

# Potomac Senior High School

**2023 - 24**

## Student Handbook



Potomac Senior High School

3401 Panther Pride Drive

Dumfries, Virginia 22026

Website: [potomachs.pwcs.edu](http://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.

## **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.
- We believe in Relationships, Rigor, Results!

## **ADMINISTRATION**

Brandon C. Boles, Principal  
Lorraine Sadler, Assistant Principal (9<sup>th</sup>)  
Regina Nash, Assistant Principal (10<sup>th</sup>)  
Christina Hines, Assistant Principal (11<sup>th</sup>)  
Stacy Norwood, Assistant Principal (12<sup>th</sup>)  
Melissa Bankert, Director of Student Activities  
Jeff MacDonald, Cambridge Specialty Coordinator

## **SCHOOL COUNSELING**

Natalie Wright, Director of School Counseling  
Kim Bryson, School Counselor, A - Boa  
Elizabeth Vohar, School Counselor, Bob - Ea  
Jasmine Herbstritt, School Counselor, Eb - Hern  
Mia Morrison, School Counselor, Hero - Mal  
Mark Williams, School Counselor, Mam - Pas  
Brandon Carter, School Counselor, Pat – Si  
Olivia Kang, School Counselor, Sj - Z  
Shallene Austin, College & Career Counselor

## **SCHOOL SECURITY**

Stan Parker, School Safety and Security Officer  
Daniel Obour, Security Assistant  
Erainia Tensley, Security Assistant  
DaWayne Wilson, Security Assistant

## **STUDENT SUPPORT SERVICES**

Adam Johnson, School Psychologist  
Morgan Pippens, Social Worker  
Jeny Martinez, New Horizons Therapist  
Veronica Starling, School Nurse

**POTOMAC SENIOR HIGH SCHOOL  
2023-24 SCHOOL CALENDAR**

August 9	Senior/Parent Breakfast
August 10 & 11	New Student Orientation
August 21	First Day of School
August 24	Back to School Night
August 26	SAT
September 1 & 4	Labor Day Holiday Weekend
September 15	Holiday
September 25	Holiday
October 6	Homecoming Game
October 7	Homecoming Dance
October 9	Columbus Day Holiday (No School)
October 9	Touch Base
October 18	PSAT
November 6	Teacher Workday (No School)
November 7	Teacher Workday (No School)
November 10	Veteran's Day Holiday (No School)
November 22-24	Thanksgiving Break (No School)
December 21-December 31	Winter Break (No School)
January 1	New Year's Day
January 2	School Reopens
January 15	M.L. King, Jr. Holiday (No School)
January 29	Professional Development Workday (No School)
February 19	President's Day Holiday (No School)
March 25-29	Spring Break (No School)
April 9	Professional Development Workday (No School)
April 10	Holiday (No School)
May 3	Prom
May 27	Memorial Day Holiday (No School)
May 31	Graduation 2 p.m. EagleBank Arena
June 7	Last Day of School

## Bell Schedule

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

**7:18**                      **Warning Bell**  
**7:25 – 8:55**            **1<sup>st</sup> / 2<sup>nd</sup> Period**

**9:01 – 10:29**            **3<sup>rd</sup> / Flex**

**10:35 – 12:30**        **5<sup>th</sup> / 4<sup>th</sup> Period**

<b>1, 4, 5, 7</b>	<b>9:01 - 9:42</b>
<b>2, 3, 6, A</b>	<b>9:48 - 10:29</b>

<b>Lunch</b>	<b>Lunch Time</b>	<b>Class Time</b>
A	10:29 – 10:53	10:58 – 12:30
B	10:53 – 11:17	10:35 – 10:53 11:22 – 12:30
C	11:17 – 11:41	10:35 – 11:17 11:46 – 12:30
D	11:41 – 12:05	10:35 – 11:41 12:10 – 12:30
E	12:05 – 12:30	10:35 – 12:05

**12:36 – 2:05**        **7<sup>th</sup> / 6<sup>th</sup> 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.



## **THE RIGHTS AND RESPONSIBILITIES OF THE 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; complete 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.

Attend school and all classes on time with assignments, and any other required materials.

Ensure that 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.

### **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 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 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, video conference, 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 ten days after the seventh 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 #22.1262.

### III. School Responsibility

- A. Teachers will take attendance each day within the first 15 minutes of class. School Administration will be notified of student absences.
- B. After 3 unexcused absences, teachers will contact the parent/guardian of the absences and to notify them that **excessive absences could result in failure.**

### IV. Parent Responsibility

- A. The parent/guardian must send a note, or indicate in ParentVue, **within five (5) days** stating the reason for the absence of their student to the school attendance 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

- Personal illness of the student.
- Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours.
- 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.
- Death in student's immediate family or household.
- Observation of a religious holiday.
- School sponsored activity.

**Prearranged Absences:** The principal or his designee uses professional judgment in the decision 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.

**\*Refer to the "Code of Behavior" for an exhaustive list.**

## **UNEXCUSED ABSENCES**

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

- All-day and class truancy
- Missing a ride or a bus / Traffic / Car Trouble
- Unapproved prearranged absence
- Failure to produce an appropriate explanation for an absence
- Overslept
- Virtual students who do not log onto live learning or who do not turn on their camera.

Within 5 days of the absence from school, the parent shall provide documentation to appropriate school staff to excuse the absence. Failure to produce an appropriate explanation shall result in an unexcused absence.

## **EXTENDED ABSENCES**

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

## **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.

## **USE OF HALL PASSES**

Electronic (E-Hall Pass) 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 three 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.

## **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.

## **COUNSELING SERVICES**

Counseling services are available to all students. These services include personal counseling, assistance with educational planning, interpretation of test scores, information on occupations and careers, help with studies, 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 scan the QR code for counseling assistance to request a meeting. Students may request a meeting before and after school or during lunch. An electronic pass will be issued for an appropriate time. 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 am to 3:00 pm by appointment

## **SCHEDULE CHANGE POLICY**

Students were given until the last day of school, June 15, 2023, to make any schedule changes. No elective changes are allowed after this date. Any class dropped after the 1<sup>st</sup> 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. Students dropping an Advanced Academic course must complete the course drop form which can be picked up in the counseling office.

## 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	A	5.0
B+	87 - 89	B+	3.4	B+	4.4
B	80 - 86	B	3.0	B	4.0
C+	77 - 79	C+	2.4	C+	3.4
C	70 - 76	C	2.0	C	3.0
D+	67 - 69	D+	1.4	D+	1.4
D	60 - 66	D	1.0	D	1.0
F	59 & below	F	0	F	0

**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.

### 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, before and after school, during lunch in the cafeteria, and during transition. Phones may **NOT** be used during instructional time; this includes in the hallway or during a restroom break. 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. Staff members will confiscate devices from students consistently failing to comply with school expectations. Students refusing to surrender their devices will be in violation of refusing to follow a reasonable request and, therefore, disciplined accordingly. Confiscated devices will be properly secured and available for pick-up at the end of the day.

**\*\*\* 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 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* for school consequences 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 will result in Out of School Suspension (OSS) the following Tuesday 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.

### **Out-of-School Suspension (OSS)**

Students are not permitted on 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**

Any student who accumulates seven (7) discipline referrals will be placed on Social Probation, in addition to receiving the corresponding discipline consequence. Social Probation will prevent a student from attending one or more school functions such as Pep Rallies, Homecoming, and Prom.

## Infractions Levels I-II

The following infractions should be addressed by the classroom teacher when possible and will result in disciple referrals after prior intervention efforts have failed.

Infraction and Description	Level	Discipline measures in order
<b>Classroom or Campus Disruption</b> <i>-including but not limited to talking, sleeping, refusal to participate, horseplay</i>	<b>I</b>	1 <sup>st</sup> : Warning 2 <sup>nd</sup> : Parent Contact 3 <sup>rd</sup> : Parent Contact, Admin Conference 4 <sup>th</sup> : Parent Contact, ASD
<b>Dress Code and Attire</b> <i>-inappropriate clothing or clothing reflecting alcohol, weapons, tobacco or gang affiliation</i>	<b>I</b>	1 <sup>st</sup> : Warning; change of clothes 2 <sup>nd</sup> : Warning, Parent Contact 3 <sup>rd</sup> : Parent Contact, ASD 4 <sup>th</sup> : Parent Contact, SSD
<b>Indecent Material</b> <i>-paraphernalia promoting sex, crime, violence, discrimination or other offensive behavior</i>	<b>I</b>	1 <sup>st</sup> : Parent Contact, Warning 2 <sup>nd</sup> : Parent Contact, ASD 3 <sup>rd</sup> : Parent Contact, SS
<b>Out of Bounds or Unauthorized Hall Passes</b>	<b>I</b>	1 <sup>st</sup> : Parent Contact 2 <sup>nd</sup> : Parent Contact; SSD 3 <sup>rd</sup> : Parent Contact; SS
<b>Profanity (mild, between students)</b>	<b>I</b>	1 <sup>st</sup> : Warning 2 <sup>nd</sup> : Warning, Parent Contact 3 <sup>rd</sup> : Parent Contact, Admin Conference
<b>Tardies (Cumulative Per Quarter by Class)</b>	<b>I</b>	1 <sup>st</sup> & 2 <sup>nd</sup> Warning 3 <sup>rd</sup> & 4 <sup>th</sup> ASD 5 <sup>th</sup> & 6 <sup>th</sup> Saturday School (2hours) 7 <sup>th</sup> & 8 <sup>th</sup> SS (4hours) 9 <sup>th</sup> Parent Conference
<b>Class Cut</b>	<b>II</b>	1 <sup>st</sup> : Parent Contact, ASD 2 <sup>nd</sup> : Parent Contact, SSD 3 <sup>rd</sup> : Parent Contact, Admin Conf., SS 4 <sup>th</sup> : OSS
<b>Leaving school grounds</b>	<b>II</b>	1 <sup>st</sup> : Parent Contact, SSD 2 <sup>nd</sup> : Parent Contact, SS 3 <sup>rd</sup> : OSS
<b>Unauthorized Use of Cell Phones and Other Electronic Devices</b>  <i>*phones should always be submitted to grade level admin assistant with a referral attached</i>	<b>II</b>	1 <sup>st</sup> : Reminder of Cell Phone Policy 2 <sup>nd</sup> : Warning 3 <sup>rd</sup> : Teacher/Staff Confiscation & Admin Conference with student pickup 4 <sup>th</sup> : Teacher/Staff Confiscation & ASD w/ parent pickup 5 <sup>th</sup> : Teacher/Staff Confiscation & SSD w/ parent pickup 6 <sup>th</sup> : Teacher/ Staff Confiscation & SS w/ parent pickup 7 <sup>th</sup> : Teacher/Staff Confiscation, Parent Mtg, Behavior Contract w/ parent pickup

### Infractions Level III

*The following infractions should be addressed by the classroom teacher when possible and will result in disciple referrals after prior intervention efforts have failed.*

<b>Infraction and Description</b>	<b>Level</b>	<b>Discipline measures in order</b>
<b>Cheating and Plagiarism</b>	<b>III</b>	1 <sup>st</sup> : Warning, Parent Contact, 0 on assignment 2 <sup>nd</sup> : Parent Contact, Admin Conference, ASD, 0 on assignment. 3 <sup>rd</sup> : Parent Contact, Admin Conference, SS, 0 on assignment. <i>*assignments can be redone and resubmitted once ASD has been attended (teacher discretion)</i>
<b>Instigating a Fight/ Spreading Rumors and Gossip</b>	<b>III</b>	Parent Contact, Admin Conference <i>*use discipline measures under fighting if these actions result in a physical altercation</i>
<b>Insubordination and Disrespect</b> <i>-failure to comply with reasonable requests made by staff</i>	<b>III</b>	1 <sup>st</sup> : Parent Contact, Admin Conference, ASD 2 <sup>nd</sup> : Parent Contact, SSD 3 <sup>rd</sup> : Parent Contact, SS
<b>Misrepresentation to Staff</b>	<b>III</b>	1 <sup>st</sup> : Parent Contact, Admin Conference, 2 <sup>nd</sup> : Parent Contact, Admin Conference, ASD
<b>Misuse of PWCS Technology</b>	<b>III</b>	1 <sup>st</sup> : Parent Contact, Admin Conference, ASD
<b>Vandalism</b>	<b>III</b>	Mild: Parent Contact, ASD, Reimbursement for Damages
<b>Vandalism</b>	<b>III</b>	Severe: Parent Contact, Admin Conference, OSS, Reimbursement for Damages, Possible charges brought by PWC Police

## Infractions Levels IV-V

The following infractions are more severe and require a discipline referral and administrative action. The number of days for suspensions will depend on severity of incident. Level V infractions may include a Principal's Informal Conference and Referral to PWC Police.

<b>Infraction and Description</b>	<b>Level</b>	<b>Discipline measures in order</b>
<b>Congregating/By standing/Instigating to observe a fight/ Videotaping or Recording a Fight</b>	<b>IV</b>	1 <sup>st</sup> : OSS (1-3 days) 2 <sup>nd</sup> : OSS (3-5), other administrative action as necessary
<b>Fighting or Physical Assault of a peer</b> <b>Fighting or Physical Assault of a Peer, Cont'd</b> <i>-including but not limited to shoving, wrestling, or aggressive action that could lead to injury</i>	<b>IV</b>	1 <sup>st</sup> : OSS (3-5 days) 2 <sup>nd</sup> : OSS (5 days), other administrative action as necessary
<b>Gambling</b>	<b>IV</b>	1 <sup>st</sup> : OSS (1-3 days)
<b>Harassment, Bullying and Cyber-bullying</b>	<b>IV</b>	1 <sup>st</sup> : OSS (1-3 days)
<b>Inappropriate Sexual Activity</b> <i>-including any form of sexual touching and activity</i>	<b>IV</b>	1 <sup>st</sup> : OSS (1-3 days) 2 <sup>nd</sup> : OSS (3-5 days) Possible intervention from Title IX Office
<b>Profanity (directed toward adults)</b>	<b>IV</b>	1 <sup>st</sup> : Parent Contact, Admin Conference, OSS (1-3 Days) 2 <sup>nd</sup> : OSS (3-5 days)
<b>Smoking, Vaping, Possession of Tobacco and lighting devices</b>	<b>IV</b>	1 <sup>st</sup> : OSS (1-3 days), New Horizons Therapist 2 <sup>nd</sup> : OSS (3-5 days)
<b>Threats (verbal or physical, student to student)</b> <i>-including but not limited to beating, physical force, threatening to seize or strike</i>	<b>IV</b>	1 <sup>st</sup> : OSS (1-3 days) 2 <sup>nd</sup> : OSS (3-5 days)
<b>Violation of Fire Regulations</b> <i>-including but not limited to setting fires or pulling the alarm</i>	<b>IV</b>	1 <sup>st</sup> : OSS (5 days), possible Principal's Informal Conference, possible charges brought by Fire Dept.
<b>Mob Assault</b> <i>-two or more students attacking one</i>	<b>V</b>	1 <sup>st</sup> : OSS (5 days), possible Principal's Informal Conference, possible charges by PWC Police
<b>Possession of drugs/alcohol or Solicitation</b>	<b>V</b>	1 <sup>st</sup> : OSS (5 days), possible Principal's Informal Conference, possible charges brought by PWC Police
<b>Possession of paraphernalia</b>	<b>V</b>	1 <sup>st</sup> : OSS (1-3 days), possible charges brought by PWC Police
<b>Possession or creation of weapons</b> <i>-including but limited to pistols, revolvers</i>	<b>V</b>	1 <sup>st</sup> : OSS (5 days), possible Principal's Informal Conference, possible charges brought by PWC Police
<b>Theft</b>	<b>V</b>	1 <sup>st</sup> : OSS (1-5 days), reimbursement to owner if goods are damaged or lost 2 <sup>nd</sup> : OSS (5 days), reimbursement to owner if good are damaged or lost, possible Principal's Informal Conf.
<b>Threats (verbal, physical, toward staff or school)</b> <i>-including but not limited to beating, physical force, threatening to seize or strike a staff member; threats to campus</i>	<b>V</b>	1 <sup>st</sup> : OSS (5 days), possible Principal's Informal Conference
<b>Verbal or Physical Assault of Staff</b> <i>-threatening or beating, physical force or violence</i>	<b>V</b>	1 <sup>st</sup> : OSS (5 days), possible Principal's Informal Conference, possible charges brought by PWC Police

## 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"> <li>X Vandalism of hardware and/or software applications</li> <li>X Formatting a hard drive</li> <li>X Changing startup options</li> <li>X Changing pre-set computer operating instructions</li> <li>X Removing or rearranging hardware parts</li> <li>X Downloading files from any source to the computer</li> <li>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</li> <li>X Use of unauthorized applications</li> <li>X Accessing Prince William County School software applications (i.e., Hub, Gradebook)</li> <li>X Adding any software to the computer without prior permission from a staff member</li> <li>X Accessing/altering system files</li> <li>X Changing software programs that affect the computer's start-up settings.</li> </ul>	<ul style="list-style-type: none"> <li>X Marking on or defacing any computer equipment or peripherals</li> <li>X Accessing the Internet without permission</li> <li>X Printing from the Internet without permission</li> <li>X Printing, accessing, or keying objectionable information</li> <li>X Inappropriate handling of hardware, disks, or equipment which is detrimental to the use and care of the computer</li> </ul> <p>*****</p> <p><b>Minor Offenses</b> 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><b>Major Offenses</b> require out-of-school suspension (OSS), not to exceed 3 days, pending a parent conference, and loss of computer privileges for 1 week.</p>

## **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.

### **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

1st Offense: Warning; Change Clothes

2nd Offense: Warning; Parent Contact

3rd Offense: Parent Contact, ASD

4th Offense: Parent Offense; SSD

## 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

The purpose of this regulation is to provide specific guidelines relating to searches of a student's person, locker, personal property, 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 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 2:13pm 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.
- 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.

### **BUS INFRACTIONS**

**Discipline procedures for bus infractions include the following consequences:**

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

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



## **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.

### **SPORTING EVENTS**

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

### **FUNDRAISING ACTIVITIES**

Most of the clubs, organizations, and classes conduct fund raising 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.

## **GENERAL INFORMATION**

### **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 anything. 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. BYOD allowed with headphones.
4. Remain seated during lunch (unless going to the restroom)
5. 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."

### **LAPTOPS**

School-issued laptops are provided to any student who needs a device. Classroom teachers may issue laptops to students. Students are responsible for the proper care and return of the laptop. Fees for lost and damaged laptops and cords will be charged. Lost or stolen laptops and cords should be reported to the teacher immediately. When a laptop is not returned by the last day of the school year, the laptop then becomes a purchase by the student. Laptop insurance is available.

### **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 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 by first period teachers, to those students who request one, 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 security office. 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 extra-ordinary 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. cafeteria debt, library fine, lost/damaged textbook, sports fee, devices, etc.) may be restricted from extra-curricular 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 the 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](http://www.pwcs.edu). Information regarding school closings should be on line 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 an 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 persons are permitted to board a school bus (school property).

## **PWCS POLICIES AND REGULATIONS**

The [Policies and Regulations](http://www.pwcs.edu) governing Prince William Public Schools may be accessed online at [www.pwcs.edu](http://www.pwcs.edu). Find the Policies and Regulations in the "Rules" section or under "About Us."

## **POLICY OF NON-DISCRIMINATION**

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

## **PWCS CODE OF BEHAVIOR**

Updated October 10, 2023