

**Potomac Senior High School
3401 Panther Pride Drive
Dumfries, Virginia 22026
Phone: 703.441.4200
Fax: 703.441.4497**

Student Handbook
2018~2019

“Striving for Excellence”

Potomac Senior High School
3401 Panther Pride Drive ~ Dumfries, VA 22026-2198

2018 ~ 2019 STUDENT HANDBOOK

VISION STATEMENT

Potomac High School will set the standard for educational excellence, where all students achieve their potential and contribute to our local and global community.

MISSION STATEMENT

Our mission is to empower all students to apply their acquired skills and knowledge and to rely upon their personal attributes to lead productive lives and to be contributing of the global community.

CORE VALUES

- I will behave at all times with Panther pride.
- I will respect others and myself through honesty and character.
- I will obey all school policies.
- I will encourage others through my words and actions.

POTOMAC SENIOR HIGH SCHOOL

3401 Panther Pride Drive

Dumfries, Virginia 22026

Website: <https://potomachs.pwcs.edu/>

Main Office: (703) 441.4200

Fax Number: (703) 441.4497

Counseling Office: (703) 441.4270

Counseling Fax: (703) 441.4496

ADMINISTRATION

Michael Wright, Principal

Regina Nash, Assistant Principal (9th)

Christina Cotten, Assistant Principal / Cambridge Coordinator (10th)

Stacy Norwood, Assistant Principal (11th)

Lorraine Sadler, Assistant Principal (12th)

Melissa Bankert, Director of Student Activities

SCHOOL COUNSELING

Natalie Wright, Director of School Counseling

Kim Bryson, School Counselor (A-Cer)

Chloe Thomas, School Counselor (Ces-Har)

Clarence Martin, School Counselor (Harr-McF)

Mark Williams, School Counselor (McG-Sak)

Brandon Carter, School Counselor (Sal-Will)

Shallene Austin, (Wilm-Z) and College & Career Counselor

**POTOMAC SENIOR HIGH SCHOOL
2018~2019 SCHOOL CALENDAR**

August 27	School Begins
August 29	Back to School Night
September 3	Labor Day Holiday (No School)
September 13	1 st PTSO Meeting
September 22	Community Day
September 24	College Fair – Stonewall Jackson HS
September 28	Homecoming Game vs. Gar-Field
September 29	Homecoming Dance
October 8	Columbus Day Holiday (No School)
October 8	Touch Base
October 10	PSAT Testing
October 11	Interim Reports
October 11	College Fair – Potomac Senior HS
November 2	End of 1st Qtr.
November 5	Teacher Workday (No School)
November 6	Teacher Workday / Election Day (No School)
November 12	Veteran’s Day Holiday Observed (No School)
November 14	Report Cards Distributed
November 15	Specialty Night
November 21-23	Thanksgiving Break (No School)
December 19	Interim Reports
December 21-January 1	Winter Break (No School)
January 1	New Year’s Day Holiday (No School)
January 2	School Reopens
January 10	Specialty Night
January 21	Martin Luther King, Jr.’s Holiday (No School)
January 25	End of 2nd Qtr.
January 28	Teacher Workday (No School)

**POTOMAC SENIOR HIGH SCHOOL
2017-2018 SCHOOL CALENDAR**

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February 6	Report Cards Distributed
February 11	Touch Base
February 18	President's Day Holiday (No School)
March 8	Interim Reports
March 29	End of 3rd Qtr.
April 1	Teacher Workday (No School)
April 9	Report Cards Distributed
April 15-April 19	Spring Break (No School)
May 10	Prom @ Hylton Performing Arts Center
May 17	Interim Reports
May 27	Memorial Day Holiday (No School)
June 3	Graduation - Jiffy Lube Live (Tentative Date)
June 11	End of 4th Qtr.
June 11	Last Day of School
	Report Cards mailed by 6/19

**Potomac Senior High School Bell Schedule
Blue / Even Day**

7:18 AM	Warning Bell
7:25 AM – 8:55 AM	2 nd Period
9:01 AM – 9:42 AM	Flex 1, 4, 5, 7
9:48 AM – 10:29 AM	Flex 2, 3, 6, A
10:35 AM – 12:30 PM	4 th Period
12:36 PM – 2:05 PM	6 th Period

Lunch Shifts	Lunch Time	Even Day – Based on 4 th Block
A Lunch	10:35 – 11:00	Art, Criminal Justice, FACS, Marketing, Music, Science, Welding
B Lunch	11:05 – 11:30	Business, English, Yearbook
C Lunch	11:35 – 12:00	EL, Math, Special Education, World Language
D Lunch	12:05 – 12:30	Culinary Arts, HPE, PLTW, Social Studies

**All students must attend assigned classes during FLEX periods.
Those who are not assigned a class, must report to the holding areas.
No one is permitted to leave the building during FLEX or during lunch.**

If there is a snow day and school is canceled, students will report to their scheduled class the following day (example: if the snow day is a blue day, they will return and follow the blue day schedule).

**Potomac Senior High School Bell Schedule
White / Odd Day**

7:18 AM	Warning Bell
7:25 AM – 8:55 AM	1 st Period
9:01 AM – 10:29 AM	3 rd Period
10:35 AM – 12:30 PM	5 th Period
12:36 PM – 2:05 PM	7 th Period

Lunch Shifts	Lunch Time	Odd Day – Based on 5 th Block
A Lunch	10:35 – 11:00	Art, FACS, Music, Science, Special Education
B Lunch	11:05 – 11:30	Business, Criminal Justice, English, Marketing
C Lunch	11:35 – 12:00	Social Studies, World Language
D Lunch	12:05 – 12:30	Culinary Arts, HPE, Math, ROTC, Welding

**All students must attend assigned classes during FLEX periods.
Those who are not assigned a class, must report to the holding areas.
No one is permitted to leave the building during FLEX or during lunch.**

If there is a snow day and school is canceled, students will report to their scheduled class the following day (example: if the snow day is a white day, they will return and follow the white day schedule).

Cambridge Centre

The Cambridge Program is a 4-year curriculum. While the students are freshmen and sophomores, they will be enrolled in IGCSE courses. The curriculum consists of a course of study leading to examinations at the end of the 10th grade year. Students earn an internationally recognized qualification, the **I**nternational **G**eneral **C**ertificate of **S**econdary **E**ducation, in all the subjects in which they are proficient.

Grade 9 and 10 IGCSE Courses

Alg II/Trig	English	History/Geo	Physics
Art Design	French III	Italian	Spanish III
Biology	Geometry	Music	

The Cambridge AICE Diploma is a group certificate, which requires learners to study a compulsory core subject, Cambridge AS Level Global Perspectives & Research, with Cambridge AS and A Level subjects drawn from three curriculum areas: mathematics and science (Group 1), languages (Group 2), and arts and humanities (Group 3). There is the option to study interdisciplinary and skills-based subjects (Group 4).

Grade 11 and 12 AICE Courses

Art & Design	Higher Math I, II & III
Biology	Music
Engineering & Design	Physics
English Language/Composition	Psychology
English Literature	Spanish IV & V
Environmental Management	US History
French IV & V	Thinking Skills
Global Perspectives	World History

Specialty School Transfer Regulation

Any student transferring after their ninth grade year will be ineligible for 365 days. Students who transfer to a school entering their ninth grade year to participate in a specialty school program will be eligible for VHSL sponsored activities/activity participation. The students must meet full participation requirements for the program to retain eligibility.

If a student withdraws or is dismissed by the program director from the specialty program, once the withdrawal procedure is completed, the student must return to his/her base school.

If a student withdraws from the specialty program after October 15, but before the end of the first semester, the student will be ineligible for participation for the remainder of that school year. Eligibility will be restored at the base school at the beginning of the fall season of the next school year.

If the student withdraws during the second semester of a school year, the student will be ineligible for the next fall semester. If a student withdraws from the specialty program after one school year, the student will return to his/her base school and will be ineligible for one year.

DO YOU KNOW ABOUT THE LAW?

TEACHERS CAN REMOVE DISRUPTIVE STUDENTS FROM THE CLASSROOM!

Teachers may remove disruptive students from the classroom when:

- The student's behavior violates School Board regulations or the Code of Behavior;
- Removal is necessary to restore a learning environment free from interruptions or obstructions caused by the students' behavior; and
- Such action occurs only after teacher and/or administrative interventions have failed to end the student's disruptive behavior.

A violation of Prince William County School Board regulations governing student conduct that interrupts or obstructs the learning environment or obstructs the learning environment.

THE RIGHTS AND RESPONSIBILITIES OF STUDENTS

Every student has the right to:

- Receive a public free education unimpaired because of gender, race, religion, national origin, disabilities or any reasons not related to their individual capabilities.
- Have an orderly and safe school and classroom environment which ensures optimum learning for all students.
- Be treated with respect by all students and school personnel.
- Receive feedback on assignments and projects in a timely manner.
- Have access to personal guidance, in addition to encouragement and any special assistance needed from teachers, guidance, administrators and parent/guardians.
- Have safe and orderly transportation to and from school or a school activity when such transportation is provided by the school system.
- Have a safe school environment free from harassment, bullying, and verbal and physical abuse.

Every student has the responsibility to:

- To follow all reasonable requests in a timely manner
- Actively participate in learning; completed classroom assignments as directed
- Avoid activities or actions, individually or in a group, which would interfere with the right of any person to a public education.
- Ensure that their actions do not disrupt the classroom or school activities.
- Abide by the rules of behavior and conduct, and behave in a manner that does not impede the safety or expeditious instruction of other students.
- Treat all teachers, students, staff and property of the school and others with respect.

THE RIGHTS AND RESPONSIBILITIES OF STUDENTS

...continued

- Attend school and all classes on time with assignments, and any other required materials.
- Ensure that their conduct contributes to a safe and orderly atmosphere while being transported.
- Report any weapons, dangerous materials, safety concerns, or threats immediately to the nearest staff members.

THE RIGHTS AND RESPONSIBILITIES OF THE PARENT/GUARDIAN

Every parent/guardian has the right to:

- Expect the school to maintain high standards in education, discipline, facilities, and materials.
- Expect a safe, non-threatening, nurturing environment for all children.
- Expect fair treatment for their child by the staff and other students.
- Expect confidentiality on the part of school personnel.
- Expect to be informed of student's progress at appropriate intervals and prompt communication if a problem should arise.
- Voice concerns and/or grievances without fear of repercussions against one's child.
- Have a clearly defined, consistently enforced set of rules and consequences.
- Expect the published dress codes to be enforced.
- Expect that the school personnel and students will behave with respect toward students and parents in both actions and deeds.
- Work cooperatively with the school in terms of the academic growth of the student.

THE RIGHTS AND RESPONSIBILITIES OF THE PARENT/GUARDIAN

...continued

Every parent/guardian has the responsibility to:

- Teach the student how to solve problems in a non-violent/non-aggressive manner.
- Listen and keep an open mind when discipline is implemented in the school.
- Ensure regular attendance to school.
- Treat school personnel in a respectful and professional manner.
- Attend all scheduled conferences.
- Be accountable for their child's behavior at school and at school-related activities.
- Create the expectation that school work comes first for their child.
- Be responsible for what your child wears to school.
- Respond promptly to all communication from the school via e-mail, phone calls, etc.
- Keep parent/guardian contact information updated.

ATTENDANCE POLICY

I. Virginia Law

- A. All children of compulsory attendance age are expected to attend school on a regular basis unless otherwise provided for by School Board policy or Virginia law.
- B. It is the responsibility of the parents/guardians to ensure their children to attend school regularly. Emancipated students are responsible for their own school attendance.

II. Notification When Student Fails to Report to School

- A. Whenever a student fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the student's parent is aware of and supports the absence, school personnel or volunteers organized by the school administration for this purpose shall make a reasonable effort to notify the parent by telephone in order to receive an explanation for the student's absence.
- B. Whenever a student fails to report to school for a total of five scheduled school days for a school year and no indication has been received by school personnel that the student's parent is aware of and supports the student's absence, and a reasonable effort to notify the parent has failed, the school principal or his/her designee shall make a reasonable effort to ensure that direct contact by the attendance officer or other school personnel is made with the parent either in person or by telephone to obtain an explanation for the student's absence and to explain to the parent the consequences of continued nonattendance. The attendance officer or other school personnel, the student, and the student's parent shall jointly develop a plan to resolve the student's non-attendance. The plan shall include documentation of the reason for the student's nonattendance.

- C. If the student is absent an additional day after direct contact with the students' parent, and no indication has been received by school personnel that the student's parent is aware of and supports the student's absence, the school principal or his/her designee shall schedule a conference within ten school days with the student, the student's parent, school personnel, and community resources as needed to resolve issues related to the student's nonattendance. The conference is to be held no later than fifteen days after the sixth absence.
- D. Upon the next absence by the student without indication to school personnel that the student's parent is aware of and supports the student's absence, the school principal or his/her designee shall notify the attendance officer who shall enforce the provisions of this article by either or both of the following:
 - (1) Filing a complaint with the juvenile and domestic relations court alleging the student is a child in need of supervision as defined in #16.1-228 or
 - (2) Instituting proceedings against the parent pursuant to #18.2-371 or #22.1-262.

III.School Responsibility

- A. Teachers will take attendance each day in each class within the first 15 minutes of class. The grade level administrative office will be notified of student absences.
- B. After 3 unexcused absences, teachers will make a call home to inform the parent/guardian of the absences and to notify them that **five unexcused absences may constitute failure for the grading period in which the absence occurs. Ten or more absences, excused or unexcused, may result in failure for the year.**

IV. Parent Responsibility

- A. The parent/guardian must send a note **within two (2) days** stating the reason for the absence of their student to their grade level Administrative Office.
- B. The parent/guardian must be aware of the school's make-up policy.
- C. The parent/guardian must encourage the student to come to school.
- D. The parent/guardian must encourage the student to make-up all work within the framework of the make-up policy.
- E. The parent/guardian will communicate with the school regarding any matter which keeps his/her child from attending school.

EXCUSED ABSENCES

- 1. Personal illness of the student.
- 2. Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours.
- 3. Seniors may be excused for the purpose of college admission visitations or to apply for post-graduation jobs. In each instance, prior approval of the principal or designee shall be obtained by the student.
- 4. Death in the family of the parent or guardian.
- 5. Observation of a religious holiday.
- 6. School sponsored activity.

Approved Prearranged Absences. The principal or his designee uses professional judgment in making a determination based on the reason stated in the written request for the prearranged absence. Such factors as the educational value of the proposed experience, the personal or family benefit resulting from the experience, and the impact of the absence on the student's academic progress will be given consideration in determining whether a prearranged absence is approved or disapproved. Reasons of extenuating circumstances are to be judged by the principal or his designee.

UNEXCUSED ABSENCES

Absences will be classified as unexcused based on the following reasons:

- All-day truancy
- Class truancy
- Missing a ride or a bus / Traffic / Car Trouble
- Disapproved prearranged absence
- Failure to produce an appropriate explanation for an absence.
- Suspension from school

Verification of absences shall include the requirements of written notification from parents or telephone contact with parents. All explanations of absences shall be received by the school **no later than the second day after the student returns to school**. Failure to produce an appropriate explanation shall result in an unexcused absence.

EARLY DISMISSALS

The student presents a note requesting the early dismissal to their grade level Administrative Office **before the start of the school day**. The request must include the reason for leaving, time of requested dismissal, and parent/guardian's signature and telephone number for verification. An early dismissal will be written for the student only after verbal verification by parent or the person designated as the emergency contact has been received.

A student who leaves school without checking out with their Administrative Office will receive an unexcused absence for each class missed and will be subject to disciplinary action.

USE OF HALL PASSES

Hall passes are given to each teacher at the beginning of the year. Passes should be used to send students to various locations throughout the building. No student should be sent out of class without a pass. Any student abusing the hall pass procedure may lose all rights to use passes in the future.

20/20 Rule

No student, unless he or she has a scheduled appointment, should be allowed to leave the classroom during the first 20 minutes and last 20 minutes of class.

MAKE-UP WORK

A student has two school days to arrange for completion of any work missed due to an absence. Please note that it is the student's, not the teacher's responsibility to make such arrangements. As a general rule, two weeks is the time limit for making up an incomplete grade. A failing grade will be assigned to all work not made up within the prescribed time.

EXTENDED ABSENCES

Students absent from school for one to two weeks due to injury or illness should contact their school counselor for further assistance.

HOMEBOUND INSTRUCTION PROGRAM

Students absent from school for three weeks or more due to injury or illness may be eligible for homebound instruction. This program is designed to permit students who are confined for serious illness or injury to keep up with other class members. Additional information about the homebound program can be obtained from administration.

IF A STUDENT IS UNABLE TO PARTICIPATE IN PHYSICAL EDUCATION

All students are expected to dress out and participate. Exceptions may be made if a student brings a note signed by parent/guardian stating the reason and gives it to the physical education teacher. For prolonged illness or injury over 2 days, a doctor's note is required. Please refer to regulation 636-1 and fill out the attached form.

Failure to dress out will result in a verbal warning by the teacher on the first unexcused non-dress as well as a "0" for the day. Each succeeding unexcused non-dress will result in the student receiving a grade of "0" for the day and parental notification. Three (3) unexcused non-dresses in a marking period may result in **automatic failure** for that marking period.

COUNSELING SERVICES

Counseling services are available to all students. These services include assistance with educational planning, interpretation of test scores, information on occupations and careers, help with studies, personal counseling, and consideration of any question which students might ask of their counselor. Counselors are assigned students for counseling and administrative purposes, but a student may request to see any counselor. A student must complete a **Counselor Request Form** and place it in his/her counselor's box located in the counseling hall. Students may request a meeting before and after school or during lunch. A pass will be issued for an appropriate time and sent to the student in a timely manner. In cases of emergency, a student may come to the counseling department at any time.

Career Center: Located in the counseling department

Counseling Department: Hours: 7:00 a.m. to 3:00 pm by appointment

SCHEDULE CHANGE POLICY

Students had ample opportunity to correct schedules prior to the start of the school year. No schedule changes will be allowed after the last day of school. Any class dropped after the first interim period will be recorded on the student's record as withdrawn passing (WP) or withdrawn failing (WF). The student will not receive credit for the class. Any class dropped after the first semester will be recorded as a failure (F) for the year.

ACADEMIC INFORMATION

GRADING POLICY

The evaluation of student achievement is one of the important functions of the teacher. The established grading policy for Prince William County Schools is as follows – Effective 2009 – Current:

Grades	Grade Point Values	AP/AICE
A 90-100	A 4.0 Points	A 5.0 Points
B+ 87-89	B+ 3.4 Points	B+ 4.4 Points
B 80-86	B 3.0 Points	B 4.0 Points
C+ 77-79	C+ 2.4 Points	C+ 3.4 Points
C 70-76	C 2.0 Points	C 3.0 Points
D+ 67-69	D+ 1.4 Points	D+ 1.4 Points
D 60-66	D 1.0 Points	D 1.0 Points
F 59 & below	F 0 Points	F 0 Points

Note #1 – During each grading Period a student who has a passing grade but does not complete 65% of the assigned, evaluated work may be subject to a failing grade of 59%.

Note #2 – Extreme variations in student performance will be evaluated on an individual basis with approval for the final grade being given by the local school administration. For example, a student with passing grades for the first semester, who performs little work the second semester is subject to failure for the year under this provision.

Note #3 – **If a student does not meet the course credit requirements for graduation by the end of his/her senior school year, he/she will not participate in the graduation ceremony, per regulation 662-1B, Diploma.**

An incomplete (I) is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete all assignments for the grading period.

FINAL EXAMINATIONS

Comprehensive examinations are required in all subject areas. Students who do not take the final exam will receive a “0” for their exam grade. The examination constitutes ten percent of the students’ final grade. Make-up examinations will be given, **during the summer**, only to those students who have prior approval of the principal and to those students with verified excused absences.

EXAM EXEMPTION

All students who have an “A” average for the year are exempt from taking the final exam in that course. In courses for which there is an SOL (Standard of Learning) test, a student is exempt from the final exam if he/she passes the SOL test. If a student passes the SOL test at an Advanced level, the student will receive an “A” (100) for the final exam grade. If a student passes the SOL test at a Proficient level, the student will be exempt from his/her final exam and the third and fourth report card marks will be averaged to obtain the second semester grade. All students who pass an SOL test will be permitted to take the final exam if they choose. If a student passes an SOL test and elects to take the final exam, the final exam grade will be calculated into the student’s final grade for the class.

ELECTRONIC DEVICES

Students may possess electronic entertainment devices on school grounds before and after school. Students may use these devices, appropriately, during lunch in the cafeteria and during transition. At the teacher’s discretion, devices can be used to enhance the classroom instructional process, not as a form of entertainment. Students may not record (audio or video) classroom activities without permission of the principal/designee. Recording in restrooms and/or locker rooms is also prohibited. Students who record campus disruptions will face discipline consequences. Devices will be confiscated from students failing to comply with individual teacher expectations. Confiscated devices will only be returned to a parent/guardian.

***** POTOMAC HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST/STOLEN
ELECTRONIC DEVICES ON SCHOOL GROUNDS *****

LITTERING

Students shall help to maintain a clean and healthful school environment by properly disposing of trash while in the cafeteria, classrooms, hallways, and elsewhere in the school and on school grounds, buses, bus stops and at school-related activities. Violators are subject to community service, detention, or OSS depending on the circumstance.

DISCIPLINE PLAN

During the school year, the main goal of the administration and staff is to ensure that Potomac Senior High School provides a quality education for all students. In order for this to occur, teachers must be able to teach in classes that are safe and free from disruptions. Students must be able to enter the school with the feeling that they are safe and secure.

To make sure that the school environment is conducive to learning, a **FIRM** but **FAIR** discipline plan will be put in place. The primary aim of this plan is to clearly define policies, procedures, and consequences for infractions in order to create a safe and secure learning environment.

As part of Potomac Senior High School's campaign to eliminate inappropriate behavior, this plan will be reviewed with students during the first week of school by the administration and the teachers. Parents will also be made aware of the discipline plan and are encouraged to periodically review this information with their child.

GLOSSARY OF PSHS DISCIPLINE PROGRAMS

Teacher Detention

Monitored by teacher; may be assigned before or after school.

Parent is responsible for transportation.

Failure to attend will result in a discipline referral.

GLOSSARY OF PSHS DISCIPLINE PROGRAMS

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Evening School Detention (ESD)

Monitored by administrator or designee from 6pm-8pm (as scheduled by Administrator).

Evening School Detention (ESD) will be held on Monday & Thursday.

School rules and dress code/personal appearance expectations apply.

Parents are responsible for transportation.

Failure to attend will result in 1 day of Saturday School (SS).

Saturday School (SS)

Monitored by designated Potomac Senior High School staff.

Parents are responsible for transportation.

Students complete academic assignments.

School rules and dress code/personal appearance expectations apply.

If school is not in session on the day prior to Saturday School, students will be reassigned.

Cell phones will be collected and secured at the beginning of Saturday School (SS).

Failure to attend will result in Out of School Suspension (OSS) the following Tuesday.

Potomac Intervention Center (PIC)

Held during school hours only. Students may ride the school bus.

Cell phones will be collected and secured at the beginning of PIC.

Students will follow a strict academic schedule.

Students who do not cooperate in PIC will be assigned OSS.

Students who are absent on the date(s) assigned to PIC, or when school is closed, should report to PIC on their first day back to school. If PIC is full, Admin will re-assign.

Students are allowed 5 days of PIC per year. Additional discipline infractions will result in OSS and may result in referral for alternative placement.

Out-of-School Suspension (OSS)

Students are not permitted on school property; unexcused absence; if school is not in session on the day(s) of an assigned OSS, students assigned OSS will automatically be reassigned OSS for the next day(s) that school is in session. All missed work must be completed.

LEVEL I INFRACTIONS

Level I infractions shall be addressed by the classroom teacher.

INFRACTIONS—LEVEL I	RULE/RATIONALE	CONSEQUENCES
<p><u>Minor Disruptions</u> -May include but not limited to:</p> <ul style="list-style-type: none"> • Talking without permission • Writing and passing notes • Getting out of seat and walking around the room without permission • Attempting to get others attention with inappropriate actions • Throwing paper, objects, etc. • Possession, use, or unauthorized distribution of candy, gum or any other item deemed disruptive is prohibited. • Refusal to participate • Sleeping 	<p>Students will adhere to rules and requirements set forth by the administration and class teacher.</p> <p>Students will not participate in any action(s) that interferes with the instructional process.</p> <p>The goal of the instructional staff is to maximize time on task.</p>	<p>1st offense – Verbal Warning 2nd offense – Parent Contact 3rd and subsequent offenses – Discipline Referral *Administrative action will be based on number of student discipline referrals.</p>
<p>Tardies (per quarter) Cumulative all classes</p>	<p>Students will arrive to class on time. Arriving in class five minutes or beyond the tardy time is a Level II infraction.</p> <p>Tardiness is distracting and disruptive to the learning environment.</p>	<p>1st & 2nd Tardy - Warning 3rd - 5th Tardy - ESD/Parent Contact 6th Tardy - PIC/Parent Contact 7th Tardy - SS/Parent Contact 8th Tardy - SS/Parent Mtg & Contract 9th Tardy + OSS *Administrative action will be based on the number of student discipline referrals.</p>

<p>Indecent Materials</p>	<p>Students will not have in their possession any paraphernalia that promotes sex, crime, violence, discrimination, insensitivity, hatred, or other offensive behavior(s) to include: drawings, photos, objects or written materials, and music lyrics because it is disruptive to the orderly operations of the school.</p>	<p>1st and subsequent offenses - Parent Contact - Discipline Referral</p> <p>*Administrative action will be based on the number of student discipline referrals.</p>
<p>Profanity/Inappropriate Language/Inappropriate Gestures (mild and among students)</p>	<p>Students will refrain from the use of profanity and/or vulgar language (written or spoken) and inappropriate gestures.</p> <p>Inappropriate language/gestures are disrespectful and socially inappropriate.</p>	<p>1st offense - Verbal Warning 2nd offense - Parent Contact 3rd & subsequent offenses Discipline Referral</p> <p>*Administrative action will be based on number of student discipline referrals.</p>
<p>Out of Bounds Off School Property</p>	<p>Out of bounds students interfere with the school's ability to provide a safe and secure environment.</p>	<p>1st offense - PIC/Parent Contact 2nd & subsequent offenses - Parent Contact - Discipline Referral</p> <p>*Administrative action will be based on number of student discipline referrals.</p>

<p>Dress Code/Attire/ Personal Appearance</p>	<p>Students will not dress in a manner that is distracting inappropriate, or unsafe for the classroom environment.</p> <p>Inappropriate appearance interferes with the school's ability to provide a safe and secure environment.</p> <p>Inappropriate appearance interferes with the instructional activities and disruptive to the orderly operation of school.</p> <p>* In an attempt to stop gang-related behavior, PSHS Administration will use its discretion in determining appropriate student dress/attire.</p> <p>The final decision on the dress code will be determined by Administration.</p>	<p>1st offense - Verbal Warning, change/ remove item that violates school rules. 2nd and subsequent offenses – Parent Contact and Discipline Referral</p> <p>*Administrative action will be based on number of student discipline referrals.</p> <p><u>Parents of students who are improperly dressed will be notified. Students who are improperly dressed will have an opportunity to change clothing or parent may sign student out of school.</u></p> <p><i>The items listed below are considered improper dress.</i></p> <p><i>The Principal has the right to include additional items as deemed necessary.</i></p> <p>The following will not be permitted to be worn inside the school or on school property:</p> <ul style="list-style-type: none"> • Garments that are excessively short; too revealing; expose undergarments; midriffs, stomach, backs, chest, cleavage, etc.; excessively tight/form fitting; or with very low necklines.
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<p>...continued</p>		<ul style="list-style-type: none"> • Garments need to stay beyond mid-thigh while in motion. • Clothing or jewelry with profanity, suggestive symbols or language promoting gangs, drugs, alcohol, sex, harassment, death, violence, lewd; obscene; patently offensive, or other negative images • Tops with oversized arm opening, strapless tops, tube tops, tank tops, tops with spaghetti straps, or see-through clothing. <p style="text-align: center;">Exceptions</p> <ul style="list-style-type: none"> • Leggings, jeggings, tights, yoga pants or spandex pants are permitted if accompanied by a top that extends beyond the mid-thigh. • Unauthorized head covering; sleepwear; beachwear. • Slippers, socks only, bare feet, sunglasses, etc. • Gloves, hats, bandanas, hoods • Bulky wear, coats, blankets • Pants/jeans that do not fit appropriately; pants worn below the waist, have excessive rips or holes above mid-thigh. • Items that can be regarded or used as weapons.
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...continued		
Failure to Dress For P. E. class	Students will dress appropriately for Physical Education class. Failing to dress for P.E. is a form of insubordination.	1 st offense – “0” and Verbal Warning 2 nd offense – “0” and Parent Contact 3 rd and subsequent offenses – Discipline Referral *Administrative action will be based on number of student discipline referrals.
Littering	Students will refrain from throwing trash, waste, or debris on the school grounds. You are to assist the staff in maintaining a clean environment. Littering does not reflect the character expectations of Potomac High School.	1 st offense – Verbal Warning 2 nd and subsequent offenses – Parent Contact and ESD *Administrative action will be based on number of student discipline referrals.

LEVEL II INFRACTIONS

The following infractions will result in a discipline referral with prior intervention by classroom teacher (when possible).

INFRACTION	RULE/RATIONALE	CONSEQUENCES
<p><u>Unauthorized Possession of Portable Devices</u></p> <p>The devices include, but are not limited to: Mobile Phones MP 3 players/I-Pod Hand-held games Shock devices Laser pointers Audio or video recording devices Cameras Toys, etc.</p>	<p>Portable devices are to be put away when the 7:25 bell rings in the morning. Students may use devices during lunch in the cafeteria, during class transition and may be out after the 2:05 pm bell sounds at dismissal.</p> <p>Unauthorized portable devices are disruptive to the learning environment.</p>	<p>These items are forbidden and will result in:</p> <p>Confiscation of property with the item given to Security for parent pick up between 7am-3pm.</p> <p>*Administrative action will be based on number of student discipline referrals.</p> <p>*Refusal to turn a cell phone over, when requested, will result in an immediate discipline referral for insubordination and/or disrespect.</p>
<p>Unauthorized Selling/Merchandising/ Trading/Purchasing/ Marketing/Soliciting</p>	<p>Any items bought, sold, or traded must have prior Administrative approval.</p> <p>Such activity is disruptive to the learning environment.</p>	<p>These actions will result in:</p> <p>1st time –confiscation of property (if applicable) with the item given to security officer for parent pick up.</p> <p>2nd and subsequent times--Discipline referral confiscation of property (if applicable) with the item given to security officer for parent pick up.</p> <p>*Administrative action will be based on number of student discipline referrals.</p>

Cutting Class / Skipping School	<p>Students must attend class as indicated on schedule or as directed by PSHS staff.</p> <p>Class cuts and skipping school are examples of insubordination or defiance.</p> <p>Students are prohibited from leaving school campus or grounds at any time.</p>	<p>1st offense -Parent Contact and discipline referral *Administrative action will be based on number of student discipline referrals.</p>
Unauthorized Hall Passes	<p>Students must have a valid written pass when not inside classroom</p> <p>For safety reasons, it is important to have accountability for each student.</p>	<p>1st and subsequent offenses – Parent Contact Discipline referral – attach pass *Administrative action will be based on number of student discipline referrals.</p>

LEVEL III INFRACTIONS

The following infractions will result in a discipline referral with prior intervention by classroom teacher (when possible).

Instigating a fight / Spreading Rumors / Gossip	<p>Such behaviors interfere with the orderly operation of school and can be a form of bullying or harassment. Can be verbal through social media.</p>	<p>Parent Contact and Discipline Referral Administrative Action</p>
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<p>Vandalism</p>	<p>Students will not deliberately harm or destroy school property or property of others.</p> <p>Vandalism distracts from a positive school climate.</p>	<p>Parent Contact and discipline referral</p> <p>Students will be required to pay for damages.</p> <p>*Administrative action will be based on number of student discipline referrals and/or severity of behavior.</p>
<p>Cheating / Plagiarism</p>	<p>Students are required to demonstrate character in their words and actions.</p> <p>Cheating and/or plagiarism are examples of dishonesty and do not reflect the character expectations of PSHS.</p>	<p>1st offense – Student who gave the answers and student who accepted the answers will receive a “0” for the assignment and parents will be contacted</p> <p>2nd and subsequent offenses - “0” for the assignment, parent contact and discipline referral.</p> <p>*Administrative action will be based on number of student discipline referrals.</p>
<p>Inappropriate/ Unauthorized/Misuse of PWCS Technology</p>	<p>PWCS computers, computer networks, and other electronic devices will be used only for valid educational purposes and only with proper approval.</p> <p>Inappropriate and/or unauthorized technology use distracts from a positive school climate and is an example of insubordination or defiance.</p>	<p>Parent Contact and Discipline Referral</p> <p>*Administrative action will be based on number of student discipline referrals and/or severity of behavior.</p>

<p>Forgery / Lying / Dishonesty / Deliberate Misrepresentation to Staff</p>	<p>Students are required to demonstrate character in their words and actions</p> <p>Such acts are examples of dishonesty, insubordination or defiance.</p>	<p>Parent Contact and Discipline Referral *Administrative action will be based on # of student referrals and/or severity of behavior.</p>
<p>Insubordination / Disrespect</p>	<p>Students will immediately comply with any reasonable requests made by staff. Insubordination and disrespect compromise the safety and welfare of students.</p>	<p>Parent Contact and Discipline Referral *Administrative action will be based on # of student referrals and/or severity of behavior.</p>
<p>Racial Slurs</p>	<p>The use of racial slurs will not be tolerated in any form.</p> <p>Racial slurs violate a student's right to attend school, free from name calling and inappropriate comments.</p>	<p>Parent Contact and Discipline Referral *Administrative action will be based on # of student referrals and/or severity of behavior.</p>
<p>Inappropriate Use, (i.e. unauthorized recording etc.) of Cell Phones/and other Personal Electronic Devices</p>	<p>Such activity is distracting and not appropriate in the school setting because it interferes with the orderly operation of school.</p>	<p>Parent Contact and Discipline Referral *Administrative action will be based on # of student referrals and/or severity of behavior.</p>
<p>Profanity/Inappropriate Language/ Inappropriate Gestures/Pictures/ and other materials (mild and among students)</p>	<p>Students will refrain from the use of profanity and/or vulgar language (written or spoken) and inappropriate gestures.</p> <p>Inappropriate language and gestures are disrespectful and socially inappropriate.</p>	<p>Parent Contact and Discipline Referral *Administrative action will be based on # of student referrals and/or severity of behavior.</p>

Food / Liquid-related disruptions (throwing/taking/playing with)	Such behavior is distracting and not appropriate in a school setting because it interferes with the orderly operation of school.	Parent Contact and Discipline Referral *Administrative action will be based on # of student referrals and/or severity of behavior.
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Level II /III Infractions will result in the following consequences:

Students may be placed on a Behavior Contract at any time if deemed necessary by the administration.

All infractions will include Administrative Counseling and Parent Contact. Based on their behavior, students may be denied participation at school functions and on school field trips.

LEVEL IV INFRACTIONS

The following infractions are more serious and require a discipline referral and immediate administrative action.

INFRACTION	RULE/RATIONALE	CONSEQUENCES
Congregating/Bystanding/Instigating To observe and/or instigate a fight/Videotaping or Recording of any type	Students will not gather to watch or promote a physical altercation. This applies during the school day, on the bus and at any school related activities. Such behavior is unsafe, distracting and not appropriate in the school setting and it interferes with the orderly operation of school.	1 st Offense OSS 1- 3 days 2 nd and all other offenses – a minimum of 3 days and other consequences to be determined by the administration.

<p>Fighting/Physical Assault on Peer</p>	<p>Students will not participate in any mutual shoving, wrestling, or aggressive action that could lead to injury. This applies during the school day, on the bus and at any school related activities.</p> <p>Such behavior is unsafe, distracting and not appropriate in the school setting and interferes with the orderly operation of school.</p>	<p>1st Offense OSS 3 - 5 days 2nd and all other offenses – a minimum of 5 days of OSS and other consequences to be determined by the administration.</p>
<p>Profanity/Inappropriate Language/ Inappropriate Gestures (directed toward adults)</p>	<p>Students will refrain from the use of profanity and/or vulgar language (written or spoken) and inappropriate gestures.</p> <p>Such behavior is disrespectful and socially inappropriate.</p>	<p>Parent Contact and Discipline Referral OSS (3 to 5 days) The number of days will depend on the magnitude of the incident.</p>
<p>Gambling</p>	<p>Students will not participate in betting or gambling of any form</p> <p>Gambling is distracting and not appropriate in the school setting. This behavior interferes with the orderly operation of school.</p>	<p>OSS 3 to 5 days. The number of OSS days will depend on the magnitude of the incident and may result in criminal charges.</p>

Violation of Fire Regulations	Student will not engage in any of the following: Setting fires or pulling the fire alarm Possession of a stink bomb Fire-starting devices Firecrackers and other small explosives because such behavior is unsafe, distracting and inappropriate in the school setting.	OSS (3 to 5 days) The number of days will depend on the magnitude of the incident and may result in criminal charges.
Smoking/Vaping/possession of tobacco products (to include lighting devices such as matches & lighters)	The use of any tobacco/vaping products and the possession of tobacco paraphernalia is prohibited because such products and/or behavior are unsafe, distracting and not appropriate in the school setting.	1 st Offense: 1-3 days of OSS and assignment to IMPACT tobacco deterrent class 2 nd Offense: OSS 3-5 days
Theft/Stealing (minor) (student to student, consumable cafeteria item)	Students will refrain from taking or possessing items or information that belong to others because it interferes with the orderly operation of school.	OSS 1 to 5 days (the number of days depends on the magnitude) in addition to reimbursing the owner if the goods are damaged or lost.
Horseplay/Hitting others with objects	Students will refrain from hitting, pushing, kicking, tripping, pinching, scratching, spitting, using shock devices,	OSS 2 to 5 days The number of days depends on the magnitude of the incident.

<p>...continued</p>	<p>(aggressively) pulling clothing of another student, biting, licking, rubbing, throwing objects, hair pulling, hair cutting or any other playful acts that include any form of physical contact.</p> <p>Such behavior is unsafe, distracting and not appropriate in the school setting.</p>	
<p>Inappropriate handling, playing with and/or around potentially dangerous equipment (i.e. Science Lab, Tech Ed. Workshop, Culinary Kitchen, Art Kiln, Welding Machinery)</p>	<p>Students will refrain from willfully mishandling and/or playing with PWCS equipment. Students will not access PWCS equipment without the appropriate permission and supervision. Such behavior is unsafe and distracting.</p>	<p>OSS 2 to 5 days</p> <p>The number of days depends on the magnitude of the incident.</p>
<p>Harassment Bullying Cyber Bullying</p>	<p>Students will refrain from intimidating others in any form – physical, sexually or verbally.</p> <p>Such behavior is unsafe, distracting and not appropriate in the school setting and interferes with the orderly operation of school.</p>	<p>OSS 2 to 5 days</p> <p>The number of days depends on the magnitude of the incident.</p>

<p>Verbal/Physical Threat (student to student)</p>	<p>Students will not threaten or posture to cause harm to another student, for example, beating; any physical force or violence, to include tearing clothes, threatening to seize or strike another student.</p> <p>Such behavior is unsafe, distracting and not appropriate in the school setting and interferes with the orderly operation of school.</p>	<p>OSS 2 to 5 days</p> <p>The number of days depends on the magnitude of the incident and may result in criminal charges.</p>
<p>Extreme Vandalism</p>	<p>Students will not deliberately harm or destroy school property or property of others.</p> <p>Such behavior is unacceptable and distracts from a positive climate.</p>	<p>5 days OSS and parent shall be required to reimburse the school for cost of damages. The number of OSS days depends on the magnitude of the incident.</p>
<p>Inappropriate Sexual Activity/Contact</p>	<p>Students will not engage in any form of sexual touching/activity in the school setting because this behavior is unsafe, distracting and not appropriate in the school setting and interferes with the orderly operation of school.</p>	<p>OSS (3 to 5 days)</p> <p>The number of days depends on the magnitude of the incident.</p>

Body Mutilation/Intentional Physical Harm to Self or Others	Students will not engage in body piercing, tattooing, cutting, branding, sticking etc. because it is unsafe and distracting.	OSS (3 to 5 days) The number of days depends on the magnitude of the incident.

LEVEL V INFRACTIONS

The following infractions are the most serious and require immediate 5-day OSS. Students may be referred to Prince William County Police for Level V Infractions.

INFRACTION	RULE
Possession of Weapons/Creating of Weapons	Students will not create, possess, handle or transport any pistol, revolver, knife, firearm or any other device that has the potential to cause harm.
Threat to the Safety of the School Environment and/or Equipment	Students will not be involved in or be responsible for creating a situation that will endanger the safety of self, equipment or place others in jeopardy or risk.
Verbal and Physical Assault on Staff Member	Students will not assault or batter a staff member, for example, unlawful threatening or beating; any physical force or violence, to include tearing clothes, threatening to seize or strike a staff member.
Drug/Alcohol and/or Drug/Alcohol Paraphernalia Possession, Solicitation and/or Use (this includes sniffing, inhaling, drinking, ingesting, any substance that is used as a hallucinogen/drug)	Students will not use, purchase, sell, distribute, be under the influence of or possess any alcoholic beverages or any controlled substance.

Mob Assault	Two or more students may not attack another student on the way to school, during the school day and on the way home.
Verbal/Physical Threat on Staff Member	Students will not threaten or posture to cause harm to a staff member, for example, beating; any physical force or violence, to include tearing clothes, threatening to seize or strike a staff member.
Theft/Stealing (major) (Student to Staff) (Student to Student)	Students will not take items (without permission) that belong to staff members. Students will not have in their possession stolen items.

- **Consequences for Level V Infractions will include 5 to 10 days OSS and a Principal’s Informal Conference.**
- **Consequences for Level V Infractions may be referred to Prince William County Police.**
- **Any incident that occurs in the community that is relevant to or impacts the school may result in further discipline.**
- **All infractions will include Administrative Counseling and Parent Contact.**
- **Based on their behavior, students may be denied participation at school functions and on school field trips.**

BUS INFRACTIONS

Discipline procedures for bus infractions include the following consequences:

First Offense	Student is placed on bus probation for a four-week period
Second Offense	Bus suspension for one week
Third Offense	Bus suspension for two weeks
Fourth & Subsequent Offenses	Extended bus suspension or loss of bus privileges

APPEAL PROCEDURE

Parents have the right to appeal decisions made concerning their student. In general, problems and concerns can be resolved at the level at which they occur.

A class related problem would be most effectively resolved by calling the School Counseling Department and arranging a conference with the teacher(s) involved. If the teacher conference fails to resolve the matter, the assistant principal will be happy to help resolve the problem. If parents are not satisfied with the administrator's decision, they may contact the school principal. It is important to note that all appeals must be made in writing and hand delivered to the appropriate office. All appeals must include the student's account of the incident as well as the reason for believing the suspension is unjustified. If appealing an offense, which has created a major disruption or potentially dangerous situation, the student will remain out-of-school until a final decision is rendered. If the matter is still not resolved, the principal will help the parent reach the appropriate person in the Central Office to continue their appeal.

SEARCH AND SEIZURE

Regulation 737-1

The purpose of this regulation is to provide specific guidelines relating to searches of a student's person, locker, personal property, cell phone, electronic devices, or their vehicle located on school property or at school-sponsored activities. Only administrators, or their designees, shall conduct searches for the safety and well-being of students and staff, the security of property, and to maintain discipline. Searches shall be conducted when reasonable suspicion exists that the student is in possession of an item that is in violation of the PWCS "Code of Behavior," Prince William County School Board policies, PWCS regulations, or state and federal laws.

The authority to conduct searches is granted to staff by the school principal. Those staff may include assistant principals, administrative interns, teachers on special assignment, and school security personnel. A witness can be any staff member.

Law enforcement officers or school resource officers (SROs) should only be used to conduct searches for school purposes when school staff or student safety is a concern. Law enforcement officers may question and/or search students, their possessions, lockers, or vehicles in accordance with Virginia law.

TRESPASSING

Students may be in approved areas of the school building and ground during normal school hours or after hours with the approval of a school staff member. Students are considered to be trespassing if they are present at a school other than the school in which they are enrolled unless they are attending an approved school activity or have the approval of a school staff member.

Students who have been suspended or expelled are not allowed on any school property (including school buses) or at any school-related activities without the permission of the school principal. Students who are trespassing on any school property are subject to arrest and corrective action at school. All visitors must report directly to the office.

TRANSPORTATION

- Bus transportation is provided for all Potomac students with the exception of some transfer students.
- Students should follow all bus rules and regulations as provided.
- When exiting buses in the morning, students should report directly to the building.
- At the end of the school day, students should report directly to their bus. Buses will be released at 2:13pm and are unable to stop once they begin driving.
- Students who need to ride a bus, other than the one assigned, should submit a written note signed by the parent **BEFORE** school. A pass will be provided after the note has been verified.

COMPUTER VIOLATIONS

Computer use is a privilege. Misuse and/or abuse of equipment or software is considered a serious offense. Severe consequences will result when students improperly use hardware and software.

Major Offenses include (but are not limited to):	Minor Offenses include (but are not limited to):
<ul style="list-style-type: none"> X Vandalism of hardware and/or software applications X Formatting a hard drive X Changing startup options X Changing pre-set computer operating instructions X Removing or rearranging hardware parts X Downloading files from any source to the computer X Any other vandalism which results in major repair, replacement of hardware parts, or loss of computer use time available to students because of repair requirements X Use of unauthorized applications X Accessing Prince William County School software applications (i.e., SMS, Gradebook) X Adding any software to the computer without prior permission from a staff member X Accessing/altering system files X Changing software programs that affect the computer's start-up settings. 	<ul style="list-style-type: none"> X Marking on or defacing any computer equipment or peripherals X Accessing the Internet without permission X Printing from the Internet without permission X Printing, accessing, or keying objectionable information X Inappropriate handling of hardware, disks, or equipment which is detrimental to the use and care of the computer <p style="text-align: center;">*****</p> <p>Minor Offenses require parent conference and/or out-of-school suspension (OSS), not to exceed 1 day</p> <p>In addition, the cost of repairs resulting from any offense will be calculated and parents of the student will be invoiced for reimbursement to Prince William County Public Schools.</p> <p>Major Offenses require out-of-school suspension (OSS), not to exceed 3 days, pending a parent conference, and loss of computer privileges for 1 week.</p>

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

GENERAL INFORMATION

Extra-curricular and Co-curricular activities are an integral part of Potomac's education program. These activities include athletics, clubs and organizations, plays, concerts, assemblies, student publications, and dances. Students are encouraged to participate in all activities available to them.

In order to maintain eligibility, **high school students participating in interscholastic athletics**, cheerleading, marching band, and drill team must pass five subjects and earn a "C" or better in 2 subjects at the end of the first and second semester. Student assistant electives such as science lab assistant, physical education assistant, etc... may not be counted toward meeting the standards. This regulation applies to practice as well as games.

Subsequent eligibility determination at the end of designated semester reporting periods is made on the scheduled day that grades are posted.

Any OSS (Out of School Suspension) for an athlete will result in that athlete sitting out one or more games.

CODE FOR INTERSCHOLASTIC ATHLETICS

The spectator should:

1. Realize that he/she represents the school just as definitely as does the member of a team; therefore, he/she has an obligation to be a true sportsman, encouraging through this behavior the practice of good sportsmanship by others.
2. Recognize that good sportsmanship is more important than victory by approving and applauding good team play and individual skill, as well as outstanding examples of sportsmanship and fair play exhibited by either team.
3. Recognize that the primary purpose of interschool athletics is to promote the physical, mental, moral, social, and emotional well-being of the players through the medium of contests; therefore, victory or defeat is in reality of secondary importance.
4. Treat visiting teams and officials as guests, extending to them every courtesy.
5. Be modest in victory and gracious in defeat.
6. Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

FUND RAISING ACTIVITIES

Most of the clubs, organizations, and classes conduct fund raising activities during the school year. These are approved in advance by the Activities Director and all funds collected are dispersed to the School Activity Fund according to financial guidelines established by the school division. Students collecting money for school organization must turn in the money to the faculty sponsor on a daily basis.

GENERAL INFORMATION

FIRE DRILLS

Scheduled fire drills will be held throughout the school year to insure the safe and orderly evacuation of the building during a fire or emergency. Students should move in a quick and orderly manner to the designated exit, assemble away from the building with their teacher, and then return to the building only when directed to do so by their teacher.

APPLE FEDERAL CREDIT UNION

The credit union is open daily during all lunch shifts for staff and students.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, equipment and furniture supplied by the school. Students who damage school property or equipment will be required to pay for losses or damages. The malicious or willful destruction of school property or the personal belongings of others will result in disciplinary action and/or prosecution.

OFF LIMIT AREAS

During the school day, the parking lots, student vehicles and other outside areas are off-limits unless an administrator has granted permission. Locker areas and any other unsupervised areas are prohibited unless a staff member has granted permission.

USE OF AUTOMOBILES

Since bus transportation is available for all students in the Potomac attendance area, students are encouraged to use the service. Those students who must drive private vehicles are subject to regulations regarding their use. Students that wish to drive must register their car with the school's Safety and Security Office and purchase a school parking permit by the third week of September. **The parking permit will cost \$100.00.** Student drivers are responsible for knowing and abiding by all rules governing the student use of vehicles on school grounds. Violation of any driving or parking rules may result in disciplinary action, the withdrawal of driving privileges, and/or the vehicle being towed at the owner's expense. No student may drive or park a private vehicle at school after the third week of September without a current parking decal. Students are not permitted to park in the parking lot near the flagpole. The first lower parking lot is reserved for the senior class. Designated spaces are available for the handicapped.

LIBRARY

The school library is open from 7:00 a.m. until 3:00 p.m. daily. A security system to protect resources is in use. All materials must be checked out at the main desk by showing a photo ID. All students must present a valid library pass to use the library during school hours. (This includes ALL lunch periods). Students are NOT to bring any type of food (candy, gum) or drinks into the library.

TEXTBOOKS

Classroom teachers may issue textbooks to students. Students are responsible for the proper care and return of issued materials. Fees for lost and damaged materials will be charged. Lost or stolen textbooks should be reported to the teacher immediately. When a textbook is not returned by the last day of the school year, the book then becomes a purchase by the student. Students will be required to purchase paperback books for some classes.

LOCKERS

Lockers will be issued by first period teachers upon receipt of a completed **first day packet which includes the emergency card**. Changes in this policy may only be made by the administration. Lockers are subject to search by school officials. Decals and emblems may not be used on lockers. Students should report any locker problems to the Administrator who supervises lockers.

ELEVATOR KEY

Elevator keys are available in the security office for students with medical conditions.

USE OF TELEPHONES

Students may use the office telephones in emergencies and with staff permission. Students will not be called from class to receive telephone calls.

VISITORS

The school policy is to receive only those visitors who have legitimate business to conduct at the school. Visitors **must** report to the front desk in the lobby and must provide proper identification. Visitors are required to wear an issued identification badge at all times and in such a manner that it can be readily viewed by appropriate staff and students. **Upon exiting the building, you are required to sign-out and pick up your identification.** Student visitors will not be allowed during the school day. It is also important to note that only authorized persons are permitted to board a school bus (school property).

MEDICATION

School personnel may only dispense prescription medication to students upon the written order of the student's physician and a signed request from the student's parent/guardian. Non-prescription medication can be dispensed to students upon the written permission of the parent/guardian. Under extra-ordinary circumstances students, with the permission of the parent/guardian and the principal, may be allowed to carry approved medication on their person. When medication is administered by school personnel, procedures must be followed which protect the health and safety of the student. Any variation to the procedures shall be submitted through the Student Services Department or Special Education Department to the County Health Department for approval.

LOST AND FOUND

A lost and found area is located in the main cafeteria.

CAFETERIA

Complete, hot lunches are available each day. An a la carte menu is also available. Students are required to return their trays and to dispose of trash properly. The sale of soft drinks and candy during school hours is prohibited. Free/Reduced lunch applications are available online.

CAFETERIA RULES

1. Display responsible and appropriate behavior at all times.
2. Remove trays and trash from table and place in the proper place.
3. BYOD allowed with headphones.
4. Remain seated during lunch (unless going to the restroom)

“Code of Behavior” is in effect at all times!

ANNOUNCEMENTS

Manual announcements will be made prior to dismissal with administrative approval. Forms for announcements are available in the main office. Announcements are made only for school-sponsored events.

SUBSTITUTE TEACHERS

Our school is fortunate to have capable people to help us whenever our regular teachers are absent. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Students have a responsibility to insure that these are good impressions by being polite, helpful and considerate, as they would be to the regular teacher.

DISTRIBUTION OF MATERIALS

Distribution by Potomac students of newspapers, leaflets, flyers, magazines or any other non school-issued materials on the school grounds must have written administrative approval at least five days prior to the expected distribution date. Distribution of such materials by individuals other than Potomac students requires the permission of the Superintendent.

ACCIDENT INSURANCE

Accident insurance is available to all students. An insurance form can be obtained from the PWCS website at www.pwcs.edu. Purchase of this insurance is optional.

SCHOOL CLOSING

In the event of severe inclement weather or emergencies, school may be closed or the starting time delayed. The same conditions may necessitate an early dismissal. School closing, delayed starting time, or early dismissal will be announced over local radio and TV stations. If no report is heard, students should assume that school will be in session. We encourage you to visit the school or county website <https://potomachs.pwcs.edu/> or www.pwcs.edu. Information regarding school closings should be on line by 5:30 a.m.

HONOR CODE

At Potomac Senior High School, we strive to create an environment wherein all members act honestly. We believe it is the right, privilege, and responsibility of each individual to contribute to and work in an environment of trust. Honorable behavior covers the full range of activities within the school environment. During all assessments, students will be required to write or initial the following: "I have neither given nor received unauthorized help on this assignment."

POLICY OF NON-DISCRIMINATION

The Prince William County School Division does not discriminate in employment or in its educational programs and activities against qualified individuals with disabilities, nor on the basis of age, gender, race, color, religion, or national origin.

