

2022-2023

OVERHILLS MIDDLE SCHOOL

STUDENT HANDBOOK



**Lead! Achieve! Succeed!
Panthers are Limitless!**

Principal:
Dr. Jasmine N. Nixon

Assistant Principal:
Mr. Nicholas Weeks

Address:
2711 Ray Road
Spring Lake, North Carolina 28390

Telephone: (910) 436-0009 Fax: (910) 436-0948

Mascot: PANTHER

Colors: Silver and Black

Equal Opportunity

All clubs, athletic, organizations, and activities offered by Overhills Middle School are open equally to all students without regard to race, sex, creed, religion, or national origin.

As we work together to build positive relationships, effective communication is key. The information in this handbook is provided to help you understand the expectations, procedures, and responsibilities of students, parents and staff members. Please review the information and discuss these areas with your child. Teachers will be reviewing the information in the classrooms, but it is important that all of us understand and adhere to the rules and regulations that create a positive and safe learning environment.

GUIDING PRINCIPLES

As a school, we believe that there are guiding principles that should be followed every day that promote respect, responsibility and understanding. In order to reach our fullest potential, we should strive to follow the guidelines listed below.

- ◆ *We will LEAD by example.*
- ◆ *We will EMPOWER others to become successful.*
- ◆ *We will ACKNOWLEDGE each other.*
- ◆ *We will be DRIVEN to reach attainable goals.*
- ◆ *We will collaboratively create a positive atmosphere in our school.*
- ◆ *We will follow the rules and procedures of the school and abide by the regulations of the Harnett County School system.*

Mission Statement

The mission of Overhills Middle School is to ensure a safe environment where teaching and learning take place every day for every student.

Overhills Middle School Philosophy and Mission

The faculty and staff of Overhills Middle School, in keeping with the mission of Harnett County Schools, are committed to helping each child develop to his or her fullest potential. We recognize that students will experience changes physically, socially and mentally during their middle school years. We are committed to offering a flexible curriculum that fosters individual growth based on student's needs. In order to be effective in our school's philosophy and mission, we appreciate the cooperation of parents and community resources.

Our school is a Tobacco Free School. Harnett County School Policy prohibits the use of tobacco products on school property. Everywhere. By everyone. At all times. Thank you for your cooperation.

Inclement Weather Policy

During extremely bad weather it sometimes becomes necessary to make a decision concerning the closing of school.

When a decision is made to close, all schools in the Harnett County systems will be affected. In order to accomplish this task in a timely and effective manner, school officials ask parents and students to do the following:

1. Check for closings/delays on the Harnett County Schools website (www.harnett.k12.nc.us) or on the Harnett County Schools Facebook page.
2. Listen to one of the following radio or television stations for changes in schedule:

FM Stations:	AM Stations:
90.1 WCCE Radio	620 WDNC Radio
91.5 WUNC Radio	640 WFNC Radio
91.9 WFSS Radio	680 WPTF Radio
93.9 WRSN Radio	780 WCKB Radio
94.7 WQDR Radio	1290 WXKL Radio
95.7 WKML Radio	1370 WLLN Radio
96.1 WKIX Radio	
98.1 WQSM Radio	Television Stations:
99.1 WZFX Radio	WRAL TV – Channel 5
100.7 WTRG Radio	WTVD TV – Channel 11
101.5 WRAL Radio	WNCN TV – Channel 17
103 WRCQ Radio	WRDC TV – Channel 28
103.1 WLHC Radio	WKFT TV – Channel 40
105.1 WDCG Radio	News14 Carolina
105.5 WFJA Radio	
106.1 WRDU Radio	
3. Do not telephone the schools, central office, or school officials. Obviously these calls tie up the telephone lines and may prevent emergency communication to the news media and you.
4. The absence of any announcement means that the schools will be in session as usual.

OVERHILLS MIDDLE SCHOOL GENERAL INFORMATION SCHOOL CONTACT INFORMATION

We maintain an up-to-date website with information and contact information for all of our staff on the Harnett County School Website or at <http://www.harnett.k12.nc.us>. Please visit the website often for current events and information. Please feel free to access this site, e-mail, or call us at 910-436-0009.

SCHOOL HOURS

8:00- First Bell

8:05- EXCEL (*students complete iReady*)

8:05- Tardy Bell (*students must be in class before the Tardy Bell rings*)

2:20- Intervention – (*student completes homework, enrichment, and social/emotional learning activities*)

3:00- Dismissal Bell

OFFICE HOURS: 7:45am - 3:30pm

Receive digital information from OMS...

Like us on Facebook Overhills Middle School

Visit our school website:

Go to <https://www.harnett.k12.nc.us/Domain/27> or visit our district website

www.harnett.k12.nc.us >>School Directory >>Overhills Middle School >>Website Link

Arrival Procedures

Supervision of students is not available until 7:40 AM each day. Therefore, students should not arrive on campus prior to 7:40 AM unless they are riding on a bus that requires them to be dropped off early.

All students must enter the building through the Gym/Common doors. Students must NOT enter the building through the main doors before 8:05 AM.

Parents may not drop off students in the bus parking lot. This is a safety issue for our students who arrive via bus.

When students unload, they should report to the cafeteria for breakfast or to an area designated by supervising staff members. Car riders and walkers choosing to eat breakfast must arrive by 7:40 AM and report directly to the cafeteria.

Students must be in class before the tardy bell rings at 8:05 AM.

Students who arrive after **8:05AM** AND are not in class are considered tardy and must report to the office **with a parent or guardian for a tardy slip.** **Students with unexcused tardies will be subject to disciplinary action.**

**** (See School Tardy Policy and Attendance Policy 4400)

Dismissal:

School dismisses at 3:00 PM each day. If your child is a car rider, please follow the flow of traffic and abide by the directions provided by our staff members on duty. Parents may not pick up their student in the bus parking lot. You must use the carpool line due to safety precautions.

Car Pool Student Location: Traffic Circle

You are asked to stay on the curbing until the car you will be entering has completely stopped. Parents: When receiving children in the afternoon, please move your vehicle to the end of the service area as directed by staff members on duty. This will help to get more vehicles from the main road and it will help us with the safety of our dismissal. *Student safety is a priority: Therefore, students are only allowed to enter a vehicle in the circle marked by the yellow lines. Students are not allowed to walk through the parking lot to enter a vehicle.*

Student Walker Location: Across the grassy area to the sidewalk

All students that walk home **MUST** provide a written/signed note from a parent/guardian giving permission to walk home. This note must include: student's full name, parent/guardian full name and signature, address, phone number, date, full address where student will walk to. **Notes must be verified and approved by Administration before a student will be allowed to walk off campus. Notes must be presented to the office by 10:00 AM. Permission to walk home daily for the school year, must be specified in the note.**

Parking and Bus Parking Lot

Student parking facilities are not available at school; therefore, student parking is prohibited at Overhills Middle School.

Parents – Cars are not allowed to park in or pass through the bus parking lot during school hours.

Main Office

The main office is the business and attendance center for the school and houses the administrative offices. Financial affairs, sign-in and sign-out sheets, lost and found, and similar matters are handled in the main office.

During school hours, **all visitors must make their first stop in the main office.** Overhills Middle School students are not allowed to take friends and relatives that are not students at Overhills Middle School to class with them.

An Administrator must give permission for visitors to move about the campus. Visitors will be given a visitor's badge to wear.

Parents picking up children must ring the door bell and be prepared to present their ID in front of the camera to check out their child. Parents must remain at the office area while waiting for a student.

All students should report to the office with a parent/guardian to sign in tardy or for early release. Students will be released to a parent or guardian only.

100% Identity Check: For the safety of students, a *current* picture ID is required from *everyone* checking out a student. Only adults (18 years and older) currently listed on a student's record as allowed to check out a student, will be allowed to sign a student out of school before the end of the school day.

Early checkout of students is not allowed between 2:15 PM and 3:00 PM. This is due to the front office preparing for school dismissal. Please schedule appointments so that your student does not need to be checked out between 2:15 PM and 3:10 PM. There is a lot of activity occurring at the end of the school day and to help alleviate the confusion in the front office, we ask that if you do need to sign your child out that you plan to do so prior to 2:15 PM. We thank you for your consideration in this matter. With that being said, if a student needs to leave early, a parent or guardian must come in and sign them out. At that time the student will be called and asked to report to the office to leave. **The school requires a valid/current ID to check students out.** We understand that there are times when appointments must be scheduled during the school day, but please try to schedule them before school or after school hours. A doctor's note may be required as documentation for excused tardies or absences. Please do not make it a habit of signing students out early as your child will miss valuable instruction. Also, please coordinate with your student before they come to school if there will be a change in how they are to go home in the afternoon.

Any student who leaves campus before 11:15 AM and does not return to complete the school day will be counted as absent for that day. Parents, when possible, please schedule appointments no sooner than 11:30 AM and preferably after 3:00 PM

Student Late Drop Off

After arrival, **all students are expected to stay on campus until the end of the school day or until properly released to a parent or guardian by school officials.** Students will not be given permission to leave school before the end of the day unless a parent or guardian accompanies them.

Distribution of Printed Materials

Permission must be obtained from the Administration before any **printed materials** (newspapers, advertisements, etc.) can be distributed to faculty and/or students. Announcements or invitations to parties will not be distributed at school.

Parents Relaying Messages to Students

The school cannot be responsible for relaying phone messages to students. Only in cases of **extreme** emergencies will messages be delivered. To protect student privacy and safety, questions will be asked of the caller to determine such emergencies. Students will not be excused from class to use the telephone.

Student Information

It is extremely important that the following student information is accurate at all times:

- Home mailing and street address: to update address; proof of residency must be provided.
- Parent/Guardian phone numbers: cell, home, and work if possible.
- Parent/Guardian email address: student progress reports and report cards will be sent to parents who have an email on file.
- Emergency contact: Name and number of an adult that the school can contact if the parent cannot be reached in case of emergency.

School Visitors

Parking for parents and other visitors to Overhills Middle School will be via the parking lot entrance on the west end of the school. Cars are to be parked in the visitor spaces provided and may not be parked in front of the school in the fire emergency lane marked by the multiple yellow lines. This lane is where fire trucks, paramedics, and emergency vehicles park to respond to school emergencies. During school hours, all visitors must report to the office and sign in. Parents and visitors must receive a pass to visit any teacher or staff member. Parents or visitors without passes will be asked to return to the main office. No parking in the bus lot except for special afterschool events.

Parent/Teacher Communication

If you need to talk with your child's teacher, please schedule an appointment with him or her during their planning time. In order for our students to be successful, they must be engaged in the classroom with their teacher and time out of the class takes away from the learning. To minimize disruptions and protect the instruction of all students, visits to classrooms during instructional time are only permitted with administration approval.

Use of Telephone

Students must inform parents in advance if their schedule will vary from normal. Arrangements for pick-up must be made before leaving home. Telephones are for emergency use only. Students may not receive phone calls during the school day.

Only in the event of an extreme emergency are students to use the telephones in the offices, and then, only with the permission of an office staff member. Since the main office is the recipient of all incoming phone calls and the number of lines available is limited, **NO MESSAGES WILL BE TAKEN FOR ANY STUDENT UNLESS THE CALL IS FROM A PARENT AND IS OF AN EXTREME EMERGENCY NATURE. All calls of this nature must be channeled through an administrator.**

The school cannot be responsible for relaying phone messages to students. Only in cases of extreme emergencies will messages be delivered. Questions will be asked of the caller to determine such emergencies. Students will not be excused from class to use the telephone.

Gifts

Students may not receive flowers, balloons or other gifts at school. These items are not allowed on buses due to safety.

Emergency Information

Students and their parents should keep the school informed with relevant and updated emergency information. If your home/cell phone number, parent's work number, or emergency contact number changes, please inform the main office immediately.

PLEASE INFORM YOUR CHILD OF HOW TO CONTACT YOU DURING AN EMERGENCY

If your child should get sick at school and are too sick to remain in school, every effort will be made to contact the parent to pick you up from school. In cases of apparent serious illness, students will be taken to the emergency room.

Injury at school – If your child is hurt at school, the students should report to their current teacher that they have been injured. If it is between classes, report to the most available teacher. Along with the appropriate action that will be taken, an injury report will be completed and placed on file in the office.

Student Character

Helping students develop good character traits is the responsibility of everyone. As a school, we pledge to emphasize respect, responsibility, integrity, caring, self-discipline, trustworthiness, fairness, and citizenship.

Teacher Conferences

Teachers are more than willing to meet with students or parents to discuss concerns or to give assistance. A daily planning block has been assigned to each teacher, and conferences will be set up for that time when needed. Please call or e-mail your child's teacher or guidance counselor to set up an appointment.

Cell Phones and Other Personal Items

The school is not liable or responsible for the recovery of broken, stolen, or confiscated cell phones and other personal items.

Cell phones, portable electronic gaming systems, portable music devices, headphones/headsets, Bluetooth devices, wireless speakers, fidget spinners, toys, smartwatch, and other electronic devices **should not** be visible or used during instruction unless authorized by a staff member. These devices are a disruption to the learning environment. If students are caught using these devices during school hours or have them displayed/visible or audible, they will be confiscated by any member of the staff. These items will be kept in the office until a parent or guardian can pick them up. If students choose to disregard the rule and have their items broken, stolen or confiscated, the school is **NOT** responsible for its recovery and is not liable. **** (See Policy 4318-Use of Wireless Communication Devices)

Lost and Found: Items that are left unattended on school property and the school bus will be placed in the school's Lost and Found. Students are encouraged to check the Lost and Found immediately if items have been misplaced. Items in Lost and Found will be cleared out weekly throughout the school year.

Cafeteria/Meal Prices

Breakfast

\$ 1.25 Full Price (Grades 6-12)
\$ Free - Reduced Price
\$ 1.50 Adult

Lunch

\$ 2.40 Full Price (Grades 6-12)
\$.40 Reduced Price
\$ 3.50 Adult

Parents are allowed to make payments in the cafeteria during hours when staff are **not** serving breakfast and lunch. Pre-paid lunches are a service for parents. These meals may be paid online at: www.lunchprepav.com. Please make note that these funds are **not refundable**. Free and Reduced Lunch forms must be completed each school year. Please return this form to your homeroom teacher within the first 10 school days.

Parents are welcome to enjoy lunch with your child in a designated area authorized by administration. Only a verified parent/guardian will be allowed to eat with students. All guests must report to the office first.

Soft drink cans or bottles are not allowed in the cafeteria. Students, who bring lunch to school, must bring their drink in a plastic/thermal container, and **food in a non-commercial bag or lunch container**.

Food from outside vendors/restaurants such as fast food or pizza is not allowed in the cafeteria. Also, if bag lunches are brought, it is only for your child and cannot be served to other students. Parents are asked to do the same if they are bringing lunch to their child or to eat with their child. Microwaves are not available for student use. Cake, cupcakes, snacks, and drinks must not be brought to school to distribute to other students. **Food must not be distributed to other students.**

LUNCH CHARGE

Policy Code:

6226

Introduction

The Child Nutrition Program of Harnett County Schools is a non-profit, self-supporting program. All monies collected are used to operate the program which covers the costs of food, supplies, labor, equipment and equipment repair. Our goal is to provide high quality, nutritious meals to our students at a reasonable cost. The Child Nutrition Program is governed by a variety of local, state and federal policies. According to the OMB A-87 Circular, Local Educational Agency Child Nutrition Programs are not allowed to use federal funds to offset meal charges to students or adults. Audit standards require that a charge policy be developed for each Child Nutrition Program. School meals may be prepaid in advance by several methods. Advanced payment by cash, check or money order may be sent to the school cafeteria. Also meal payments may be made by credit or debit card at lunchprepav.com.

Procedures

Students in grades K-8 may charge up to \$10.00 for meals only. This will, at this time, cover breakfast and lunch for three days. The charge limit may change when meal prices change. A charge letter will be sent home, by the Child Nutrition Manager, once a week for all students who have outstanding charges until the charges are paid. A free and reduced meal application for the household to complete will also be sent home with the first charge letter. Students will be verbally reminded each time there is a charged meal. After a student has reached \$9.00 in charges, the student will be served a meal consisting of 2 vegetables (no potato products) and 1 fruit with a carton of milk. This is a sound, nutritious meal. The cost of these meals must be covered by the school board. If payment of the charges is not received by the 5th school day after the \$10.00 charge, the Child Nutrition Manager will give the name of the student to the principal or designee. The principal or designee will call the parents/guardians to request payment of the charges. If the student charge continues for an extended period of time or a student is consistently without meal money, the principal or designee should contact the social worker at the school for further inquiry. Each Monday, the Child Nutrition Manager must give the Principal and designee a list of students who have outstanding charges. This will keep the principal updated on all charges that are being made.

The principal or designee is responsible for unpaid meal charges that are not collected when a student withdraws from a school in Harnett County to a school which is not in Harnett County. For this reason, when a student is withdrawing the Child Nutrition manager should be contacted to determine whether the student has an outstanding charge. Extra items will not be charged. Students in grades 9-12 will not be allowed to charge. There will be no adult charges. Adopted: September 8, 2008

Child Nutrition Returned Checks Policy:

Unfortunately, the school district's Child Nutrition Program occasionally receives checks that are returned due to insufficient funds. The following policy will apply to returned checks issued to the Child Nutrition Program.

Checks issued and payable to Harnett County Schools' Child Nutrition Program (or an individual school cafeteria) and returned by a bank due to the depositor having insufficient funds, a closed account or other reason/s attributable to the issuing party, will be automatically submitted to the CHECKredi. CHECKredi will attempt to recover the monetary amount of the check and will charge the issuer with any appropriate collection fees.

While the returned check is in the collection process the amount of the intended payment will be removed from the student's or students' account(s). If the funds are successfully recovered, the money will be credited back to the student's or students' account(s).

Harnett County Schools Child Nutrition Program will not accept a check from any household that has submitted a check that has been returned for insufficient funds, closed account or other reason attributable to the issuing party, on three (3) occasions. After Harnett County Schools receives three returned checks from the same household, a letter will be sent to the household informing them of the action taken. A copy of the letter will also be sent to the school principal(s) and the cafeteria manager(s).

Pre-payments may be made on www.lunchprepay.com at any time. Prepayment may also be made at any time when paying with cash or money order in the school cafeteria when we will no longer accept checks from a household.

Withdrawing and Transferring

The procedure is as follows for student withdrawal or transfer:

1. A parent or guardian must obtain and sign the withdrawal form in the main office.
2. Have the form filled out by each of your teachers. Check with the Media Center for books not returned or fees owed, check with the Cafeteria for fees owed, lastly check with Technology for clearance.
3. Return subject matter books to your subject teachers.
4. Return the withdrawal form to the Guidance Office.
5. Records will be sent to the receiving school when all outstanding fees are paid in full.

Insurance

All students at Overhills Middle School are offered school insurance at a group rate. It provides limited coverage while the child is under the jurisdiction of the school. Each student will be provided a brochure to explain benefits, cost factor, and available coverage. Participation in football is not covered.

Parents and Volunteers in the School

Would you like to volunteer in our school? There is a place for YOU at Overhills Middle School. Whether you have one hour to contribute occasionally, or have a desire to be a weekly tutor, we welcome you to help our students and support our educators!!

Always remember that the school is simply a reflection of the community. We desire and need the involvement of the entire community. There are many opportunities for our community members to volunteer at our school.

We look forward to you sharing your talents and experiences with our students. Your time, energies and resources will be an investment in our children, in your children and in the future of our school. Your participation and active involvement in our school will enhance and strengthen educational experiences.

For the safety of our students, and in compliance with our Board of Education Policy 7140, all volunteers 18 years old and older are required to complete a Release of Information Form (background check) before doing any volunteer work.

You may complete this online process by visiting www.harnettvolunteers.com and following the steps below:

- 1. Simply click "Click Here To Register" under the New Volunteer Column.**
- 2. Read the Release information and then click to "Acknowledge and Sign."**
This will take you to the Registration Form.
- 3. Complete the Registration Form and click "Submit."**
- 4. Click and Log Out**

Your information will be checked on the National and State Registry and should take 3-5 days to complete. Once approved, your name will be added to the "Approved Volunteer" list and you may begin volunteering. The school Volunteer Coordinator will provide you with volunteer opportunities based on your availability and interests.

We look forward to working with you in our school. With your commitment, our school will continue to provide quality educational services to our children.

Ways to Support Overhills Middle School

Become a tutor
Advocate for your child
Volunteer in our school
Collect Box Tops
Chaperone a field trip
Stay informed
Attend parent teacher conferences
Attend student performances and school events
Check your child's agenda daily
Check your child's grades regularly through the Parent Portal (request a log in through the front office)
Serve as a Proctor for End of Grade testing
Volunteer at the Western Harnett/Overhills PTO Thrift Store (See below)
Donate to the Western Harnett/Overhills PTO Thrift Store
Donate supplies needed in the classroom
Support school fundraisers
Enroll in Parent Portal and check your child's grades regularly
Join the Overhills Middle School PTO

Parent-Teacher Organization (PTO) We need YOU!

We are fortunate to have strong leadership and support from our PTO. In order for our PTO to continue to support our students and teachers, they must build a large membership. We strongly encourage each and every parent to join the Overhills Middle School PTO. The fee for joining is \$5.00. Please join our PTO and support OMS by becoming an active member. Please see more PTO information on the school website.

Contact PTO for more information: OMSPTO2@yahoo.com.

Visit the *Overhills Middle School PTO* Facebook page.

Western Harnett/Overhills PTO Thrift Store

Earn Money For Our School!

We need you to volunteer!!!! You can earn money for our school by volunteering your time at our school's area PTO Thrift Store.

Moving? Cleaning out your closet, storage shed, and garage?...

You can donate items you no longer want or need to the thrift store and help our school.

Make sure you mention that you are volunteering/donating for Overhills Middle School so that we will receive the credit. All donations and volunteer hours help our school.

Western Harnett and Overhills Area PTO Thrift Store

Hours: Monday-Friday 10am-6pm

Saturday: 9am-5pm

3793 Olivia Road

Sanford, NC 27332

919-498-1934

giz9381@aol.com

Call or stop in for more information.

Donations accepted at the thrift store: clothes, shoes, furniture, housewares, crafts material, books, tools,

grills, linens, pictures/frames, baby equipment, holiday decorations/items, etc.

Items not accepted at the thrift store: mattresses, outdated baby equipment, vacuum cleaners, printers, and computers.

Absence/Attendance

For students to receive full instruction, they must come to school daily. Parents will be notified of chronic absenteeism and tardiness. We encourage parents to arrange doctor and dental appointments as far in the afternoon or early mornings as possible. Students should provide an official note for doctor visits and court appointments. All other absences must be accompanied by a note signed by a parent or guardian and given to the homeroom teacher. Phone calls to the main office or to the teacher will not substitute a doctor or parent/guardian note. The note must specify the date(s) and reason(s) for the absence(s). Students who have excused absences will be given an opportunity to make-up work, turn in assignments or complete missed tests. It is the student's responsibility to request make-up missed work and turn it in within 3 days of absence unless approved by the teacher.

Parent Note

Students must deliver a note to their homeroom teacher within three (3) days of an absence(s), signed by a parent or legal guardian. If a student does not bring a note within three (3) days they must be counted unlawfully absent. Parents are held accountable for getting their children to school. Students with three, six, and ten unlawful (unexcused) absences will be referred to a social worker and parents will be notified in writing. Parents of students who have ten unlawful absences will receive letters informing them they **may** be prosecuted according to the North Carolina Compulsory Attendance Law.

OVERHILLS MIDDLE SCHOOL TARDY/ATTENDANCE POLICY

Attendance at Overhills Middle School is for the purpose of obtaining an education. Tardies interrupt class and are generally disruptive. They affect grades and establish bad habits that can carry on into high school and adulthood. A student is counted tardy if he/she is not in his/her designated place at the appropriate time. Excused tardies are accepted only when accompanied by a written note from a parent/guardian for reasons listed below: (Tardiness due to traffic is not an excused tardy).

- 1) Personal Illness
- 2) Death in the immediate family
- 3) Medical appointment as verified in writing by the physician or his/her designee
- 4) Miscellaneous causes of an emergency nature approved by the principal, a staff assistant, or a medical authority
- 5) Court summons
- 6) Religious holiday
- 7) An **absence or tardy** that, in the judgment of the principal, has an educational value as great as that received during an equal time in the classroom and permitted only if a comparable opportunity will not be available at a time other than during school hours. The principal shall determine if the amount of time missed is of reasonable length. This absence or tardy must be approved beforehand.

Students who arrive after **8:05 AM** AND are not in class are considered tardy and must report to the office with a parent or guardian for a tardy slip. **Students must be in class before the tardy bell rings at 8:05 AM.** **Students with unexcused tardies will be subject to disciplinary action.** **** (See Policy 4400-Attendance).

School starts promptly at 8:00 AM. Below are consequences for unexcused Tardiness:

- 1st Tardy Verbal Warning
- 2nd Tardy Tardy letter sent home via student. Letter must be signed by a parent/guardian and returned to school.
- 3rd Tardy Parent will be called by teacher and notified that student must serve after school detention.
- 4th Tardy ½ day of ISS – Assigned by Administration and referral to Social Worker
- 5th Tardy Full day of ISS – Assigned by Administration and Parent Conference Required

*The Tardy Policy will start over at the beginning of each 9 Week Grading Period.

Absent Work Policy for Excused Absences

Students who have excused absences will be given an opportunity to make-up work, turn in assignments or complete missed tests. It is the student's responsibility to request make-up missed work and turn it in within three (3) school days of absence unless approved by the teacher.

Late Work Policy

We want all students to be responsible and submit their work on the due date established by the classroom teacher. To be regarded on time, work must be complete by the beginning of the class period on the day it is due. Students should write down each assignment in their agenda on the date it is given. To earn full credit on an assignment, students must turn in work during the class when the teacher asks for the work to be turned in. Late work acceptance will be at the discretion of the teacher.

Student Agendas

All students will receive one (1) complimentary Student Agenda. Students must be in possession of their agenda at all times during the school day. The agenda will allow students to record their homework assignments. The agenda will be used as a student hall pass. To leave the classroom, students must have the agenda that is assigned to them and have it signed by the teacher. The agenda will also be used as a tool of communication between home and school. Student agendas remain the property of the school and must be replaced if lost or stolen. Replacement cost is \$5.00. Consequences will be issued if a student is found without their agenda. Students must not share their agenda with another student.

School Assessment Days (End of Grade Testing, Benchmark Testing, etc.)

To maintain test security and a non-disruptive testing environment, all cell phones and electronic devices will be taken up by the test administrator and returned to students upon completion of testing. Consequences will be issued if a student chooses to disregard this testing policy.

Textbooks

If a textbook is assigned to a student, the book becomes the responsibility of the student. Textbooks are very expensive and difficult to replace. Therefore, extra care should be given to ensure that books are not damaged or lost. Parents will be assessed the cost of a lost or damaged textbook on a prorated basis. If concerns occur, please see the administration. Lost books must be paid before a replacement is issued.

Book bags

Rolling book bags are not allowed in the building. All book bags must remain in the classroom (specific designation determined by administration). Students are not permitted to carry book bags throughout the building. Students are not permitted to carry their book bag to their elective classes.

Extracurricular Activities

Studies indicate that the more a student is involved in extracurricular activities, the more successful he or she will be in school and the less likely the student will get into trouble. We encourage students to join our clubs and athletic teams. A sample of activities that students may want to consider joining includes the following: Battle of the Books, MathCounts, Science Olympiad, FBLA, Student Government, and our athletic teams. It is our belief that students who participate in our club/athletic teams, are considered to be leaders of the school and should demonstrate the characteristics associated with leadership as they represent our school. Therefore, they are held to the highest expectations for appropriate conduct. If a student athlete or club member receives ISS, they will not be permitted to participate in a competition or game if it is held on that day. Student athlete/club members receiving OSS will be removed from that team.

AYPYN Clubs

Our school is fortunate to be able to offer an after-school enrichment program through the *Army Youth Programs in Your Neighborhood* (AYPYN) program. AYPYN is part of the Army Child, Youth, and School Services (CYSS), which offers quality programs for children, youth and students, and supports the Army Family Covenant by reducing the conflict between mission readiness and parental responsibility.

While AYPYN is a program that is intended to benefit federally connected families, the programs that we are able to offer after school benefit our entire student population, both military-connected and non-military connected students. After school clubs are supported through the generosity of the AYPYN program. Please see the school website for a current listing of clubs and registration forms. **Please note that an AYPYN certification form must be completed, regardless of military affiliation, in order to participate in after school club activities. Students must be picked up in a timely manner at the conclusion of their club. Students who are not picked up in a timely manner will have after school privileges suspended.**

Interscholastic Athletics and Academic Competitions

Overhills Middle School belongs to the Harnett County Middle Schools Athletic Conference. Member schools are: Coats/Erwin Middle, Dunn Middle, Harnett Central Middle, Highland Middle, Overhills Middle, Western Harnett Middle, and Shughart Middle Schools. This year, OMS will offer Football, Boys and Girls Soccer, Boys and Girls Basketball, Baseball, Softball, Girls Volleyball, and Cheerleading.

Additionally, Overhills Middle School is proud to be a member of the North Carolina Association of Scholastic Activities. Membership in this organization allows our students to participate in rigorous interscholastic academic competitions, including, but not limited to Show Choir, Quiz Bowl, Dance Ensemble and many others.

Eligibility Rules for Athletic Participation:

In order to be eligible to participate in interscholastic sports, a student must meet certain eligibility requirements including the following:

1. Health Certificate: The student must have a current physical on file with the athletic department before trying out for the team. Also, an insurance form, emergency travel form and concussion form must be on file before trying out for any sport.
2. Attendance: A student must be in attendance for 85% of the previous semester in order to be eligible which equates to a student cannot miss more than 13 ½ days in a given semester.
3. Academics: A student must pass 3 out of 4 core classes of a previous semester in order to be eligible. (Coaches and/or administrators have the prerogative of placing student athletes on academic probation or removal from a team during the season if grades fall below their standard).
4. Age: If a student turns 15 before August 31st, he/she is ineligible to participate.
5. Any student granted a voluntary reassignment from the school serving the attendance area in which the student resides shall not participate in athletic activities that come under the jurisdiction of the North Carolina High School Athletic Association (NCHSAA) and the State Board of Education for 365 days after the first approved transfer date; however, if it is later determined that athletic participation is a reason for the transfer request, the transfer may be revoked by the Superintendent.
6. Participation in Athletics during Alternative School Assignment:
Students re-assigned to an alternative school setting (Academic Support Center) will be considered ineligible to participate in extracurricular school sponsored activities, including sports practice or play, until the student returns to a regular educational setting.
7. **If a student athlete receives In-School Suspension (ISS), they will not be permitted to participate in practices or games if it is held on that day. If a student athlete received a 2nd ISS or receives Out of School Suspension, they will be removed from that team.**
6th Grade Students are not permitted to play football.

Attending Athletic Events and School Functions

Every child is encouraged to attend games and activities occurring immediately after school at Overhills Middle School. Students must report to the gym to await the beginning of a game/dance/club. Students must NOT leave the building. In an effort to maintain student safety, students are not permitted to leave the building or walk off campus to go to neighboring schools, residences, or businesses, etc. Any student that leaves the building must be accompanied by a parent/guardian before being allowed to return to an afterschool game/dance/club. Parents or guardians are asked to pick their children up within 15 minutes of the conclusion of the event.

Students who have been assigned to In School Suspension (ISS) or Out of School Suspension (OSS) may not attend athletic events or school functions while serving their ISS or OSS assignment.

Students must attend after school athletic events with their parents. Students are not allowed to remain after school to attend the game. Students will go home by their regular mode of transportation and return with their parent.

Lounge and Workroom

Lounge and workrooms are restricted to staff use only. Vending machines and microwaves located in the staff lounges are for staff member use only and not for student use.

Food/Drink

Food and drink must only be consumed in the cafeteria. **NO FOOD OR DRINK IS TO BE TAKEN OUT OF THE CAFETERIA.** Students must not travel throughout the building with water/drink bottles or cups in hand. All bottles and cups must be secured in a lunch bag or book bag. Beverage containers larger than 20oz. should not be brought to school. **Food from outside vendors/restaurants such as fast food or pizza is not allowed in the cafeteria.**

Gum

To maintain a clean and sanitary environment: Gum must not be chewed in the building or on the school bus.

Safety Drills

Fire, Tornado, and Code Red drills are to be taken seriously. Students must respond appropriately and follow all directions given.

Fire Drill

Fire drills will be conducted monthly to enhance student safety. Students must cooperate with their teachers to assure safe and orderly exit from and entering back into the building. Exit routes are posted in each class. Students will be familiarized with the fire drill procedures and the exit horn.

Tornado Drills

Tornado drills will be signaled by a continuous series of three (3) short rings of the bell or verbally over the intercom system. Safe areas are posted along with fire drills.

Lockdown Drills

Code Red is a practice drill for possible dangerous, unwelcomed visitors. Staff will activate "lockdown" procedures.

Student Injuries

All student injuries must be reported to a staff member. If you are hurt at school, report to your current teacher that you have been injured. If it is between classes, report to the most available teacher. Along with the appropriate action that will be taken, an injury report will be completed and placed on file in the office. Parent/Guardian and emergency contact phone numbers must be accurate at all times to ensure that contact can be made in an emergency.

Students Out of Class

For the safety of all students, we must implement a system of accountability through the effective use of hall passes. The Student Agenda will serve as a Hall Pass. Students must have the Hall Pass section of the agenda complete with teacher signature. Therefore, if a student needs to leave the classroom for a legitimate reason (i.e. bathroom, media center, office, guidance), they are required to have their agenda with hall pass signed. Students caught outside of the classroom without a signed student agenda will be subject to disciplinary actions.

Due to safety and security, students will not be allowed to roam the halls. Students must be in their assigned areas at all times. Students found in an unassigned/unauthorized area will be considered to be skipping and will be subject to disciplinary actions.

Students are required to travel the halls in a single file line to maintain order in the school building. **Students are to remain in the classroom the first and last ten minutes of class.**

School Nurse

Students must have the agenda/hall pass to see the school nurse. The school nurse is present 1 to 2 days per week or

daily. If a student is not feeling well or has an injury, they should report it to their teacher immediately.

ACADEMICS/GRADING SYSTEM

Students are strongly encouraged to do the very best they can to maximize their performances. Students should also remember that there is a positive relationship between good behavior and academic performance.

Performance Code

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

E = 0 - 59

Conduct grades: Satisfactory, Needs Improvement, Unsatisfactory

Report Cards

Report cards will be issued once a quarter. Report cards will be sent home via email to parents who have an email on file in PowerSchool. Please visit our district calendar for dates.

Progress Report

In addition to Report Cards each nine (9) weeks, teachers will send home a mid-advisory report. Parents are asked to regularly check the Parent Portal and to contact their child's teacher to check on their progress. Please visit our district calendar for dates.

Parent Portal

Parents have the capability to view your child's grades online. To sign up for access to your child's grades, please stop by the office to complete an application and provide a valid/current ID.

Overhills Middle School Acceptable Use Policy 1:1 Laptop Classroom

Homeroom Teacher _____ Grade _____ Date _____

A laptop will be assigned to your child to be used throughout the day in core and elective classes. They will be responsible for the use and care of the device. **The laptop will NOT be taken home with the student and remain on the school campus, legal and disciplinary action will be taken.** The goals of this instructional initiative are:

- Increased student engagement;
- Increased student ownership in the learning process (including modality and pace);
- Increased ability for teachers to offer differentiated instruction;
- Increased access to real-time data and information;
- Increased opportunities for formative assessment and immediate feedback to better inform instruction;
- Improved district- and school-wide student-to-computer ratio to better prepare for the transition to online assessments.

In order for your child to receive and use a laptop you and your child must agree to the following conditions:

1. The student and/or parent/guardian is liable for repair and/or replacement costs resulting from intentional damage, loss, theft and/or neglect to the device. If it has been determined that YOUR child is responsible for damage or repairs based on computer use history and other methods you will be notified of the replacement repair cost. The purchase price of the device is approximately \$300 and that would be the maximum cost which a parent/guardian would be responsible. Any damage to or theft of the laptop MUST be reported IMMEDIATELY to the teacher. An Administrator may determine disciplinary action is warranted as well.
2. The laptop is the legal property of Harnett County Schools. The student's use of the laptop is limited to and conditioned upon applicable Board of Education Policy including (but not limited to) the following policies: **3220: Technology in the Educational Program; 3225/4312: Technology Acceptable Use; and 6524: Network Security.** Violations of Board policy during the use of the laptop may result in disciplinary action including revocation of the privileges of using the laptop and/or other disciplinary action as deemed necessary by the district/school administration.
3. The student's use of the laptop will be monitored and there should be no expectation of privacy. All Internet use will be filtered, as are all other Harnett County Schools devices.
4. A guide to the proper use and care of the laptop will be made available to each student and parents.
5. The classroom teacher may set usage guidelines for the laptops as far as when and how often the laptop is to be used. Students must comply with the instructions from the teacher as to when use of the laptop is or is not appropriate. Failure to adhere to the teacher's guidelines will result in disciplinary actions.

STUDENTS & PARENT / GUARDIAN - Please initial each item below:

By my signature below, I attest that I have read the guidelines, rules and regulations concerning the 1:1 Laptop Initiative and I will adhere to them. Students Initial the first lines and Parents/Legal Guardians initial the second lines The both parties must print, sign, and date at the bottom.

_____ I understand that I or my parents / guardians will have to pay for any damage to a laptop caused intentionally or due to negligence. I can make installment payments if I am not able to pay the full replacement or repair cost. A comparable device will be issued for use until the device is repaired.

_____ I understand that I will use this laptop for up to 3 years while assigned to this school.

_____ I will only use the laptop at appropriate times as instructed by my teacher and will only use the laptop for educational purposes. Any misuse of the laptop may result in the laptop being taken away from me.

_____ I understand that it is the school's policy that I purchase a laptop cover/sleeve to protect my device from damage. I will not be allowed to transport my laptop outside of the Chrome book carts without a cover/sleeve. (New Dell Chromebook 11)

Student Information:

Student Name
(Print) _____

Student Signature _____
Date _____

Parent/Legal Guardian Information:

Parent/Legal Guardian Name
(Print) _____

Parent/Legal Guardian
Signature _____ Date _____

Home Number _____ Cell
Number _____

Daytime Number _____ Work Number

Email Address

Student Laptop Use Guidelines

Care and Maintenance

Laptops are made available for educational purposes. All policies refer to any laptop assigned to a student, including a “loaner” laptop.

- Students are expected to exercise extreme care with their assigned laptops whenever it is in their possession. You are expected to treat them with care and respect.
- Laptop settings must remain in the original setting to include screensavers and background.
- Laptops are not to be vandalized in any way to include stickers, scratches, permanent marker, whiteout, etc.
- All damage, however minor and operational issues must be reported immediately to the classroom teacher, who will maintain an incident log and report the damage to the Instructional Technology Facilitator.
- Students are responsible for ensuring their assigned laptop is returned to the cart daily to be charged.

Avoiding Damage

- Students are expected to purchase laptop covers to protect their assigned device. This covers do not eliminate the need for students to exercise extreme care when carrying the devices between classes.
- Laptops should be the “top” item when you are carrying multiple items between classes. This will prevent extra weight from being placed on the devices and ensures the device is positioned to prevent damage from being dropped.
- The laptop screens are prone to separate during opening. Exercise caution when lifting the top of the laptop and open from the left and right corners **not** the center.
- Food, beverages, or gum are not to be consumed or placed within the vicinity of any laptop.
- As with any other school property, damage or excessive wear to computers resulting from computer misuse, negligence, or use not in accordance with this Acceptable Use Policy may result in the students’ loss of privileges, and/or charged for repairs.

Avoiding the loss of class work

- Students are responsible for knowing and following appropriate procedures for safeguarding, maintaining and backing up their own files through the use of Google Drive.
- Students should not expect that the loss of a computer file as an acceptable excuse for late

work.

Use by other students

- The student to whom a laptop is checked out is the only authorized user of that computer. Students shall not allow other students to use their assigned laptop. Students may not use another student's laptop without permission from the teacher.
- While at school, students will only access the Internet through an approved wireless or wired source. Using any other form of Internet connection, including wireless connections, is prohibited.

Login and Password Protection

- Students must protect their information by logging out of their Chromebooks and GMAIL accounts when the Chromebook/technology is not in use.
- Students must log out of Powerschool and NCED Cloud when they are not actively using the programs.
- Students are prohibited from sharing their password and login information for Google, Powerschool and NCED Cloud.

E-Mail

- Only school sponsored e-mail accounts may be accessed at school. All other e-mail access is prohibited.
- All school email is property of Harnett County and subject to review.
- Students are only allowed to use their school email for instructional use only.

Instant Messaging

- Instant messaging is not permitted unless authorized by a teacher for an in-class activity.

Games

- Games, educational or otherwise, are only permitted when specifically authorized by the teacher.

File Sharing

- File sharing of any kind is not permitted unless authorized by a teacher for an in-class activity. File sharing without permission is cheating / plagiarism and will be dealt with accordingly.

Audio and Video

- Students should at all times comply with teachers' class policies regarding volume settings, earphone/headphone use, and viewing movies or DVD's.

Downloading Files

- All files downloaded by students must be for educational purposes, unless authorized by the teacher. Due to district Internet bandwidth limitations, students should not download

large files without prior approval by the teacher.

Social Networking

- Social Networking sites, such as Kik, Snapchat, Flickr, Instagram, Twitter, Oovoo, and Facebook, are blocked by the school district. These sites may not be used at school.

Cyberbullying

- Cyberbullying is the tormenting, threatening, harassing, humiliation, or embarrassment of another person using the Internet, digital technologies, or cell phones. Cyberbullying is a serious offense, and will not be tolerated. Students **must** report any instance of bullying. Students agree to abide by the district policies on cyberbullying.
- Soliciting or sharing of any personal information, photos, or requests of and inappropriate nature by any student to another person is strictly prohibited.

Web Browsing

- Students will be expected to use the World Wide Web for educational purposes. Students should only attempt to access school appropriate sites.
- If a student downloads a non-educational App, image or access sites through his/her school gmail while off-campus and access is accessed during school this offense will be handled the same as if the student downloaded inappropriate information during school.
- Should students inadvertently open a site they consider to be inappropriate (or that they feel any other student or staff member would consider inappropriate) they should immediately close the lid of their computer and inform the teacher.
- Students should be aware that computers retain a history of websites visited and other information. Students should be aware that periodically deleting their browsing history is an appropriate maintenance procedure, but does not remove all details about the student's computer activity.
- Faculty and Administration may at times conduct periodic, random checks of any files on students' computers.

Overhills Middle School Discipline Policy Rules, Procedures and Consequences

Overhills Middle School is an educational institution that promotes a safe and disciplined learning environment for all students. The school will take action against any student who disrupts the learning environment. This may include the removal/suspension of a student from school.

The following types of discipline; may be used at OMS in any possible combination or separately, according to the severity of the problem:

- A. Verbal reprimand
- B. Denial of specific privileges.
- C. Teacher-Student Conference.
- D. Teacher-Parent-Student Conference.
- E. Teacher-Student-Principal-Parent Conference.
- F. After School Detention – This type of punishment will be used for continuous minor violations and requires that you remain after school to make up time in school. This is determined by the student’s team of teachers. A parent/guardian is required to report to the office to sign their child out of detention.
- G. In-School Suspension – Students placed for the term of suspension. All school privileges are also suspended.
- H. Suspension – A student may be suspended from school for serious misconduct or repeated violations of school rules. In this event the student will be reinstated only after a parent conference.
- J. Expulsion – Student may be expelled from school when his/her conduct is clearly criminal, poses a threat to others, or shows no hope of correction through less severe disciplinary measures.
- K. Invoking of legal procedures.

PARENT INVOLVEMENT IN DISCIPLINE

Keep in mind that the primary concern for all of us is what is best for your child. Please help us give your child the best education we possibly can. When a complaint arises, listen and then contact the school and hear the other side. It is quite natural in working with children that misunderstandings do arise. Please contact the school and find out if there is a problem. We must work together to develop a plan of action to ensure the success of your child.

Combination of Violations

Students who violate a combination of regulations will be held accountable for these violations as if they were a subsequent violation.

Repeated Violations

Students who habitually violate rules and disrupt the educational process will be charged with violation of the “Harnett County Schools’ Student Code of Conduct,” and may be given long term suspension.

Confiscation of Items

Any items that are impermissible, illegal, inappropriate, or are causing a disruption of the educational process is subject to confiscation. The school will not be responsible for any confiscated items. Illegal items will be turned over to law enforcement personnel.

After School Detention

Overhills Middle operates a school-wide, standardized detention program. A written notice will be sent to parents informing them of the assigned detention. This note must be signed and returned to the assigning teacher on the next school day. Teachers assigning a detention will allow students a two-day grace period before the detention date to allow the student to arrange for pickup. Detention will only be rescheduled in the event of a parent provided and verified note. Detention is from 3:15 PM to 4:15 PM. A parent/guardian must come into the school and report to the detention location to sign out their child at the conclusion of the detention session.

In-School Suspension

In-School Suspension (ISS) is a consequence available at Overhills Middle School as an alternative to Out-of-School suspension for certain policy violations. Students assigned to ISS are expected to abide by all the rules and regulations of the program. Choosing not to do so results in conversion of remaining time, but not less than 2 days, to Out-of-

School Suspension. Students late to ISS may have a day added. While in the ISS program, students are given assignments that correspond as nearly as possible with the work assigned in the regular classroom. Credit is given for all work completed while in the ISS program. Completion of the assigned work is a condition of ISS. Any student in ISS is not otherwise allowed on any Harnett County school grounds or at any school or school system function during the course of the assignment. ISS is considered to have ended at the end of the school day on the last date of assignment.

Out Of-School Suspension

The Harnett County Board of Education has adopted a procedure for student suspensions and dismissals. The policy assures all students that Harnett County Schools will meet standards of due process required by law and accepted standards of fairness. **Any student who has been suspended from school may be considered trespassing if s/he appears on any Harnett County School property during the suspension period without the express permission of the principal.**

In adopting this policy, the Board assumes its responsibility to assure every student's right to an educational opportunity. The Board further assumes its responsibility to assure an atmosphere conducive to learning and the expressions of individual responsibilities while protecting the individual rights of all students.

The Board recognizes the fact that learning is at its best in a cordial, friendly atmosphere and has set standards to provide the teachers and principals the support necessary for having and maintaining good discipline. The Board has placed a mandate for good discipline in all Harnett County Schools while ensuring due process to all students accused of unacceptable actions or conduct.

THE NO-TAUNTING PLEDGE

I will pledge to be part of the solution.

I will eliminate taunting from my own behavior.

I will encourage others to do the same.

I will do my part to make my community a safe place by being more sensitive to others.

I will set the example of a caring individual.

I will eliminate profanity towards others from my language.

I will not let my words or actions hurt others.

And if others won't become part of the solution, I will.

SCHOOL BUS RULES AND REGULATIONS

School buses are state property and riding is a privilege. Students who ride the bus are expected to conduct themselves in an orderly manner. The school principal or assistant principals have the authority to suspend students from riding the bus for behavior that threatens the safe and orderly operation of the school bus, including, but not limited to the following:

1. Refusing to obey the instructions or directions of Harnett County school staff or bus drivers on any Harnett County campus.
2. Using or writing profanity, gang related or obscene gestures on the bus or at the bus stop.
3. Tampering with a bus.
4. Unauthorized leaving of a bus from home to school or vice versa.
5. Delaying the bus schedule. Failure to meet the bus on time at the designated stops. Failure to go directly to assigned bus in the afternoon.
6. Playing, throwing any objects (including paper, trash, pencils or other objects) while the bus is in operation.
7. Talking too loudly, yelling, etc.
8. Boarding or riding an unassigned bus without permission from the school bus office.
9. Possessing food, drink, or gum on a bus.
2. Bringing or transporting live animals on a bus.
3. Refusing to let another student sit down. This will result in an *immediate suspension* from the bus. Likewise, there is to be no standing if seats are available.
11. Failure to sit in the student's assigned seat.
12. Creating disturbances or interfering with the safety or well-being of the passengers or the drivers.
13. Failure to observe established safety rules and regulations.
14. Possessing of electronic devices on a bus. (This does not include school related materials).
15. Violation of Overhills Middle School Code of Conduct or Harnett County Schools Code of Conduct.

School Bus General Rule Violation Consequences

It is to be understood that the consequences described below are the minimum actions to be taken. *School Administrators may increase consequences as justified by nature of incident.*

Furthermore, incidents that violate school rules may result in ISS or OSS in addition to bus suspension.

1. First Offense: Written warning given to students to be returned with parent signature.
2. Second Offense: 3 school days bus suspension with written or oral communication with parents.
3. Third Offense: 10 school days bus suspension with written or oral communication with parents.
4. Fourth Offense: Bus suspension for remainder of year and notification to the parent.

Some incidents are considered more severe because they endanger other students, the driver and other motorists on the roads. The following consequences will be applied to these violations.

Fighting on or near a bus/bus stop:

First offense: 3 to 5 days out of school and 5 days bus suspension.

Second offense: 5 to 10 days out of school suspension and bus suspension for the remainder of the year. Students attending Overhills Middle School deserve the very best education that can be offered, and the goal of the school will be to demand the very best conduct from all students in order to make this possible.

Harnett County Schools Bus Transportation Guidelines and Procedures

Harnett County Schools (HCS) provides transportation for children to and from their residence or predetermined location (by school administration). As such the following rules and procedures shall apply:

1. **All** students are expected to be prepared to board the bus 10 minutes prior to the scheduled arrival time.
2. **All** students are expected to conduct themselves in accordance with Policy Code: 4300 Code of Student Conduct. Discipline, as a result of violations of policies, will be the responsibility of each individual school.
3. Your child will be transported to and from your residence or predetermined approved location to the school in the district in which you reside each school day. **(Grades PreK-12)**
4. Students who attend school out of district at the parent's request do not qualify for transportation. **(Grades PreK-12)**
5. You or a responsible adult shall be available at the bus stop to receive your child at the end of the school day from the school bus if your child requires assistance. **(Grades PreK-2 only)**
6. If you or the approved responsible adult is not at the bus stop to receive your child, the driver will transport your child back to the school. **(Grades PreK-2 only)**
7. On the second occasion that this situation occurs, the Principal will schedule a mandatory conference with the parent(s). **(Grades PreK-2 only)**
8. On the third occasion that this situation occurs, HCS will notify Harnett County Department of Social Services (HCDSS) and immediately schedule a meeting involving HCS, HCDSS and you to address this concern. **(Grades PreK-2 only)**
9. If an emergency situation occurs in your home beyond your control and it becomes necessary for your child to be discharged at a location other than one previously approved, **a written request must be provided to the child's Principal in advance.** The request must meet HCS board policy 6321 and contain the following information to be considered: **(Grades PreK-12)**
 - a. Address of temporary discharge/pickup location
 - b. Name of responsible adult receiving your child
 - c. Telephone number of temporary address
 - d. Your telephone number during the emergency
 - e. The length of time of the request is to be honored
10. Bus drivers and administrators have the authority to return students to the school in the event of safety or disciplinary circumstances. The parent or legal guardian is then responsible for picking up their student(s).

Parents of children with Pre-School Disabilities, Exceptional Children's Program students needing special transportation in accordance with their IEP, and all K-2 students are required to provide supervision at the bus stop for drop-off and pickup. **(This applies to all early release and inclement weather days as well.)**

I, _____, am the parent/legal guardian of, _____ Grade ____, a child receiving transportation services from Harnett County School. I have read and understand the procedures that apply to transportation services and I consent and agree to abide by them. I have been given a copy of the procedures. I understand that my student(s) could lose this privilege to ride the Harnett County school bus(es) if these guidelines are not followed.

Parent Signature

Relationship

Date

Student Dress Code

Overhills Middle School is an institution of learning; therefore, what students wear should reflect the dignity of the school. Students should use good judgment in selecting attire to be worn to school. Inappropriate dress will not be allowed. Students who wear clothes that are considered suggestive, indecent, or inappropriate will be sent to the office to contact their parent for a change of clothes. The school's administration reserves the right to determine what constitutes inappropriate dress at this school.

1. Students who wear hoodies to school are not permitted to wear the hood on their head inside the school building or on the school bus. This poses as a safety issue.
2. Students are required to wear proper footwear for safety reasons. Shoes must be size-appropriate. Furry/character slippers or bedroom shoes are NOT permitted. Shoes must have appropriate traction on the bottom to ensure students will not slip and fall.
3. Crop tops, halter-tops, racer backs, spaghetti straps and backless tops are not acceptable. All blouses and garments must cover the entire midsection and top section, to include belt or waistband. The length of any top that is worn out over the pants must cover the midriff during normal routine movement, bending and sitting. A good test for the appropriateness, if your midriff shows when you lift your arms, it is too short. If you continuously have to pull your shirt up it is too low.
4. Tank tops, tube tops, T-straps are not acceptable. Students can wear sleeveless tops as long as the width is at least 3" (from neck to end of shoulder) and covers all personal undergarments.
5. Pants, shorts, trousers, etc., must be worn at hip level at all times. "Sagging" is not permitted. Belts must be in belt loops. Students are not permitted to wear chain belts or belts with spikes.
6. Skirts and dresses must fall below the student's longest fingertip (both front and back) even if you are wearing leggings or tights. The final determination of hemline length falls to the judgment of the school administrators.
7. Shorts or skorts cannot be too short. The bottom hem must fall below the student's longest fingertip.
8. Hats, earmuffs, scarves, handkerchief, combs, headsets, sunglasses, sweatbands, protective hair accessories, or any distracting headgear, should not be worn in the building at any time unless allowed on designated spirit days.
9. Jewelry, belts, belt buckles, bracelets, "stiletto/pointy/spiked" fingernails, metal hair picks and combs, or other types of accessories that can be perceived as weapons or that pose a threat to the safety of the student or other students and staff are not permitted.
10. Clothing and attire with any symbols or styles frequently associated with intimidation, violence, or violent groups are not allowed. Bandanas or bandana-related clothing (regardless of the color) in the form of pants, jackets, or t-shirts may not be worn or displayed on school grounds.
11. Clothing and items with messages or illustrations which are lewd, derogatory, indecent, vulgar, or advertising any product or service not permitted by law to minors such as drugs, illegal substances, tobacco and alcohol is not allowed.
12. Leggings, tights, biker shorts, or jeggings are to be worn with a shirt that covers the rear end when the student lifts their arms. They may be worn under shorts, skirts, and tops that fall below the student's longest fingertip.
13. Clothing with excessive holes, see-through materials and strapless tops, is not acceptable.
14. Jeans or stockings that have large holes, showing skin above the knee, is not allowed. Students must wear leggings, tights, athletic shorts, or biker shorts under pants with excessive holes above the knee.
15. Face paint is not allowed unless it is related to school activities or events.
16. Bath robes, onesies, and blankets are not to be worn at school.
17. Oversized, long, heavy coats must be kept in the classroom during the school day.
18. Attire with any kind of suggestive, profane or vulgar language or pictures will not be allowed. To include Emoji-inspired clothing.
19. Any garment that reveals undergarments, too much bare skin or excessive human anatomy will be considered inappropriate wear. Nylon see-through apparel is considered inappropriate wear.
20. Clothing with confederate flags, money symbols, gang affiliations, bandanas, alcohol, and drugs is strictly prohibited.
21. Stockings or pantyhose with excessive holes above the knee are prohibited.
22. Spiked or chained accessories are not permitted at school.

The school's administration reserves the right to determine what constitutes inappropriate dress at this school. This policy may not be all-inclusive for the constantly changing fashion world. However, we reserve the right to determine if any clothing disrupts the educational process by being suggestive or inappropriate for our school setting that portrays messages of illegal activities. This includes articles of clothing with playboy bunny emblems and

suggestive wording or pictures.

Violation of the dress code could result in one or more of the following disciplinary measures:

1. Student will be given an opportunity to change clothes either by calling home or by changing into clothes provided by the administrative office.
2. Parent notification
3. ISS/Detention
4. Suspension from school

We hope that if parents and students will monitor the clothing carefully before arriving to school, we can eliminate the inconvenience of the above disciplinary actions. Working together, we will meet a common goal.