

The Potomac School
Dance Guest Permission Request

This form must be submitted to the Director of Student Life for review forty-eight (48) hours prior to the scheduled dance. An approved Dance Guest permission Request is necessary for admission.

Dance: _____ Date of dance: _____

Potomac School Student Information

Name: _____ Grade: _____

Student's signature: _____
(I have read and understand the rules/procedures below)

Student's parent/guardian signature: _____
(I have read and understand the rules/procedures below)

Dance Guest Information

Guest name: _____ Birth date: _____

School: _____ Grade: _____

Guest's parent/guardian name: _____

Address and phone # evening of dance: _____

Guest's signature: _____
(I have read and understand the rules/procedures below)

Guest's parent/guardian signature: _____
(I have read and understand the rules/procedures below)

Guest's School Official Information

The student listed above has been invited to a Potomac School function. Your signature below indicates that this student is in good standing at your school.

School official's name: _____ Position: _____

School official's signature: _____ Phone #: _____

Rules/Procedures

- The Potomac School's Standards of Conduct (attached) are in effect during the dance for both the Potomac student and their guest.
- Upon arrival at the dance, both must sign the Dance Pledge, which reads: "I pledge that I am neither in possession of nor under the influence of alcoholic beverages, illegal drugs, inhalants, or tobacco products."
- If a Potomac student or guest is found to be in violation of The Potomac School's Standards of Conduct or the Dance Pledge, their parents and school will be notified.
- Every guest must present a photo ID upon arrival.
- One guest per Potomac student.
- No students in grades 8 or below or over the age of 20 may attend.
- Approval of a guest is based on both the Potomac student's and the guest's discipline/behavior history.
- The guest must be accompanied by the Potomac student listed on the permission form when entering the dance.
- All attendees must arrive by the time indicated by the director of student life.
- All attendees must be appropriately dressed.

Upper School Standards of Conduct

The school does not generally initiate disciplinary procedures for infractions of major rules that occur during out-of-school situations. However, the Upper School head, in consultation with other administrators, may deem it necessary to address some major rule infractions that occur outside of school, should they be deemed to harm or threaten the safety of the Potomac community.

Integrity - Integrity is a Potomac School core value and critical to all aspects of campus life: academic work, relationships, and our culture of honor and respect. In all their endeavors, students are expected to represent themselves truthfully, answer questions honestly, complete academic assignments and assessments with integrity, and respect the property of others. Conduct that may involve a breach of honor will be reported to the director of student life, who will discuss the situation directly with the student(s) and teacher(s) or other community members involved. These discussions may involve the faculty and student chairs of the Honor Council.

Interactions with Others: Interactions with fellow community members and visitors should be marked by kindness, civility, and generosity of spirit. Instances of harassment, hazing, bullying, or the like, whether physical or verbal, are unacceptable. As such, the school prioritizes healthy relationships and conversations about our core values in the health curriculum.

The following offenses will constitute a major rules violation: 1) harassment based upon gender, sexual orientation, age, racial differences, religious affiliation, socioeconomic status, or other personal identity markers; discriminatory or demeaning language in reference to anyone; racial, ethnic, and religious epithets; 2) inappropriate sexual behavior, even if consensual, and sexual assault, harassment, or misconduct; 3) aggressive physical behavior, such as fighting, and potentially catastrophic behavior, such as bringing incendiary devices, weapons, or look-alikes to school. The violation of any one of these rules may result in the immediate removal of the student from classes. When a student is removed from classes, the parents will be called to take the student home. A decision about returning to school will be made by the Upper School head. Time missed during the removal from school will not count toward any subsequent days of suspension decided upon as part of the school's disciplinary response.

As a school community that prides itself on the quality of its personal relationships, Potomac has a zero-tolerance policy for violations of the aforementioned rules, meaning that there will be consequences for any violation. Probation, suspension, and expulsion are possible consequences, even for a first-time offense.

Substance Use: Drug, alcohol, and tobacco education is part of The Potomac School's health curriculum. Parents are encouraged to learn about the signs and symptoms of drug, alcohol, and tobacco use and educate their children about its dangers. The school's Counseling Department and administration have resources to help families.

Potomac students may not (1) use, possess, or distribute alcoholic beverages, illegal drugs, inhalants, marijuana, tobacco products (which includes e-cigarettes or vaporizers), or any related paraphernalia; (2) use any prescription medication or over-the-counter medication in any manner or for any reason other than its intended purpose (including a student's use of prescription medications that were not prescribed for him or her); or (3) be under the influence of any of these products while on school grounds, at school-sponsored functions and events (including school competitions and field trips), or otherwise within the school's jurisdiction. This policy is a zero-tolerance policy, meaning that there will be consequences for any violation, including a first-time offense. The range of penalties

includes probation, suspension, and expulsion. Any student who has previously been suspended for such an infraction will likely be recommended for expulsion.

The school will contact parents directly when it receives information regarding off-campus drinking or drug or tobacco use. If the school learns of a pattern of substance abuse, it will likely mandate outside drug and alcohol counseling as a requirement for the student's continued enrollment.

Theft and Vandalism: Students must respect the property of community members and the school at all times. Instances of theft, graffiti, or vandalism will result in significant disciplinary action.

Appropriate Use of Technology: Student use of personal devices at school, use of school-owned devices, and use of the school's network will be governed by Potomac's Acceptable Use Policy. The school's devices are provided to meet the needs of the educational program. Devices and networks are not to be used in ways that might negatively affect the work, privacy, or access of other users. Individuals who tamper with devices or the network, or who violate the policies of the school with regard to inappropriate content, will have their access privileges revoked. Violations may also constitute grounds for disciplinary action.

Adherence to Attendance Policies: Leaving campus during the school day without permission of a parent and/or without signing out is a serious offense that may result in suspension.

The following disciplinary consequences exist and may be applied at the discretion of the grade dean, the director of student life, and/or the Upper School head. (Note that this list is not exhaustive.)

- a warning
- a call home
- a meeting with parents and advisor
- loss of free time
- loss of the privilege of participating in community events or holding community positions
- loss of parking/driving privileges
- suspension
- expulsion

Conduct that involves an infraction of a major school rule will be reported to the director of student life. Working with the grade-level dean and other appropriate Upper School administrators, the director of student life will examine the situation and make a recommendation for consequences to the Upper School head.

My signature below indicates that I have read and understand the above Standards of Conduct of the Upper School.

Student Name *(please print)*

Student Signature

Date

Parent/Guardian Name *(please print)*

Parent/Guardian Signature

Date