen behavior. In order to maintain and promote good order and discipline, students must comply with the regulations listed. Failure to obey the rules will result in disciplinary action.

Each student is responsible for displaying the qualities of good citizenship. Students should show their best conduct in the halls, in the cafeteria, on the playground and in the classroom. Proper behavior will help the students become better citizens. Special emphasis is placed on honesty, morality, and courtesy.

THE DEMERIT SYSTEM

Demerits are given when students do not fulfill their responsibilities regarding school or class regulations, courtesy, or general conduct. Parents are asked to sign demerits so they will have an opportunity to speak with the child regarding his/her behavior. Demerits are to be signed and returned the next day. Automatic detentions may be given. If a student is to serve detention, the parents will be notified by mail.

Prohibitions

- Disruptive behavior in halls, classrooms, rest rooms, and library, e.g., running, tripping, pushing, harassing, threatening or bullying another person.
- Improper or profane language (verbal or written).
- Throwing things, such as metal objects, snowballs, paper wads, or any other objects.

GENERAL POLICIES

GENERAL POLICIES

Prohibitions continued

- Stealing and cheating.
- Defacing or destruction of personal property, property of others, or school property.
- Fighting and “rough play” such as pulling and punching, pretend Karate, etc.
- Being out of class without permission (students must be on time for class unless they have a pass from another teacher).
- Gum chewing on school property.
- Student smoking or possessing smoking paraphernalia (cigarettes, lighters, matches, etc.) on school property or while traveling to and from school.
- Possession, use, or distribution of any narcotic substance, alcoholic beverage, controlled drug (other than a drug prescribed for the specific student, or any intoxicant.)
- “White-out”; Liquid Paper (This is considered an inhalant.)
- Possession of any unauthorized dangerous instruments, e.g. knives, pocket knives, sharp items, fireworks, firearms, etc., including toy guns, knives or instruments.
- Bringing toys, sports and playground equipment, radios, iPods, Kindles, etc. to school, except on teacher designated days or with permission from the teacher.

Classroom conduct:

- Students have the responsibility to conform to the rules of conduct set up by a teacher within a classroom or area of responsibility. Each classroom will have a posted set of rules which are consistent with the school’s general rules.
- At the start of the school year, the teacher and students will discuss the rules for their classroom. Consequences are determined by the individual teacher or the principal.

Detention hall

1. Detention is held once or twice a month on Saturday morning.
2. Students who receive three demerits will be required to serve a detention.
3. Students will be assigned work-study for the allotted time.
4. A detention may be given by teachers or the principal for a violation of school or classroom rules and regulations. Reasons for giving a detention, include but are not limited to: disrespect, fighting, swearing, repeated violation of school and classroom regulations.

Any student receiving nine demerits or three detentions during the school year will serve one full day of in-school suspension.

Dress for detention hall—Students must serve detention in full uniform.

GENERAL POLICIES

Late or absence from detention hall—If a student is late to or absent from detention hall, he/she will serve two successive detentions. If a student misses two detentions, he/she may be suspended.

Excused detentions— No detention is excused without the expressed permission of the principal. In order for a student to be excused from detention, the parent must fulfill the following requirements:

- telephone the principal;
- confirm the reason for the absence in writing to the principal.

Please note: Extracurricular activity conflicts are not considered sufficient grounds for the granting of an excused detention. Students are to be reminded that avoidance of such schedule conflicts is possible with cooperative behavior. Respect and responsibility are priorities at Overbrook School.

BEHAVIORAL INFRACTIONS

Respect is of the utmost importance at Overbrook School. In word and action, respect is to be shown to faculty, students, visitors, and school property at all times. Students are to conduct themselves in a Christian and courteous manner. If a student participates in behavior that is unbecoming of an Overbrook student, at school, The Dominican Campus grounds, or at a school sponsored event, or at any time he/she will receive a student discipline report which documents the incident. Disciplinary action will follow. This action will be determined by the principal and the faculty.

The principal reserves the right to judge the seriousness of the behavior and the ultimate consequences. Serious unacceptable behavior may result in automatic suspension or expulsion.

In the event of a suspension, the student cannot participate in extracurricular activities. Suspensions, in-school or out of school, may result in the loss of privileges, such as field trips, class parties, etc. A student with two suspensions in a year seriously jeopardizes his/her enrollment at Overbrook School.

Students, parents, faculty and staff are liable for severe consequences if they **threaten** another person with harm. Harassment of any kind or form is not supported by the school and will not be tolerated. Joking about harming another is not Christian behavior and will be treated seriously.

GENERAL POLICIES

GENERAL POLICIES

BEHAVIORAL INFRACTIONS *continued*

The student is an Overbrook student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

HONOR CODE

Overbrook School seeks to permeate the school day with the presence of Christ. It is reasonable, therefore, that our school expects and **requires honorable conduct at all times**. Cheating, plagiarism, lying, stealing, forgery of signatures on test/documents, and failure to respect school property or persons are serious breaches of the conduct code.

Cheating is giving or receiving help on a test or assignment, including the following:

- communicating in any way with another student during a test;
- sharing information about a test with another student who has yet to take the test;
- having in one's possession materials or information not approved in advance by the teacher which would indicate intent to give or receive help;
- using a computer or any form of technology to falsify information or to gain access to information to which the student has no right;
- copying homework.

Normally cheating on a test will result in the following consequences:

- First offense: Zero on the test or work, parents notified, student meets with principal, and a detention issued.
- Second offense: Zero on the test or work, in-school suspension, and conference with principal and parent.
- Third offense: Student subject to expulsion.

Consequences for cheating on an assignment will be determined by the teacher in consultation with the principal.

Forgery of signature on test/document result in the following:

- First offense: Conference with principal and detention. Parent must sign forged test/document.*
- Second offense: Zero for work when a test or quiz is involved. Curtailment of extracurricular activity if a document is involved. Conference with parent. Parent must sign test/document.

*An example of a "document" is a permission slip needed by the sponsor of an extracurricular activity.

GENERAL POLICIES

CODE OF PERSONAL APPEARANCE

The appearance of each student affects the entire school. **Self-respect, as well as respect for others, is reflected in dress and grooming.** Students should not add to or deviate from the uniform, which should be neat and clean. Writing is not permitted on the body or the uniform. Shoes, as well as all parts of the uniform, should be cared for and properly worn. Shirts and blouses must be tucked in at all times, including upon entering and leaving school. To be considered in uniform, the waistband or belt must be visible. A demerit or appropriate disciplinary action will be given for violation of this code.

Where To Purchase Uniforms

Uniforms may be purchased at: DENNIS Uniforms, 2193 Nolensville Pike, Nashville, Tennessee 37211. Phone: (615) 254-1103 ▪ (800) 854-6951; fax: (615) 254-1104; order online at www.dennisuniform.com.

In May, Overbrook holds a used uniform sale.

Uniform Code

Girls/Grades K-3

- Red plaid uniform jumper measuring no shorter than two inches above the middle of the knee.
- Shorts may be worn under the uniform.
- White short or long sleeve oxford button down blouse or Peter Pan collar with logo.
- Red cardigan sweater with logo.
- White turtleneck may be worn under jumper
- Red pullover sweater with logo or red sweatshirt with logo available only at Dennis.
- Only Overbrook T-shirts and sweatshirts may be worn at school.
- White socks that are a few inches above the ankle bone. **No sport socks are allowed.** Red, black or white tights. Red, black or white **tight** fitting leggings may be worn during the winter months.
- Black & white saddle oxfords, tan or brown bucks or Merrells (or look-alikes) (no backless shoes, tennis shoes, boots or sport shoes).
- Kindergarten **only** may wear tennis shoes on gym day.

Girls/Grades 4-5

- Red plaid uniform skirt measuring no shorter than two inches above the middle of the knee.
- White oxford cloth button-down blouse with logo (long or short sleeves).

GENERAL POLICIES

GENERAL POLICIES

CODE OF APPEARANCE *continued*

Girls/Grades 4-5

- White turtleneck or plain white T-shirt may be worn under blouse. Girls who wear black or neon undergarments are required to wear a solid white T-shirt over them.
- Red pullover sweater with logo or red sweatshirt with logo available only at Dennis.
- Red cardigan sweater with logo.
- Only Overbrook T-shirts and sweatshirts may be worn at school.
- White socks that are a few inches above the ankle bone. **No sport socks are allowed.** Red, black or white tights. Red, black or white **tight** fitting leggings may be worn during the winter months.
- Black & white saddle oxfords, tan or brown bucks or Merrells (or look-alikes) (no backless shoes, tennis shoes, boots or sport shoes).

Girls/Grades 6-8

- Red plaid uniform skirt measuring no shorter than two inches above the middle of the knee.
- White or yellow oxford cloth button-down blouse with logo (long or short sleeves).
- White 3/4-sleeve Dennis poplin blouse with logo on collar, worn over the waist band (optional).
- White turtleneck or plain white T-shirt may be worn under blouse. Girls who wear black or neon undergarments are required to wear a solid white T-shirt over them.
- Red pullover sweater with logo or red sweatshirt with logo available only at Dennis.
- Red V-neck sweater vest with logo (optional).
- Only Overbrook T-shirts and sweatshirts may be worn at school.
- White socks that are a few inches above the ankle bone. **No sport socks are allowed.** Red, black or white tights. Red, black or white **tight** fitting leggings may be worn during the winter months.
- Black & white saddle oxfords, tan or brown bucks, Merrells (or look-alikes) or Wallabies (no backless shoes, tennis shoes, boots or sport shoes).

Boys/Grades K-5

- Navy dress slacks with belt worn at waistline.
- Optional navy shorts in Aug, Sept, and May. May not be worn on Fridays.
- White or gray golf shirt with logo.
- Navy pullover or cardigan sweater with logo or navy sweatshirt with logo available only at Dennis.
- Only Overbrook T-shirts and sweatshirts may be worn at school.

GENERAL POLICIES

CODE OF APPEARANCE *continued*

Boys/Grades K-5

- Black or brown belt (solid color).
- White or navy socks that are a few inches above the ankle bone. **No sport socks are allowed.**
- Tan or brown bucks or Merrells (or look-alikes) (no backless shoes, tennis shoes, boots or sport shoes).
- A **plain** white T-shirt may be worn under the uniform.
- Kindergarten **only** may wear tennis shoes on gym day.

Boys/Grades 6-8

- An appropriate (striped or solid) tie is to be worn at Mass. Top button on shirt must be buttoned when wearing the tie and tie must be pulled tight to the collar.
- Khaki dress slacks with belt worn at waistline.
- White, blue or yellow oxford cloth shirt with logo.
- A **plain** white T-shirt may be worn under the uniform.
- Only Overbrook T-shirts and sweatshirts may be worn at school.
- Optional navy or khaki shorts in Aug., Sept., and May. May not be worn on Fridays.
- White or gray golf shirt with logo may be worn with shorts only. Not to be worn with khaki slacks.
- Navy pullover sweater with logo or navy sweatshirt with logo available only at Dennis.
- Navy V-neck sweater vest with logo (optional).
- Black or brown belt (solid color).
- White or navy socks that are a few inches above the ankle bone. **No sport socks are allowed.**
- Tan or brown bucks, Merrells (or look-alikes) or Wallabies (no backless shoes, tennis shoes, boots or sport shoes).

Preschool Dress Code (Girls)

- Skirts, dresses, slacks, or shorts — no jeans, no camouflage
- Shirts or blouses with or without collar — any color, no camouflage, no T-shirts with written messages or cartoon characters.
- Socks — any color, that are a few inches above the ankle bone.

Preschool Dress Code (Boys)

- Pants or shorts, any color — no jeans, no camouflage
- Shirts with or without collar — any color, no camouflage, no T-shirts with written messages or cartoon characters.
- Socks — any color, that are a few inches above the ankle bone.

GENERAL POLICIES

GENERAL POLICIES

CODE OF APPEARANCE *continued*

Preschool Shoes (Boys and Girls) — Only shoes with closed-toes and heels, leather or tennis shoes — no sandals, boots, clogs or crocs.

A change of clothing (seasonal) will be kept in your child's cubby. This should be brought to the pre-k family picnic. Children should be dressed in clothing they can manage themselves.

PE Uniforms (Available at Dennis Uniforms)

Grades pre-k—4

- Do not wear uniforms/only tennis shoes.

Grades 5-8

- Tennis shoes /OS shorts and shirt available only at Dennis Uniform.

Jewelry

- **Girls**—A watch, ring, bracelet, religious medal, and one pair of small earrings (no longer than the earlobe) may be worn with the uniform. No body piercings are allowed other than the one set of pierced ears in the normal spot. No other jewelry is permitted.
- **Boys**—No bead jewelry or earrings are permitted; no piercings allowed.

Make-Up/Nail Polish

The wearing of **make-up** is not allowed in any of the grades at Overbrook. Any student with make-up will be asked to remove it. Only clear nail polish may be worn; no markers or glue-ons.

Hair

Students are not permitted to have faddish haircut styles that cause a distraction. This includes tails, letters, unusual layered cuts, Mohawks, spiked or dyed hair, etc. No bandanas or headscarves. Boys' hair should be above the shirt collar, eyebrows, and cut above the ears. The hair is to be combed before coming to school.

Hats

Hats may not be worn in school.

Out-of-Uniform Dress Code

- **Shoes must have closed toes and backs.** Socks must be worn at all times.
- Make-up/hair/jewelry restrictions apply as outlined above.
- Skirts or shorts are not to be worn shorter than two inches above the knee.
- No shirts, shorts or slacks with inappropriate written messages or pictures are permitted.
- No tanktops, halter tops, tops with spaghetti straps, midriff exposing tops, tight shirts, or low-cut tops are permitted.
- Pants/shorts with writing on the back end are never permitted on campus.
- No out-of-uniform, dress down passes or summer shorts are permitted on Fridays.

Students who do not come properly dressed on out-of-uniform days will not be admitted to class until a parent brings them appropriate attire, or P.E. uniform clothes will be given to the student to wear that day. A demerit will also result from being out of uniform.

GENERAL POLICIES

PRESCRIPTION MEDICINE

Prescription and over-the-counter (OTC) medications will be dispensed by the clinic nurse or designated school personnel. All medications must be in the original container and labeled with the student's name and dosage written on the container. The school will not dispense any OTC medications unless provided by the parent. **The Medication Authorization Form MUST be on file and signed by a physician and parent/guardian, and accompany the medication.** This form can be found on the Web site or obtained from the receptionist.

Children requiring long term daily medication or emergency rescue medication **MUST** have the appropriate form (**Medication Authorization Form** and/or **Food Allergy Action Plan** for treatment of life-threatening allergies) signed by the prescribing physician on file **BEFORE** medication can be administered. These forms can be found on the Web site or obtained from the receptionist and will be kept on file for the school year. Any changes will require the completion of a new form. Prescription medication must be in the original bottle showing the child's name and dispensing information.

Children with prescribed inhalers may keep them in their possession. Parents should instruct their children about correct dosage and proper safety procedures. The appropriate authorization form (**Medication Authorization Form**) **MUST** be signed by the prescribing physician and will be kept on file.

MEDICAL CONFIDENTIALITY

The school will share medical information only with school personnel who have a need to know in order to keep the child safe.

CLINIC

Children who become ill during school hours may wait in the clinic or office area until their parents pick them up. Children must be signed out and dismissed through the school office if they become ill and need to go home. Children will be sent home with a temperature of 100.5. The child may return to school if fever is 100.4 or less without medication unless there are other significant symptoms such as bad cough, vomiting, diarrhea or generally feeling too poorly to participate. Parents will be called and a possible conference scheduled when repeated visits to the clinic occur.

FACULTY ROOM

The faculty room is for faculty and staff only.

Parents may use the gym lobby or other locations for meetings or projects after permission is granted from the school office.

GENERAL POLICIES

GENERAL POLICIES

INCLEMENT WEATHER/EMERGENCY

Information about inclement weather will be gathered from the National Weather Service and/or NOAA (weather radio) and television stations.

If school is to be dismissed early or canceled because of snow or inclement weather conditions, an announcement will be made on local TV and radio stations. Notification will also be sent via phone calls and/or e-mail.

FUND RAISING

All solicitations for money and other gifts **require prior** approval of the principal and The Dominican Campus Development Office. Funds raised on behalf of the school or on behalf of the students of the school must be deposited in an account controlled by the school.

Solicitation encompasses these and any other monies raised:

- Overbrook School Classic
- Fun Run
- Auction
- Book Fair
- 8th grade account

PARKING WHEN VISITING SCHOOL

Please use the unreserved parking spaces in the Overbrook or St. Cecilia parking lot when visiting school. Please do not park on the curb in front of the school or in the access drive for the dumpster. Do not block the mailbox at any time.

CARPOOL PROCEDURE

Four lines will form in front of the school. These lines should form no earlier than 15 minutes before dismissal so that preschool parents will be able to pick up their children and exit the property before dismissal begins for grades K-8.

At dismissal, all students will exit the building and go to their assigned pickup areas. The students will remain in these areas until their ride is present and the teachers on duty give them permission to load. After loading, the cars will exit the property as directed. All students must be picked up by 15 minutes after dismissal time. After that time, any remaining students will be brought into the building to ExtendedCARE.

A permission form must be on file in the office for any student to walk home or bike home after school. Overbrook School is not responsible for students once they leave The Dominican Campus. **For student safety, parents are asked NOT to use cell phones during dismissal.**

GENERAL POLICIES

OVERBROOK'S PHILOSOPHY OF TECHNOLOGY

Overbrook School has the following technology: a state-of-the-art computer lab with 24 IBM PC's, an LCD projector, and a Smart Board. Each classroom has 3 computers, an LCD projector hooked up to a computer, and a Smart Board. We also have a laptop cart with 24 laptops with Internet access, thus allowing turning any classroom into a computer lab.

Technology can be a wonderful tool to a student's learning environment. Students are able to take virtual field trips to see places and things they would not be able to visit. Technology enables students and teachers to do simple tasks more quickly and with a higher quality of workmanship. Technology is a valuable tool that is meant to enhance the learning process rather than replace it. It is easy to confuse learning with the simple task of accumulating information. Overbrook strives to teach students to think and to develop skills that will enable them to live productive, happy and moral lives. This involves the kind of teacher-student interaction that is personal and direct. Not only do the teachers provide information and foster critical thinking, but they also teach children how to interact with other people. It is important to engage in healthy interaction that is helped and not hindered by technology. Because of the inherent dignity of every person created in the image and likeness of God and the primacy of person to person interaction both between children and teachers, and children with children, the teachers will use technology when it can advance the lesson at hand.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

General Information

In accordance with the Mission Statement of Overbrook School to provide an atmosphere in which a child can grow to his or her fullest potential, we believe that all students should have the opportunity to develop skills in using computer technology. The technology of the computer network is defined as computers, hardware and software, the LAN (local area network), furniture, and all transmitted information. Transmitted information includes, but is not limited to: electronic mail, web browsing, file transfer protocol, and any information retrieval via the Internet. The Internet is an electronic superhighway connecting thousands of computers and users all around the world. Overbrook students will gain access to the Internet, with the supervision of a faculty member, through the Dominican Campus's own T1 line. This allows students to access information and news from around the world as well as the opportunity to access many university library catalogs and databases. With this access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of our Christ-centered, learning environment. Overbrook has made every effort to block out unsuitable material. We have a Web-filtering system installed on all of our computers.

GENERAL POLICIES

GENERAL POLICIES

Given the limitations of this medium, Overbrook makes no guarantees of any kind, either expressed or implied, that the functions or services provided by or through the network will be error-free or without defect.

Terms and Conditions

Use of technology at Overbrook School is a privilege extended to individuals who wish to enhance their learning experiences. Users will broaden their global horizons and discover a vast scope of information and experience.

Under the supervision of members of the Overbrook's administration, faculty, or staff, each user has the privilege to make use of authorized hardware and software found on school grounds in order to facilitate his/her academic growth in our Christ-centered, learning environment.

The following uses are prohibited:

- plagiarizing copyrighted material;
- viewing threatening or obscene materials, or materials protected by trade secret or classified government information;
- use of Overbrook's network technology for commercial activities by students or for-profit institutions;
- use for product advertisement or political lobbying;
- vandalism/destruction of others work;
- stalking, harassment, discriminatory remarks, and any anti-social behavior;
- theft;
- violations of privacy;
- transmission and/or viewing of any material in violation of any U.S., state, or local law or regulation.

All Overbrook School's policies and regulations apply to the use of the technology to support the educational mission of this Catholic institution. If Overbrook incurs a cost due to student negligence or misuse, the student will be responsible for the cost.

By using the network, students and their parents agree to all policies, procedures, and conditions that are now or may hereafter become applicable to such use, and waive any and all claims against the Campus/school arising out of such use, including, but not limited to, claims for breach of any right to privacy.

Procedures

Students at Overbrook School are expected to comply with the following procedures:

- students will follow the above acceptable use statement;

GENERAL POLICIES

Procedures continued

- a student is allowed to use only material that has been assigned to him/her by a member of the Overbrook faculty or staff;
- hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network;
- the use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a Christ-centered learning environment is forbidden;
- a student must obtain permission to use technology from a member of the administration, faculty, or staff.

Consequences

Automatic notification will be made to the parent or guardian of the student involved in any violation of the Terms and Conditions set forth above. Depending on the severity of the infraction, ANY of the following consequences may be imposed:

- appropriate legal action;
- conference with parent or guardian;
- revocation of access privileges;
- loss of technology use for a determined period of time;
- school disciplinary action according to school policy.

By signing the Student/Parent Handbook Agreement Sheet in the July mailing, we agree to explain the Acceptable Use policy to our child(ren) and ensure our child(ren) will abide by the terms and conditions stated within it. We will not hold Overbrook or the Dominican Campus responsible for inappropriate material acquired on the internet obtained by an abuse of this agreement.

INTERNET

Parents are encouraged to keep abreast of their child's home use of the Internet, e-mail, chat rooms and other electronic means of communication.

Clarity and age level appropriateness should be a guide in use of all communication media tools.

ELECTRONIC DEVICES

All electronic music players, and electronic equipment/toys are not allowed to be used at school at any time. If they are seen or heard at any time while on campus they will be confiscated.

GENERAL POLICIES

GENERAL POLICIES

CELL PHONES

It is not necessary for students to bring cell phones to school as students are allowed to call home from any school phone including the ExtendedCARE cell phone while they are on campus.

If a student's cell phone is seen or heard while on campus, it will be confiscated and a parent must come to get it.

CAFETERIA

Overbrook's meal program is a pre-paid, finger identification system. Meals are paid for by depositing money into a family lunch account before meals are served. All family members are included on one account. Other purchases will also be deducted from the family account including milk, ice cream and second helpings.

It is the responsibility of the parent or guardian to ensure there is sufficient money in the family account before meal time. Funds can be deposited to the account by paying the Food Service Clerk in the cafeteria between 8 a.m. to 9 a.m. or by sending cash or a check (made payable to Overbrook School) to school in a sealed envelope with your child's name, teacher's name, and grade on the front of the envelope. The envelope may be given to the homeroom teacher or the office. No cash will be accepted in the cafeteria during lunch periods. To use the meal accounting system you will need your Family ID number which will be provided to you at the beginning of the school year, and your PIN number which is the last 4 digits of your designated home phone number.

A hot lunch is available for purchase each day in the cafeteria for students in 1st—8th grade and includes a main dish, side, salad, and fruit (cookie on Fridays), milk or water. Students may purchase seconds of the main dish for \$1 which will be deducted from the family account. Extra salad and fruit are available at no extra cost.

Lunch prices: \$ 4.25 **Beverage prices:** \$0.50 (water or milk)

LOST AND FOUND

Lost or misplaced items will be kept near the school office. These items will be disposed of monthly by the school. Please mark all children's items, including shoes, with their names to help with easier identification when lost.

GENERAL POLICIES

FIELD TRIPS/CLASS TRIPS

A written permission form from a parent (or guardian) is required for off-campus trips. Students who do not have written permission will remain at school. Verbal permission by phone is not sufficient.

Class trips and field trips are considered privileges. Serious behavioral infractions jeopardize a student's participation in these trips. If a student does not attend a trip, the student will report to school on the designated day(s). He/she will be placed on a work-study program under the supervision of the principal or a teacher.

Due to the responsibilities of being a chaperon, siblings may not accompany parents on field trips.

Parents who drive on field trips are not to make any side trips (i.e., McDonalds, Smoothie King) during the field trip. DVDs should not be shown in vehicles.

FAMILY CONCERNS

The welfare and education of the child is the foundational philosophy for this policy. Because a student's achievement is furthered by the participation of the parents in the educational process, all parents are encouraged to attend and participate in school functions.

- Without information to the contrary, it is assumed that both parents have parental and legal rights. **It is the responsibility of the custodial parent to inform the school in writing concerning the specifics of a custody agreement.**
- If a student is to be released to the non-custodial parent, the custodial parent should provide advance notice to the school in writing.
- Academic records, i.e., report cards, progress reports, standardized tests, can be made available to the non-custodial parent upon written request unless the school is notified in writing by the custodial parent that this is prohibited by court order.
- Since child custody disputes can disrupt the educational process, school personnel will not become involved in such disputes.

RELATIONSHIPS

Overbrook School does not encourage serious relationships between boys and girls of elementary school age. Students are encouraged to extend a general friendship with all of their peers. At no time is a public display of affection permitted including but not limited to, hugging, holding hands, kissing, or touching another inappropriately. Overbrook does not encourage Junior High students to participate in unsupervised co-ed activities.

GENERAL POLICIES

GENERAL POLICIES

COUNSELING

Overbrook School has a professional counselor on site for three days a week. The purpose is to enhance the functioning and coping abilities of students and/or families who are experiencing an uncomfortable disruption in their personal or family lives. Referrals can be made by the school administrator, faculty, a student or a student's parent. A student may be seen once without parents' permission for urgent reasons. Subsequent sessions require signed parent authorization and their involvement in the counseling process is encouraged. The counselor is also available to faculty and students for classroom workshops, small groups, and referrals to appropriate community resources.

COUNSELING CONSENT — Grades pre-k — 8

My child(ren) has/have permission to see the counselor. I understand that the counselor will attempt to contact me after meeting with my child one time.

If you prefer that your child(ren) not see the counselor at any time, you must send a letter in writing to the principal indicating this intention.

PHOTOGRAPHY CONSENT — GRADES pre-k — 8

I understand that during the course of the school year Overbrook School, The Dominican Campus or those acting with the permission of the school may capture my child/children's name, likeness, image or voice in photographic, audio, video, digital, or other media forms during the 2011-2012 school year for any and all publicity and promotional purposes by The Dominican Campus and Overbrook School, including but not limited to, yearbooks, advertisements, brochures, newsletters, video and the school Web site. I also grant permission for the Dominican Sisters of St. Cecilia to use photos of my child/children in their publications and on its Web site. I waive all claims for compensation for such use or for such damages.

If you do not wish your children to be included in any of the above for our marketing efforts, you must send a letter to the principal indicating this intention.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of any concerns.

GENERAL POLICIES

SAFETY PLAN

Safety is a top priority at Overbrook. The school office maintains a two-way communication system between each classroom and the playground. Plans are in place for dealing with fire, tornadoes, and other emergencies. Safety drills are practiced with the students on a regular basis.

In the event of an emergency evacuation of the school, the faculty and staff will guide the students to St. Cecilia Academy or Aquinas College. Information will be shared with parents via radio TV, phone messages, or e-mail.

VOLUNTEER REQUIREMENTS

If you plan to volunteer as a room parent, coach, Scout Leader, classroom/library helper, or field trip driver, the following requirements are needed:

1. A background check is needed on all volunteers in contact with the children. New background checks are required every 5 years. This form can be completed at www.myvci.com/thedominican.

2. The volunteer is required to view a Safe Environment Power Point Program at www.dioceseofnashville.com, called "Protecting Our Youth and Maintaining a Safe Environment." This Web site also has the Diocesan Abuse Prevention Policy that must be read by everyone who is around children. After you have watched the presentation, please print and sign the Diocesan Acknowledgement page and return it to the Overbrook Office. **It is not necessary to re-do this form if you completed one last year.** The Safe Environment link is on the left side of the home page, just under the "Join Our Mailing List" button. Click on the Safe Environment button. The "Diocesan Abuse Prevention Policies" are half way down this page and the Power Point presentation is about three-quarters of the way down that page.

ADMISSIONS POLICIES

ADMISSIONS POLICIES

Overbrook School admits students of any race, religion, or national origin. Priority is given, all other things equal, in the following order: siblings, children of alumni, and Catholics. Records from previous schools, family interviews, and visitations by prospective students are used to evaluate applicants' probability for success in the Overbrook School program.

Current Overbrook families are asked to submit applications by November 1st, of the rising school year, for younger siblings who will be attending Overbrook the following fall.

CONTRACT RENEWAL

Renewal enrollment contracts are sent home each February. A **non-refundable** deposit is due in mid-February to insure a spot is reserved for your child in the upcoming school year. The non-refundable deposit should be returned with the contract.

Once the non-refundable deposit and the signed enrollment contract is received, parents have until May 1st to notify, in writing, the Principal and the Admission Director if the decision is made that their child will not be attending Overbrook School. After May 1st, you are financially committed for the entire tuition.

TRANSFERRING OUT OF THE NASHVILLE AREA

A family moving out of the city of Nashville and adjoining counties (over a 60 mile radius) should notify the Principal and Director of Admissions as soon as possible. If notice is received prior to the start of the school year, your contract will be considered null and void with the exception of the non-refundable deposit.

Please refer to the Tuition Refund Plan brochure if you will be transferring from Overbrook after the school year begins.

PERMANENT RECORD REQUEST

If you are transferring your child to another school and need letters of recommendation or transcripts, please send this request, in writing, directly to the Principal. Papers will be directed to the proper teachers.

If a parent requests permanent record information, the parent should fill out a form in the office before copies of the records can be released to the parent.

Financial obligations must be current to avoid a hold of records by the business office.

EXTRACURRICULAR

ACTIVITIES

Student Council, Math Team, Music Lessons, Schola, Forensics, Band, Altar Servers, Chess Club, Theater Club, Lego Club, Legion of Mary.

ATHLETICS

Volleyball * Cross Country * Basketball * Soccer*
Cheerleading * Football * Tennis * Lacrosse *Golf

VOLUNTEER COACHES

See Coaching Guideline Form

Parents or friends of Overbrook may be asked to coach various teams at the school. Volunteering is a wonderful service by which parents enrich the students' educational experience. It is the sole responsibility of the Principal and Athletic Director to decide and approve of coaches for Overbrook sponsored teams. A volunteer coach can be asked to resign, or the position can be revoked, if a volunteer coach does anything in his/her personal or professional life that is in conflict with the philosophy or behavior expectations of Overbrook School.

STUDENT COUNCIL

Each spring, students in grades 5-7 elect Student Council members for the next school year. Once elected, members are expected to maintain conduct and effort marks in all classes at a (3) or higher. Members should maintain a "C" or higher in all subject areas. If the above criteria is not met the student will become inactive for the next quarter. Serious infractions can result in a student being expelled from the Student Council.

FINE ARTS

Overbrook School is committed to providing excellent Fine Arts opportunities for its students. Private lessons are available in piano, voice, strings, and guitar. Lessons are coordinated through the St. Cecilia Academy private music program.

SPONSORS

Any sponsor of an event (athletic, scouts, forensics, music, etc.) that takes place all day Sunday or Saturday and Sunday needs to make provisions for the students to attend Mass. No school sponsored event should keep a child from fulfilling his/her obligation to attend Sunday Mass (or Saturday evening).

ACADEMIC PROGRAM

ACADEMIC PROGRAM

ACADEMICS

Each student should work to the best of his/her ability in all areas. In this way he/she can become the person God intends him/her to be. **Students who fail to put consistent effort into their academics may be asked to attend summer school or leave Overbrook.**

PLACEMENTS

The principal, in consultation with the teachers, makes the decision on class and advisee placement. Placements are made according to the students' best interest. Parents are asked not to send in requests for specific teachers.

INTERIM

An interim report is sent home in the middle of each quarter. This enables students and parents to keep abreast of academic progress and apply more effort where necessary.

REPORT CARDS

Report cards are distributed every nine weeks in grades 1-8. Kindergarten students are given semester grades.

A=100-93 B=92-86 C=85-77 D=76-70 F=69 & below

HONOR ROLL

Students in grades 4-8 are eligible for the Honor Roll.

First Honor Roll (Eagle Excellence) requirements:

- 93 or above in each subject, all A's
- VG in non-academic subjects, nothing below a 3 in conduct and effort
- 3 or above in conduct and effort in all subjects.

Second Honor Roll requirements:

- 86 or above in subject grades
- G or better in PE, art, music (gr. 6-8)
- G or better in PE, art, computer, handwriting, music (gr. 4-5)
- 3 or above in conduct and effort in all subjects

ACADEMIC PROGRAM

TESTING

Tests are given throughout the nine week marking period in grades 1-8.

Semester exams are given in grades 6-8 on the work covered during the entire semester. If absences are planned during exam time, make-up exams cannot be guaranteed.

Standardized tests are given each year in grades 1-8. If a child is absent during this testing period, he/she will be required to make-up the test at a time designated by the school.

TEXTBOOKS

Hard cover books are issued from teachers and will be returned upon completion of the school year or withdrawal from school. The school appreciates the care you take for the books. Students will, however, be charged for damaged or lost books.

ACADEMIC RECORDS

All financial obligations, including ExtendedCARE, and private music lesson fees, must be met before report cards, interim reports and transcripts are released to students, parents, or other schools.

HOMEWORK

At Overbrook School, students are expected to spend time outside of class to prepare and study for each academic course. In order to develop successful academic habits, students are responsible for:

- Using class time productively to complete in-class assignments.
- Recording and understanding the expectations of the homework assignment(s) before leaving school.
- Taking home all necessary materials to complete assignments.
- Working with parents to develop a schedule for completing studies, homework and long-term projects.
- Returning completed homework on time.
- Tests, quizzes and papers signed by parents per teacher requests.

The times listed below serve as a framework for the student to accomplish his/her homework.

Homework assignments may exceed these times. Homework in the junior high is assigned with the purpose of preparing students for college preparatory high schools.

ACADEMIC PROGRAM

ACADEMIC PROGRAM

HOMEWORK continued

These times will vary with your child's work habits and the work environment provided at home.

1st — 2nd grade:	25-35 min.
3rd grade:	45 min. — 1 hr 15min.
4th — 5th grade:	1 hr.— 1.5 hrs.
6th — 8th grade:	1.5 hr. — 2.5 hr.

This time frame is for the average student with average study skills at the given level. If a student has poor study habits and does not use time profitably, the time on homework would naturally increase for this student. **Points will be deducted for late homework.**

Communication folders will be sent home once a week so parents can monitor student progress. The folders are to be signed by a parent and returned to the teacher.

TUTORING

Should you wish to hire a tutor for your child, you are encouraged to consult with the teacher responsible for the particular subject area. This courtesy will facilitate the tutoring process so that it is closely coordinated with Overbrook's curriculum and prove most beneficial for your child.

LEARNING CENTER

The Overbrook Learning Center exists to strengthen the reading skills of students with moderate needs. It is designed to support, not take the place of, the regular classroom setting through individualized student support in areas properly identified as needing assistance.

If it is determined that Overbrook's Learning Center is not equipped to meet the needs of a particular child, then an alternative placement may be necessary. The Learning Center staff will assist by recommending alternatives.

ACADEMIC PROGRAM

CONFERENCES

Parent/Teacher Conferences

Parent/teacher conferences are scheduled once a year. Report cards will be given to parents at this time. Additional conferences are available upon the request of the parent or teacher. Ordinarily, children do not attend the conferences unless requested to do so. Parents are encouraged to call the office anytime and make an appointment with a teacher regarding concerns. **Good communication between home and school is essential.**

Please do not use arrival and dismissal time for a “quick” parent-teacher conference. The teacher’s attention needs to be focused on his/her class at this time.

Parent Concerns About Teachers

In the spirit of professionalism and of charity, parents are asked to speak with the teacher when a problem arises. Normally, the principal does not meet with a parent who has not spoken to the teacher first. When necessary, the principal will meet with the teacher and parent in order to justly serve all concerned. In light of our Christian commitment, all parties should avoid gossip which is harmful to the good name of the faculty, staff, students, and parents.

NATIONAL JUNIOR HONOR SOCIETY

Each spring students in grades 7 and 8 may be nominated for membership in the National Junior Honor Society. This organization recognizes and encourages the ideals of scholarship, character, service, leadership, and citizenship. In order to be eligible for nomination into Overbrook’s Thomas Aquinas Chapter of the NJHS, students must have been at Overbrook for at least one full semester and have a 90% or higher year-end grade point average in all courses for which a numerical grade is given beginning with the 6th grade and a 90% or higher in all completed courses through the first semester of the current school year. In addition, a faculty council will review the co-curricular activities, leadership positions held, community activities, recognitions and awards received of students who have been nominated. Students selected for membership will be inducted into the organization in a spring ceremony.

Current members of the National Junior Honor Society who do not maintain the standards of scholarship, character, service, leadership, and citizenship that were used as the basis for their selection, may be placed on probation or dismissed from the National Junior Honor Society.

ACADEMIC PROGRAM

ACADEMIC PROGRAM

ACADEMIC PROBATION

Students are expected to work to the best of their ability

The academic probation program serves as a motivational tool for encouraging the students in grades 5-8 to work to their potential. Collaboration between the school and the parents is essential in order for the student to accomplish his/her goals.

A student placed on academic probation may not participate in the following activities: athletic teams, forensics, chorus, student council, cheerleading, honor society, math team or schola, or any other extra-curricular activity.

A student in grades 5-8 who receives more than two “2’s” or below in effort and/or conduct on an interim or report card will be placed on academic probation for two weeks from the day the interim or report card is issued.

At the end of this period the student’s academic standing will be reevaluated. If a student has improved his/her effort or conduct the academic probation may be rescinded.

A student placed on academic probation at the end of the 3rd quarter will be ineligible to run for student council or any other office.

Weekly white sheets:

Students placed on academic probation will be given weekly white sheets to track their progress. The white sheets help to keep the student focused as he/she attempts to improve. These sheets are to be signed by the student and homeroom teacher and are sent home weekly.

SUMMER SCHOOL

Students who fail a subject for the year may be required to attend summer school or be tutored. The decision is at the discretion of the principal. Parents are to notify the principal that the student is attending summer school or tutoring if the student is accepted back at Overbrook.

GRADE PROMOTION

Promotion in preschool and kindergarten is based upon achievement in concepts and maturity development.

Parents will be notified during the fourth quarter if there is a strong likelihood that their child will be retained.

In grades one, two, and three, promotion to the next grade is determined mainly by the child’s progress in language arts, math, and social development.

Promotion in grades 4-8 is determined by the student’s general scholastic average. The student’s overall behavior and effort are also contributing factors to promotion or lack of promotion.

ACADEMIC PROGRAM

GRADUATION

A graduation Mass and ceremony is held in the Overbrook gym for parents, family members and friends of the graduates. Academic awards are presented during the ceremony. The following information should be noted:

- For serious behavioral infractions, the principal may prevent a student from participating in the graduation Mass and ceremony.
- Girls are asked to dress appropriately for Graduation, May Crowning and Confirmation. Girls should not wear dresses which the school considers to be inappropriate for a religious function. Inappropriate features include, but are not limited to the following: spaghetti strap dresses, off the shoulder, low cut dresses, tight fitting dresses, sheer fabrics, etc.

GENERAL ADMINISTRATIVE POLICY

Because it is impossible to foresee all problems which may arise, the faculty and administration will take appropriate action for any behavior which violates the spirit and philosophy of Overbrook School, even though not specified in this handbook.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause.

The school reserves the right to require the withdrawal of any student who violates the discipline code or the regulations of the school, or who fails to maintain the academic standards of the school, or for the good of the school.

The principal of Overbrook retains the right to amend this handbook for just cause. If changes are made, parents and students will be given prompt notification to that effect.

ASBESTOS MANAGEMENT

ASBESTOS MANAGEMENT PLAN AVAILABILITY NOTICE

In order to comply with national and state regulations that relate to asbestos containing building materials, a complete Asbestos Management Plan for all campus schools is on file for public view at The Dominican Campus office from 8 a.m. to 4 p.m. Monday through Friday. A copy is also available for each individual school at the respective school's office.

The management plan is updated every six months with progress reports being submitted to the state annually.

