

Potomac Senior High School

2026 - 27

Student Handbook

**PURSUE.
PERSIST.
PREVAIL.**

Potomac Senior High School
3401 Panther Pride Drive
Dumfries, Virginia 22026
Website: potomachs.pwcs.edu

Main Office: (703) 441-4200
Fax Number: (703) 441-4497
School Counseling Office: (703) 441-4270
School Counseling Fax: (703) 441-4496

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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 contribute to the global community.

VALUE STATEMENT

At Potomac High School, we recognize that our diversity is our greatest strength. Across academics, athletics, and all areas of school life, our students and staff demonstrate pride in being part of the community. We are committed to fostering Panther Pride by encouraging every student to pursue excellence, persist through challenges, and prevail in all endeavors.

As Panthers, we uphold the values of honesty, character, and respect – for ourselves and for others. Through our words and actions, we build a supportive and inclusive environment where everyone is encouraged to succeed and contribute positively to our community.

BELIEFS

We will serve every student by teaching, coaching, advocating and caring for them until they reach their fullest potential.

ADMINISTRATION

Stacy Norwood, Principal
Malcolm Foust, Assistant Principal (A - Cart)
John Shaffer, Assistant Principal (Caru-Harrin)
Ashley Whorley, Assistant Principal (Harrio-Meri)
Christina Hines, Assistant Principal (Merj-Saen)
Ashley Nelson, Assistant Principal (Saeo-Z)
Patrick Garland, Admin Intern
Melissa Bankert, Director of Student Activities
Michael Dunlow, Assistant Director of Student Activities
Carl Jones, Dean of Students

SCHOOL COUNSELING

Kristin Merica, Director of School Counseling
Kim Bryson, School Counselor (A - Bald)
Johanna Druen, School Counselor (Bale - Clop)
Veronica Gonzales, School Counselor (Cloq - Fra)
Mia Morrison, School Counselor (Frb - Hym)
Jafar Khan, School Counselor (Hyn - Manj)
Mark Williams, School Counselor (Mank - Nti)
Brandon Carter, School Counselor (Ntj - Riv)
Chimaobi Meziebodo, School Counselor (Riw - Tav)
Olivia Kang, School Counselor (Taw – Z)
Shallene Austin, College & Career Counselor

SCHOOL SECURITY

Stan Parker, School Safety and Security Officer
Anthonosis Jennings, Security Assistant
Daniel Obour, Security Assistant
Linwood Smith, Security Assistant
DaWayne Wilson, Security Assistant

STUDENT SUPPORT SERVICES

Cara McQuaid, School Psychologist
Morgan Pippens, Social Worker
Jeny Martinez, New Horizons Therapist
Melanie Raton, Grad Coach
Dr. Erin Schwartz, Instructional Coach
Ozana Longacre, School Nurse

**POTOMAC SENIOR HIGH SCHOOL
2026-27 SCHOOL CALENDAR**

August 12	New Student Orientation
August 13	Senior Open House
August 24	First Day of School
August 27	Back to School Night
September 4 & 7	Labor Day Holiday Weekend
September 21	Holiday Observance of Rosh Hashanah (No School)
October 2	Homecoming Game vs. Gar-Field
October 3	Homecoming Dance
October 12	Division Professional Development (No School for Students)
October 14	PSAT
October 29	Academic Awards
November 2	Division Professional Development (No School for Students)
November 2	Touch Base
November 3	Teacher Workday (No School for Students)
November 9	First Day of Winter Sports
November 11	Veteran's Day Holiday (No School)
November 25-27	Thanksgiving Break (No School)
December 5	Breakfast with Santa
December 5 & 12	Kyle Honore Tip-Off Basketball Tournament
December 21-January 1	Winter Break (No School)
January 4	School Reopens
January 18	Martin Luther King Jr. Holiday (No School)
January 28	Teacher Workday (No School for Students)
January 29	Division Professional Development (No School for Students)
February 15	President's Day Holiday (No School)
February 22	First Day of Spring Sports
March 10	Holiday Observance of Eid al-Fitr (No School)
March 22-March 26	Spring Break (No School)
March 29	Teacher Workday (No School for Students)
April 16	Teacher Workday (No School for Students)
May 14	Prom @ Harbour View
May 17	Holiday Observance of Eid al-Adha (No School)
May 31	Memorial Day Holiday (No School)
TBD	Graduation EagleBank Arena
June 17	Last Day of School
June 18	Juneteenth Holiday (Schools and offices closed)

Bell Schedule

White Days: Periods 1, 3, 5, 7
Blue Days: Periods 2, Flex, 4, 6

7:24
7:30– 8:48

Warning Bell
1st / 2nd Period

8:53 – 10:11

3rd / Flex

10:16 – 12:46

5th / 4th Period

1, 6, 7	8:53 – 9:30
3, 2, A	9:35 - 10:11

Lunch	Lunch Time	Class Time
A	10:16 – 10:41	10:46 – 12:46
B	10:46 – 11:11	10:16 – 10:46 11:16 – 12:46
C	11:16 – 11:41	10:16 – 11:16 11:46 – 12:46
D	11:46 – 12:11	10:16 – 11:46 12:16 – 12:46
E	12:16 – 12:46	10:16 – 12:16

12:51 – 2:10

7th / 6th Period

Lunch assignments are provided during the first week of school.

Cambridge Centre

The Cambridge Programme offers an international pre-university curriculum and examination system that emphasizes the value of a broad and balanced education for academically able students.

Most of our freshmen and sophomores will be enrolled in International General Certificate of Secondary Education (IGCSE) courses. These courses prepare our students for the next level of Cambridge courses which offer college credit.

IGCSE Courses

Algebra II/ Trigonometry
Art & Design
Biology
English
French III
Geometry
History
Physics
Spanish III

The Advanced International Certificate of Education (AICE) curriculum is designed for academically motivated students. AICE level courses are accelerated courses that follow an international curriculum. These courses are comparable to or exceed the requirements for Advanced Placement credit. Upon successful completion of **seven** exams within the four curriculum areas of: (1) Mathematics & Science, (2) Languages, (3) Arts and Humanities, and (4) Interdisciplinary & skill-based subjects, students will receive the AICE diploma. Many colleges and universities award advanced credit to applicants with AICE (AS/A) qualifications.

Completing the requirements to earn an AICE Diploma means a commitment to extensive coursework and dedication to one's studies. Students who follow class requirements that lead to qualifying exams will be considered AICE Diploma Candidates.

AICE Courses

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

Specialty School Transfer Regulation

Any student transferring after their ninth-grade year will be ineligible for VHSL sponsored activities 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.

CELL PHONE FREE EDUCATION

ATTENDANCE GUIDELINES

EARLY DISMISSALS

The student presents a note requesting the early dismissal to the grade level assistant 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 the Attendance Office will receive an unexcused absence for each class missed and will be subject to disciplinary action.

- Bell times are 7:30 a.m. - 2:10 p.m.
- Students must be in their classroom/first period for the day by 7:30 a.m.
- No student dismissals will be allowed after 1:45 p.m.
- Student attendance can be viewed and monitored in [ParentVUE](#).

USE OF HALL PASSES

Hall 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.

10/10 RULE During Flex

No student, unless he or she has a scheduled appointment, should be allowed to leave the classroom during the first 10 minutes and last 10 minutes of flex.

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 three school days to arrange for completion of any work missed due to an absence. Please note that it is the student's responsibility, not the teacher's, 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.

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. The student will be given an alternate assignment. Please refer to [Regulation 636-1](#) and fill out the attached form.

COUNSELING SERVICES

Counseling services are available to all students. Students are assigned to their counselor by their last name. The School Counseling Department's goal is to support students in academic, career, and personal/social development. Our Program is a collaborative effort with students, parents, teachers, administrators, and other school community members to foster, promote, and improve student success and achieve in our school and beyond. A student must complete the Counselor Appointment Request Form if they would like to meet with their counselor. Counselors will provide students with a pass for their appointment. In cases of emergency, a student may come to the counseling department with a pass from their teacher.

College and Career Center: Located in the Counseling Department

Counseling Department: Hours: 7:00 am to 3:00 pm by appointment

SCHEDULE CHANGE POLICY

Students were given until May 29, 2026, to make any schedule change requests. No elective change requests will be allowed after this date. Any classes dropped after the 1st quarter 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. Student's dropping an advanced Academic course must complete the course drop form which can be picked up in the Counseling Office.

ACADEMIC INFORMATION

GRADING POLICY

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 student’s 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.

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 ensure 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.

The school discipline matrix presented serves only as guidelines and is not all-inclusive. Potomac HS reserves the right to implement Saturday School or OSS for egregious violations of school rules and/or at administrative discretion.

GLOSSARY OF PSHS DISCIPLINE PROGRAMS

Lunch Detention

Assigned during period 4 or 5 by the grade level administrator based on the infraction.

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.

After School Detention (ASD)

Monitored by administrator or designee from 2:15pm - 4:45pm (as scheduled by Administrator).

(ASD) will be held on Tuesday & Thursday. **Transportation is available if needed.**

School rules and dress code/personal appearance expectations apply.

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

Saturday School Detention (SSD) /or Saturday School (SS)

Monitored by administrator or designee. (SSD) 8am - 10am (SS) 8am - Noon.

Parents are responsible for transportation.

Students must bring devices, books, and academic assignments to be completed.

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 the session.

Failure to attend (SS) will result in an In-School Assistance (PIC) 4 hours – unless an excused absence is received. Students who misbehave will be removed, with parent contact, and marked as incomplete.

This will result in the same consequence as those who do not attend.

Potomac Intervention Center (PIC)

In-School Assistance is a structured, school-based intervention designed to provide students with an opportunity to reflect on their behavior and complete academic work in a supervised setting. PIC removes students from the regular classroom environment without sending them home. The goal is to maintain instructional continuity while addressing behavioral concerns.

PIC can be assigned for:

- **By Period:** Student attends PIC for one or more class periods.
- **Half Day:** Student remains in PIC for either the morning or afternoon session.
- **Full Day:** Student spends the entire school day in PIC.

The focus of PIC is on accountability, academic progress, and behavior improvement, often including restorative practices or counseling components.

Out-of-School Suspension (OSS)

Students are not permitted on any school property; 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.

Social Probation

Purpose

The purpose of social probation is to provide a structured, progressive intervention for students who demonstrate a pattern of disciplinary concerns while promoting accountability, positive behavioral change, and a safe school environment.

Eligibility for Social Probation

A student shall be placed on **Social Probation** upon receiving a **seventh (7th) discipline referral** during the current school year, regardless of the consequence assigned for the individual referral.

Definition of Social Probation

While on Social Probation, a student is **not permitted to participate in, attend, or be present at any school-sponsored activity or event**, whether held on or off school grounds. This includes, but is not limited to:

- Athletic events
- School dances
- Pep rallies
- Club activities and field trips
- Extracurricular competitions
- Student celebrations and social events
- Any other school-sponsored activity as determined by school administration

Students are expected to attend regular instructional activities and may participate in required academic functions as approved by school administration.

Tiered Social Probation Consequences

The duration of Social Probation shall increase with subsequent discipline referrals as follows:

□

Referral Threshold	Social Probation Period
7th Discipline Referral	7 Calendar Days
8th Discipline Referral	14 Calendar Days
9th Discipline Referral and Beyond	30 Calendar Days

Each additional discipline referral received while on Social Probation may result in the probation period being restarted, extended, or increased to the next tier at the discretion of school administration.

Notification

Students and parents/guardians will be notified when a student is placed on Social Probation. The notification will include:

- The reason for placement;
- The duration of the probation period; and
- The restrictions associated with Social Probation.

Administrative Authority

School administrators reserve the right to modify, extend, or impose additional restrictions based on the severity, frequency, or nature of the student's disciplinary infractions. Nothing in this policy limits the school's ability to assign additional disciplinary consequences in accordance with division regulations and the Student Code of Behavior.

Reinstatement

At the conclusion of the Social Probation period, students will be restored to full participation privileges, provided no additional disciplinary concerns have occurred that warrant further restrictions.

Goal: Social Probation is designed to encourage positive decision-making, improve student conduct, and support a safe, respectful, and productive school community.

Device Sweep

A Device Sweep is a targeted, administrator-led process used to reduce unauthorized student device use by systematically collecting devices from students in specific areas of the school. The sweep involves the administrator stopping a student and taking the device, then handing it to the AA, who records the student's information and securely bags the device and follows the Guidelines for **Unauthorized Use of Cell Phones and Other Electronic Devices**.

INTERVENTIONS

Verbal Warning
Reflection Form
Parent Contact
Mediation
Behavior Contract
Attendance Plan
Administrative Conference
Referral to School Counselor
Referral to alcohol, tobacco, and other drug intervention programs
Behavioral Student Support Plan
Functional Behavioral Assessment
Behavior Intervention Plan
No Contact Contract

DRESS CODE

Student Dress and Grooming Students are urged to dress for success each school day. Their overall appearance, while on school grounds or virtually, should be based on the health and safety of an inclusive school community. It is understood that student dress may reflect outdoor weather conditions throughout the school year, however, students should refrain from wearing any item of clothing which may cause a distraction or disruption to the educational process or compromise the physical and emotional health and safety of the student or others. Students whose appearance disrupts instruction may be asked to change clothing.

The PWCS student dress and grooming guidelines are created to ensure equity in student expression and staff enforcement and are not intended to discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, genetic information, or any other basis prohibited by law. The dress and grooming standards apply equally to all students regardless of gender, gender identity, or gender expression.

Students are permitted to wear any religiously and ethnically specific or significant head covering or hairstyle. Permitted head coverings and hairstyles include, but are not limited to: Braids, Cornrows, Headwraps, Hijabs, Locs, Yarmulkes.

Prohibited items of clothing include:

Clothing items which

- Reveal bare skin to the extent that they distract or may foreseeably distract other students or staff.
- Reveal or expose undergarments
- Fit in a manner as to reveal or expose undergarments
- Contain vulgar, discriminatory, lewd, patently offensive, or obscene language or images
- Contain threats or gang symbols
- Promote the use of weapons and violence, or the use of alcohol, tobacco, or illegal drugs, and/or associated paraphernalia
- Cause or may foreseeably cause a disruption to the learning environment

- Are accessories that could be regarded as or used as a weapon.

Headwear that covers one's entire head or face, unless the headwear is:

- Worn as part of one's religion
- Worn for medical reasons
- Worn for personal prevention practices as in the case of the spread of infectious diseases
- Worn for an approved school event
- Worn as an expression of one's cultural or ethnic background.

No PWCS employee may enforce the Student Dress and Grooming provisions by direct physical contact with the student or the student's attire. No student shall be required to undress in front of any individual to comply with these provisions.

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 discipline appeals must be made in writing to the principal's 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.

Please also see [Regulation 744-1](#) Short-Term Suspension of Students

SEARCH AND SEIZURE

[Regulation 737-1](#)

TRESPASSING

Students may be in approved areas of the school building and grounds during normal school hours or after hours with the approval of a school staff member with appropriate supervision. Students are considered 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 main 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 through door #25.
- At the end of the school day, students should report directly to their bus. Buses will be released at 2:19 p.m. 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.
- Students going home on the second round of the double-back bus must report to the cafeteria immediately after school, and remain until the bus returns.
- [EZArrival Bus Tracking App](#)

BUS INFRACTIONS

Discipline procedures for bus infractions include the following consequences:

1st Offense	Warning
2nd Offense	Student is placed on bus probation for a two-week period
3rd Offense	Bus probation extended two additional weeks & ASD
4th Offense	Bus suspension for two weeks
5th & Subsequent Offenses	Extended bus suspension or loss of bus privileges

***Probation means assigned front seat and positive behavior expectation.**

ATHLETICS

SPORTING EVENTS

Students may not enter sporting events with backpacks or oversized bags.

FUNDRAISING ACTIVITIES

Most of the clubs, organizations, and classes conduct fundraising activities during the school year. These are approved in advance by the Director of Student Activities 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.

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.

ANNOUNCEMENTS

Morning announcements will provide important information for each day. Forms for announcements are available in the main office. Announcements are made only for school-sponsored events. Afternoon announcements will be reserved for bus changes.

CAFETERIA

PSHS is not an open campus, meaning you cannot leave campus for lunch or for any reason. 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. **Food may not be ordered or delivered during the school day, such as, GrubHub, DoorDash, UberEats, etc...**

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. Remain seated during lunch (unless going to the restroom)
4. No restroom visits allowed during the last 5 minutes of lunch.

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.

DISTRIBUTION OF MATERIALS

Distribution of newspapers, leaflets, flyers, magazines or any other non-school-issued materials on the school grounds must be approved and initiated by an administrator at least five days prior to the expected distribution date. Flyers are limited to 20 per event. Distribution of such materials by individuals other than Potomac students requires the permission of the Superintendent. All flyers and posters must be initialed by admin prior to being posted in the building. Materials must be removed after the event.

ELEVATOR KEY

Elevator keys are available in the security office for students with medical conditions. There will be a \$20 lost key fee.

EVOLV SCHOOL SECURITY SCREENING SYSTEM

Students and staff have a fundamental right to feel and be safe in the school building. Students, staff, and guests will be screened upon entering the building. The wellbeing and safety of all is a top priority.

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."

iPads

School-issued iPads are provided to any student who needs a device. Students are responsible for the proper care and return of the iPad. Fees for lost and damaged iPads and cords will be charged. Lost or stolen iPads and cords should be reported to the teacher immediately. When an iPad is not returned by the last day of the school year, the iPad then becomes a purchase by the student.

LIBRARY

The school library is open from 7:00am until 3:00pm daily. A security system to protect resources is in use. All materials must be checked out at the main library 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.

LOCKERS

Lockers will be issued, upon request, upon completion of the Back to School 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.

LOST AND FOUND

The lost and found area is located in the locker bay. Items will be discarded every 60 days.

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 extraordinary circumstances students, with the permission of a physician 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.

OBLIGATIONS

Any student with an obligation (i.e. library fine, lost/damaged textbook, sports fee, devices, etc.) may be restricted from extracurricular activities.

OFF LIMIT AREAS / OUT OF BOUNDS

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 with a pass.

SAFETY DRILLS

Scheduled drills will be held throughout the school year to ensure safe and orderly procedures during a fire or emergency. Students should move in a quick and orderly manner to the designated areas or exit, follow directions of their teacher, and then return to instruction only when directed to do so by their teacher.

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 time 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 online by 5:30am.

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 ensure that these are good impressions by being polite, helpful, and considerate, as they would be to the regular teacher.

TARDY SWEEP

One of the biggest indicators of student success is consistent on-time attendance. Potomac Senior H.S. will regularly schedule unannounced “Tardy Sweeps” which will result in immediate consequences for students who are not in their classes on time.

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.

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 fee is \$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. Drivers who are continuously tardy to school, will have their parking pass revoked and lose parking privileges.

USE OF TELEPHONES

Students may use the office telephone with staff permission.

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 a school issued identification badge/lanyard at all times and in such a manner that it can be readily viewed by appropriate staff and students. Upon exiting the building, visitors are required to return the lanyard, sign-out, and pick up identification. Student visitors are not allowed during the school day. It is also important to note that only authorized individuals are permitted to board a school bus (school property).

PWCS POLICIES AND REGULATIONS

The Policies and Regulations governing Prince William Public Schools may be accessed online at www.pwcs.edu. Find the Policies and Regulations in the "About PWCS section."

POLICY OF NONDISCRIMINATION

Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services, and activities, nor tolerate bullying or harassment, on the basis of race, color, religion, national origin (including shared ancestry and ethnic characteristics), sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions including lactation, age, marital or parental status, veteran status, disability, genetic information, or any other basis prohibited by law.

PWCS CODE OF BEHAVIOR