Good Evening Overlea Scholars and Caregivers:

The success of the Overlea Scholar is a three-way partnership between Overlea staff, scholar, and Caregiver. It requires the cooperation of all three parties to ensure the Overlea scholar is successful. We are now officially halfway through the 2022-23 school year. Second semester and quarter 3 began on January 18th. This quarter is critical to ensuring that all of our scholars are meeting with academic and behavioral success as well as ensuring that all of our scholars are promoted to the next grade level. The Overlea faculty and staff needs your partnership and support to help us to address the following concerns we are seeing with our scholars:

**Tardiness:**
The administrative team has reviewed lateness data from our BCPS data systems, teacher data, and hall sweeps conducted. As a result of the data, a high correlation between low academic performance and lateness to school and class were found. For Overlea scholars to be successful in their assigned courses, students need to be in each class on time and ready for learning. School begins daily at 7:45 a.m. Scholars are considered late if they enter class after the 7:45 bell. Scholars are also held accountable to report to all classes on time. Scholars are only allowed a 5-minute transitional time period between classes before they are considered late. Overlea High School will begin addressing this major issue starting Monday, January 30 by using hall sweeps, routine pass checks, and lateness data reviews. Repetitive lateness will be addressed with the following consequences:

- Phone calls home
- Detention
- Required Parent Conferences (may require a student remains home until the conference is held)
- Loss of points on assignments given in class during the period of lateness

**Scholar latenesses are only excused if the scholar has an illness note from caregiver or doctor, a note from a doctor stating the student is late due to a medical appointment, or the scholar is late due to documented lateness of BCPS transportation. These are the only ways in which a scholar is considered to have an excused lateness to school. To have an excused lateness during the school day, a scholar must present a signed official Overlea pass by a staff member excusing the lateness to class.**

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Disruptive Behavior
Please review BCPS Policy and Superintendent’s Rule 5550, Disruptive Behavior located on the BCOS website. All student code of behavior and rules and norms of Overlea High School are aligned to policy and rule 5550. A student handbook orientation was conducted with all scholars in September of 2022. Another student handbook orientation will be conducted by the Overlea administrative team. The orientation 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, and/or physical attacks. Physical attacks and fighting are offenses that are subject to out of school suspension ranging from 5-10 days in length. In addition, fighting, threats, physical attacks, or disruptive behavior will result in one or more of the following disciplinary consequences below in addition to suspension or expulsion. This list does not represent the full range of disciplinary consequences:

- Exclusion from Junior and/or Senior Proms. May included exclusion from future proms for 9th and 10th graders.
- Social Exclusion from afterschool activities-Student will be required to leave school grounds upon dismissal unless otherwise approved by the Overlea administrative team to remain for educational purposes.
- Exclusion from assemblies or school events occurring during the school day (e.g. pep rallies, assemblies, featured speakers, fieldtrips, etc.)
- Exclusion from participation in extracurricular activities including athletics, clubs, and organization affiliations
- Exclusion from athletic games (home or away contests)

Participation in these activities is a privilege and not a right! Please help us to help your scholar to protect their participation in valuable high school experiences. Scholars will not be allowed to participate in any social events or activities if behavioral norms and student codes of conduct are not followed.

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 to all of our scholars free of charge due to the fact that Overlea High is a community eligibility provision school. 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 (including parents and guardians) to our

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scholars is not permitted at any time. Any scholar who violates this policy is subject to disciplinary action.

**Seniors with Early Release:**
Seniors with early release are to follow the Overlea High School protocol, or they will lose their early release privilege.

- They are to leave the building at their designated time noted on their schedule.
- If they have A lunch and would like to get food in the cafe, they may attend A lunch, but may only be dismissed after lunch is over.
- If they participate in an after school activity, they must still leave at their designated time and return no earlier than 2:30.
- They may not stay in the building if they do not have a ride. The student is responsible for their transportation for early release. Consequences are the following for those scholars who do not leave after their early release time:

  1. **1st time:** Warning to leave school grounds immediately.
  2. **2nd time:** Phone call home
  3. **3rd time:** Schedule changed to reflect a full course load (8 classes)

We thank you for your partnership and support and helping us to keep your scholar and our school community safe.

Sincerely,

Dr. Monica Sample

Dr. Monica Sample
Principal

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