Greetings Overlea Scholars and Parents/Guardians:

The Overlea High School community values our scholars and our parents as we seek to embark on a partnership that ensures academic excellence for every Overlea scholar. Overlea High School prides itself in creating a safe and orderly learning environment for our students, teachers and staff members. As members of the Overlea community, it is vital that all scholars maintain a positive and healthy relationship within our school community. In addition, the Overlea staff believes that the success of our scholars is a shared responsibility between the school, parent, and student. It is the responsibility of all parties to ensure that the Overlea school community is a safe and secure learning environment that supports teaching and learning for all community members. To maximize student achievement and safety, Overlea High School personnel requests that parents/guardians partner with us to ensure your scholar adheres to the following norms/expectations:

I. **Dress Code**

Public schools do not regulate the dress and/or appearance of scholars unless the dress and/or appearance interferes with the educational process. Standards for scholar dress during the school day and during other school-sponsored activities are detailed in Board of Education Policy 5520 and Superintendent’s Rule 5520, *Student Dress Code*. The student dress code is intended to outline acceptable standards for student dress during the school day and during other school-sponsored activities and events in order to preserve a safe and orderly environment that is conducive to learning. Students will wear attire in a manner that supports a healthy and safe learning environment. Students will not wear attire that is disruptive to the school environment, promotes illegal or harmful activities, or that could endanger the health and safety of the student or other students, which includes but is not limited to that which:

1. Depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that reference items that are illegal in general or illegal specifically for underage students;
2. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products;
3. Contains sexually suggestive messages;
4. Depicts gang affiliation;
5. Causes or is likely to cause a substantial or material disruption to school activities or the orderly and safe operation of the school or at school-sponsored activities;
6. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.
7. Revealing clothing or clothing designed to call undue attention to the body (i.e. torn or ripped clothing, excessively short shorts or skirts or midriffs showing, sagging clothes).

II. **Tardiness/Attendance to School**

Scholars have the responsibility to comply with the attendance procedures detailed in Board of Education Policy 5120 and Superintendent’s Rule 5120, *Student Attendance and Excuses*. All Scholars are expected to be present for instruction every day. A scholar absent from school shall present a note signed by the parent immediately upon return to school. If a scholar is absent for one of the lawful reasons (e.g. illness, college visits, death in family) teachers will assist the scholar in making up missed work whenever possible. The scholar has one week to make up missed assignments from the day of return. The scholar is expected to assume the responsibility for maintaining the continuity of learning.

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regardless of the reason for absence. If a scholar is absent for an extended period because of illness, a written statement of explanation may be required from a physician on the day of the scholar’s return to school. Repetitive absences may result in the following:

- Failure of a class
- Loss of points on an assignment
- Referral to project attend
- Required Parent Conference
- PPW referral

Scholars are expected to attend school in a prompt manner. The warning bell rings at Overlea High at 7:30 a.m. Scholars are expected to be in their classes, in their seats, no later than 7:45 a.m. Failure to be in class in a seat at 7:45 will result in an unexcused lateness. Scholars will not be permitted to 1st period without a pink pass from the tardiness team. Scholars who arrive after 7:45 a.m., must bring in a note with a lawful excuse (e.g. illness) in order for the lateness to be excused. If a student is tardy without an excuse for an extended period of time, the following consequences may occur:

- Detention
- Required Parent Conference
- Loss of points on assignments given in the class affected by the lateness

If a student is tardy due to illness for an extended period of time, a written statement of explanation from a physician may be required.

III. **Use of Cell phones**

Your scholar’s success is very important to Overlea High School staff. Often cell phones are very disruptive to the teaching and learning environment when not used for educational purposes. Cell phone use is not permitted in classes during the school day. Cell phone use is only permitted during lunch time. Please encourage your child to not use the cell phone during the school day. In addition, please do not call your scholar or text your scholar during the school day. In the event of an emergency, please contact the main office at 443-809-5241 and an office associate will locate your scholar for you. Unauthorized use of the cell phone may result in the following consequences:

- Phone call home
- Confiscation of cell phone with the cell phone being only released to the parent/guardian
- Required parent conference
- Detention
- Out of school suspension (repetitive use)

IV. **Disruptive Behavior**

It is important that we communicate the BCPS Policy and Superintendent’s Rule 5550, *Disruptive Behavior* with you. The Student Handbook Orientation will be conducted by the School Administration and will outline and explain routines, regulations, and procedures that scholars are expected to follow. Scholars who violate the Code of Conduct will be subject to disciplinary action. We will not tolerate disruptive behavior, this includes fighting.
threats on individuals, or physical attacks. Our explicit intent is to inform you that fighting, threats, physical attacks, or disruptive behavior will result in one or more of the disciplinary consequences below in addition to suspension or expulsion. The list does not represent the full range of disciplinary consequences:

- The student will be **excluded** from prom (Junior or Senior). This includes 9th and 10th grade students’ future proms.
- The student will be **excluded** from participating in homecoming activities, including pep rally, games, and dances.
- The student will be **excluded** from afterschool activities and will be required to leave the school building and grounds upon dismissal unless approved by School Administrator to remain for educational purposes.
- The student will **not** be permitted to participate in assemblies or any other school events that occur during the school day.
- The student will not be permitted to participate or represent the school in athletics or co-curricular activities, clubs, and organizations.
- The student will not be permitted to attend any athletic games (home or away).

V. **Entering the Building and Dismissal**

Scholars will be permitted to enter the school building at 7:30 a.m. After 7:45 a.m., scholars must enter through the entrance at sunshine alley (e.g. downstairs entrance to the 1st floor). Dismissal for scholars is at 2:30 p.m.

Scholars are only allowed to reenter the building from 2:30 p.m. to 2:40 p.m. Scholars are only permitted to stay at school for school related business including extracurricular activities, detention, and/or coach classes. Scholars are not permitted to leave the building at 2:30 and reenter after 2:40 p.m. without the permission of a member of the Overlea administrative team.

VI. **Outside Food**

The Office of Food and Nutrition Services (OFNS) operates the Child Nutrition Program ensuring all students have access to healthy meals. Meals are available for purchase at published prices. Subsidized meals are available for those who qualify. Payment for meals is due upon service. Outside food items are **not permitted at Overlea High school after 7:45 a.m.** The delivery of outside food items by any companies and/or individuals to our scholars is **not permitted at any time.** Any scholar who violates this policy is subject to disciplinary action.

VII. **Masks/Face Coverings**

- Face coverings are required for all persons in a BCPS facility or vehicle as well as on BCPS property. Face coverings are required during transportation to/from school on a bus as well as outdoors on campuses. Cloth masks, medical masks, and gaiters are acceptable face coverings. Bandanas are **NOT** acceptable face coverings.
- Each school, office, and school bus will have a supply of disposable face coverings for students and employees who forget their face covering or whose face covering becomes soiled or damaged.
- Failure to wear masks or face coverings while on school campus, may result in a disciplinary consequence.

Revised 08/09/20
VIII. Screening & Stay Home When Appropriate

- All employees and students are expected to screen themselves daily for symptoms of COVID-19.
- **Remain home** if you have symptoms, confirmed COVID-19 illness, had recent contact with a person with COVID-19 and/or awaiting test results.
- Follow established BCPS health protocols and monitoring tools.
- If you have questions, contact the school nurse at 443-809-5241 or kthompson11@bcps.org.

While many of our students exhibit excellent and respectful behavior, we must inform all parents/guardians of our expectations and the consequences as outlined in the BCPS Student Handbook and the Code of Conduct. We appreciate your support and look forward to celebrating our students’ accomplishments and providing a safe and nurturing school environment focused on learning and high levels of student achievement.

Dr. Monica C. Sample
Principal
Overlea High School