



**THOMAS S.
WOOTTON
HIGH SCHOOL**

2007 - 2008 STUDENT AGENDA BOOK

THOMAS S. WOOTTON HIGH SCHOOL

2100 Wootton Parkway

Rockville, Maryland 20850

(301) 279-8550

Fax (301) 279-8569

www.mcps.k12.md.us/schools/woottonhs

ADMINISTRATION

Principal

Dr. Michael Doran

Assistant Principal

Dr. Frank Critton

Assistant Principal

Mrs. Carol Sander

Assistant Principal

Mr. Edward Owusu

Student Support Specialist

Ms. Renee Negin

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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CLASS SCHEDULE - 1ST SEMESTER			
PERIOD	CLASS	RM.#	TEACHER
1			
2			
3			
4			
5			
6			
7			
8			
CLASS SCHEDULE - 2ND SEMESTER			
PERIOD	CLASS	RM.#	TEACHER
1			
2			
3			
4			
5			
6			
7			
8			

COUNSELOR: _____

Montgomery County Public Schools School Calendar for 2007-2008

2007

July 4	Wednesday	Holiday* – Independence Day
Aug. 20-24	Monday- Friday	Professional days for teachers
Aug. 27	Monday	First day of school for students
Sept. 3	Monday	Holiday* - Labor Day
Sept. 13	Thursday	Rosh Hashanah – No school for students and teachers
Sept. 22	Saturday	Yom Kippur
Oct. 19	Friday	MSTA Convention – No school for students and teachers
Nov. 1	Thursday	Professional day for teachers – No school for students
Nov. 22-23	Thursday & Friday	Holidays* – Thanksgiving
Dec. 24-25	Monday & Tuesday	Holiday* – Christmas
Dec. 26-28, 31	Wednesday-Friday, Monday	Winter break – No school for students and teachers

2008

Jan. 1	Tuesday	Holiday* – New Year's Day
Jan. 21	Monday	Holiday* – Dr. Martin Luther King, Jr. Day
Jan. 22	Monday	Professional day for teachers - No school for students (Some 10-mo. Employees work)
Feb. 18	Monday	Holiday* – Presidents Day
March 4	Tuesday	Holiday* - Presidential Primary Election
March 21 & 24	Friday & Monday	Holidays – Easter – No school for students & teachers (Note: Passover begins at sundown on April 19 th)
April 7	Monday	Professional Day for teachers – No school for students
May 26	Monday	Holiday* – Memorial Day
June 12	Thursday	Last day of school for students
June 13	Friday	Professional day for teachers

*All administrative offices and schools are closed.

SCHOOL CONTINGENCY CALENDAR, 2007–2008

If the school year should be disrupted by emergencies and schools are closed:

- 5 days, the school year will be extended by one day to June 13, 2008.
- 6 days, the school year will be extended by two days to June 13 and 16, 2008.
- 7 days, the school year will be extended by three days to June 13, 16 and 17, 2008.
- 8 days, the school year will be extended by four days to June 13, 16, 17 and 18, 2008.

BELL SCHEDULES

REGULAR

Warning Bell	7:20
Period 1	7:25 - 8:20
Period 2	8:25 - 9:10
Period 3	9:15 - 10:00
Period 4	10:05 - 10:50 LUNCH
Period 5	10:55 - 11:40 LUNCH
Period 6	11:45 - 12:30 LUNCH
Period 7	12:35 - 1:20
Period 8	1:25 - 2:10

TWO HOUR DELAY

Warning Bell	9:20
Period 1	9:25 - 9:58
Period 2	10:03 - 10:34
Period 3	10:39 - 11:10
Period 4	11:15 - 11:46 LUNCH
Period 5	11:51 - 12:22 LUNCH
Period 6	12:27 - 12:58 LUNCH
Period 7	1:03 - 1:34
Period 8	1:39 - 2:10

EARLY RELEASE

Warning Bell	7:20
Period 1	7:25 - 7:56
Period 2	8:01 - 8:28
Period 3	8:33 - 9:00
Period 7	9:05 - 9:32
Period 8	9:37 - 10: 04
Period 4	10:09 - 10:36 LUNCH
Period 5	10:41 - 11:08 LUNCH
Period 6	11:13 - 11:40 LUNCH

HOMEROOM ADVISORY

Warning Bell	7:20
Period 1	7:25 - 8:07
Homeroom	8:12 - 8:41
Period 2	8:46 - 9:28
Period 3	9:33 - 10:15
Period 4	10:20 - 11:02 LUNCH
Period 5	11:07 - 11:49 LUNCH
Period 6	11:54 - 12:36 LUNCH
Period 7	12:41 - 1:23
Period 8	1:28 - 2:10

STUDENT ACTIVITIES

Be A Part From the Start!!

STUDENT GOVERNMENT

Sponsor Ms. Taylor

Officers

President Ben Gordon

Vice Pres. Naomi Kim

Secretary Caroline Stapleton

Treasurer Amy Ding

SENIOR CLASS 2008

Sponsor Mr. Benya

Officers

President David Taylor

Vice Pres. Jordan Roder

Secretary Steven Zhang

Treasurer Christine Yeh

JUNIOR CLASS 2009

Sponsor J. Bauer / Buckingham

Officers

President Fasil Gebeyhu

Vice Pres. Elijah Martin

Secretary Jay Mottla

Treasurer Joanna Dong

SOPHOMORE CLASS 2010

Sponsor Mr. Orders

Officers

President Swetha Iruku

Vice Pres. Alexis Reineke

Secretary Ira Rickman

Treasurer Benita Poon

FRESHMAN CLASS 2011

Sponsor - TBD

Officers

Co-Pres. Janice Luo

Co-Vice Pres. Maya Walsh

Secretary

Treasurer Divya Mouli

ACADEMICS

Aeronautic Club

Banned Book Club

Bay Club

BioOlympiad

CATS

Chemistry Club

SPONSOR

Ms. Shillinger

Mr. Onley

Mr. Fitz

Ms. Peth

Ms. Peth

Ms. Alton

Club East	Ms. Osgood
Debate Team	Mr. Lopilato / Ms. Price
Engineering	Mr. Hirsch
Forensics	Ms. Osgood
History Club	Ms. Keating
Mathletes	Ms. Brasoveanu
Mock Trial	Mr. Onley
Physics Club	Mr. M. Thompson
Psychology Club	Ms. Bauer
Research and Design	Mr. Herzon
Robotics Club	Dr. Hirsch
Science Team	Ms. Peth
VIPER	Ms. Hunter
Web Design	Ms. Hunter

HONORS SOCIETIES

African-American Honors Society
Chinese Honors Society
French Honors Society
Latin Honors Society
Spanish Honors Society
National Honors Society
Science National Honors Society
Tri M

ART/DRAMA/MUSIC

Anime Club
Ceramics Club
Cinema Club
Dance Club
DDR Club
Drama Club
Drum Tutorial

SPONSOR

Mr. Owusu
Ms. Lin
Ms. Lynch / Ms. Reis
Ms. Osborne
Ms. Cruz
Ms. Cresham
Ms. Bentley
Ms. Herman

SPONSOR

Mr. Giltinan
Ms. Kuzel
Mr. Giltinan
Ms. Deleo
Mr. Iannuzo
Ms. Ingram
Mr. Herman

League of Independent

Film Makers

Mural Club

Music Club

Poetry Club

Stage Crew

Step Team

TV/Film Club

Mr. Benya

Ms. Buas / Ms. Coleman

Ms. Olson

Ms. Olson

Mr. Jacobs / Mr. Hitchens

Mr. Epps

Mr. Jacobs

CAREER

Future Educators of America

Future Shining

Future Doctors of America

Junior State of America

Investment Club

Model UN

SPONSOR

Ms. Thorpe

Ms. Kirby

Ms. Joung

Mr. Steinbach

Mr. Orders

Mrs. Pollin

ATHLETIC CLUBS

Badminton Club

Conditioning Club

Cricket Club

Equestrian Club

Flags Squad

Tennis Club

Ice Hockey Team

SPONSOR

Ms. McKee

Mr. Malling

Mr. Lopilato

Ms. Parsons

Ms. Olson

Ms. McKee

Ms. Tocco

STUDENT PUBLICATIONS

Newspaper – Common Sense

Literary Magazine – Pensations

Yearbook – Fife and Drum

SPONSOR

Ms. Rozanski

Ms. Osgood

Ms. Duarte

CULTURE

Asian-American Club

SPONSOR

Mr. Rabin

Chinese Language Association	Mr. Herzon
Diversity Club	Ms. Wiseman
Italian Club	Ms. Bianchi
Link	Mr. Onley
South Asian-American Club	Ms. Kirby

SERVICE/SPECIAL INTEREST

Best Buddies	Ms. Frederick
Cancer Awareness	Ms. Ritzell
Chess Club	Ms. Ruback
Christian Fellowship	Ms. Chiu
Club INNcredible	Ms. Bauer
Community Service Club	Ms. Goodman
Environmental Club	Mr. Fitz
Gay-Straight Alliance	Ms. Duarte
Habitat for Humanity	Mr. Bauer
Health Organization	Mr. Kirk / Ms. Foster
Key Club	Mr. Swift
Rotary Interact Club	Ms. Krueger
Serving Our Soldiers	Ms. Rozansky
SHAPE	Ms. Nagan
Spread the Joy	Ms. Malanowski
Youth Building Bridges	Ms. Wiseman

SPONSOR

ORGANIZATIONS

American Red Cross Club	Ms. Goodman
Congressional Award Club	Ms. Duarte
ESOL Honors Council	Mr. Bolin / Ms. Huang
Patriot Ambassadors	Ms. Thorpe
Peer Counselors	Ms. Rossini

SPONSOR

SPORTS BY SEASON

FALL: TRY OUT DATE – WEDNESDAY, AUGUST 15, 2007

- Football
- Soccer
- Tennis
- Volleyball
- Cross Country
- Field Hockey
- Poms
- Cheerleading
- Golf

WINTER: TRY OUT DATE – THURSDAY, NOVEMBER 15, 2007

- Basketball
- Wrestling
- Swimming
- Indoor Track

SPRING: TRY OUT DATE – MONDAY, MARCH 3, 2008

- Lacrosse
- Baseball
- Softball
- Boys and Coed Volleyball
- Spring Track
- Tennis

GUIDANCE INFORMATION

Counselor / Administrator Assignments for 2007-2008

Each student is assigned a counselor and administrator based on their class and the first letters of their last name. Although these assignments are made for administrative purposes, an “open door” policy exists. Students may make an appointment to see a counselor of their preference to discuss any personal issue.

The alphabetic breakdown below is subject to change.

<u>Grade 9:</u>	<u>Mrs. Sander</u>	<u>Grade 11:</u>	<u>Mr. Owusu</u>
A – Cha	Ms. Cope	A – B	Ms. Cope
Chb – E	Ms. Wiseman	C – Da	Ms. Wiseman
F – Hs	Ms. Kosciulek	Db – He	Ms. Kosciulek
Ht – Ka	Ms. Rossini	Hf – I	Ms. Rossini
Kb – L	Mr. Rabin	J – Le	Mr. Rabin
M – O	Ms. Goodman	Lf – Na	Ms. Goodman
P – Sh	Ms. Taylor	Nb – Sa	Ms. Taylor
Si – V	Ms. Price	Sb – Wi	Ms. Price
W – Z	Mr. Kurtz	Wj – Z	Mr. Kurtz *
<u>Grade 10:</u>	<u>Ms. Negin</u>	<u>Grade 12:</u>	<u>Dr. Critton</u>
A – Ca	Ms. Cope	A – Che	Ms. Cope
Cb – D	Ms. Wiseman	Chf – Fa	Ms. Wiseman
E – G	Ms. Kosciulek	Fb – Hn	Ms. Kosciulek
H – J	Ms. Rossini	Ho – Je	Ms. Rossini
K – Li	Mr. Rabin	Jf – La	Mr. Rabin
Lj – O	Ms. Goodman	Lb – M	Ms. Goodman
P – R	Ms. Taylor	N – R	Ms. Taylor
S – T	Ms. Price	Sa – St	Ms. Price
U – Z	Mr. Kurtz	Su – Z	Mr. Kurtz

*This assignment as well as 504 caseload

GRADUATION REQUIREMENTS 2007-2008

CREDIT REQUIREMENTS

- 4 ENGLISH
- 4 MATHEMATICS (Must include Algebra I and Geometry)
- 3 SCIENCE (Must include Biology and one Physical Science)
- 3 SOCIAL STUDIES
(Must include US History, NSL Government, and Modern World History)
- 1 FINE ART (Includes Art, Music, or Theater classes)
- 1 TECHNOLOGY EDUCATION
- 1 PHYSICAL EDUCATION
- .5 HEALTH
- 2.5 ELECTIVES REQUIRED (Any academic/elective subjects)

PROGRAM COMPLETERS

- 2 FOREIGN LANGUAGE -- OR
- 2 ADVANCED TECHNOLOGY -- OR
- 4-9 CAREER PREPARATION

SUMMARY

- 22 CREDITS TO GRADUATE — (Minimum)
- 6 EXTRA CREDITS IN ANY ACADEMIC/ELECTIVE SUBJECTS
- 28 CREDITS POSSIBLE

GRADUATION CLASS OF 2008	
High School Assessments	Students must take the Maryland High School Assessments for English, Algebra/Data Analysis, Biology, and Government.

GRADUATION CLASSES OF 2009 AND LATER	
High School Assessments	Students must “pass” the Maryland High School Assessments for English, Algebra/Data Analysis, Biology, and Government by achieving one of the following: (1) the passing score on each test, (2) a minimum score for each test and a combined overall score, (3) a specific score on an MSDE-approved comparable assessment(s), or (4) a passing score on the four High School Assessments by a combination of (1) and (3).

ADMINISTRATIVE INFORMATION

Attendance, Absences

The attendance secretary can be reached at (301) 279-8561. Please call him/her if a student will be absent. The student **must** bring in a note signed by a parent when he/she returns to school. Students have three (3) days from the day they return to bring a signed note from a parent. All notes should be turned in to the attendance secretary before the first period warning bell at 7:20am, during all lunches and after school until 2:30pm. After this three-day limit, all absences will be classified as unexcused unless the administrator has granted an extension to a student's request during these days. **In order to participate in any athletic event, extracurricular activity, scheduled school activity or practice, students must be on time and attend all scheduled classes the day of the event. With prior approval of the principal, a student may be excused for prescheduled appointments.**

A doctor's note is required when a student is absent for three (3) consecutive days or more.

Any student who has reached the 20% absence list, parents/guardians will be notified in writing. MCPS defines an absence in accordance with the definition of "Days Absent" in the Maryland Student Records Systems Manual, and is based on the cumulative school year. **All subsequent absences will be unexcused unless a doctor's note and a parental note are provided for all late arrivals and absences.** In order for a student's name to be removed from this 20% list, attendance must be improved and drop below 20% as reported monthly in accordance with the Maryland Student Records System, based on a cumulative school year.

Connect-Ed

MCPS has initiated a new automated calling system. The system, Connect-Ed, allows Wootton HS to contact homes when a student has been marked absent by a teacher in one or more classes. Parents should contact the main office at 301-279-8550 if they have questions regarding a student's absence from class(es).

Attendance

Each student's attendance record at school is very important. Academic achievement is difficult to attain with poor attendance habits.

All students are expected to be in **every scheduled class** on time every day unless legitimately excused. According to state regulations, absences from school for the following reasons are lawful and shall be excused:

- Death in Immediate Family
- Court Summons (documentation must be provided)
- Certified Illness of the Child
- Observance of Religious Holiday
- Work or Activity Accepted by School Authorities
(must have prior administrative approval)
- Physical and/or Mental Incapacity
- Violent Storms
- State Emergency
- Quarantine

Family vacations are not excused. If unusual circumstances arise, however, the principal may excuse the absence **in advance**.

Absentee Notes

All parental, medical, or "age of majority" notes must include: name of student, grade, date, and reason for absence or lateness, phone number where a parent may be reached during the day, and the parent signature. Students are considered unexcused until they bring a note to the attendance office and show their agenda book with the pass to each teacher.

If a student's parents or guardians are planning on being out of town, it is imperative that the school receive the following information in advance of the departure:

- Dates that the parents will be gone
- Address and phone number of where the student will be staying
- Who is responsible for the student while the parents or guardians are away

Make-Up Work Policies

Students have a responsibility to inquire and make up work regardless of the reason for the absence. When the absence is excused, the teacher has an obligation to assist the pupil in making up the class work that is missed. When the absence is unexcused, the teacher has no obligation to assist the pupil in

making up work for credit; however, the pupil is still responsible for making up the work so that continuing effective course participation is possible.

When a student is absent, it is the student's responsibility to see the teacher in order to schedule any make-up work. Students who are absent one day should be prepared to take any scheduled tests or to turn in any assignments on the day that they return to school. Students who are absent for two or more days should be prepared to make up a missed test or assignment within the same number of school days that they are absent.

For extended illness (three days or more) students are encouraged to have their parents contact the guidance office for class assignments. A twenty-four hour notice is required to prepare a list of missed assignments.

Unexcused Absence From Class -- Loss of Credit

With the exception of illness or unexpected catastrophes, students are expected to obtain permission to miss a class in advance. Failure to do so will result in an unexcused absence. Five unexcused absences in a course will result in a **Loss of Credit**, and students will receive an E2 on their report cards. Three unexcused tardies equal one unexcused absence. Procedures for dealing with an unexcused absence are as follows:

- a. All teachers will confer with students and will contact parents for **each** unexcused absence. Teachers are required to assign detention for each unexcused absence. Unexcused absences are cumulative for the semester.
- b. On the **first and second unexcused absence**, the teacher may confer with the student and will contact parents by letter, phone call, or email and notify the counselor. Teachers are required to keep a log of their parent contacts.
- c. On the **third unexcused absence**, the teacher will complete LC warning form using the attendance system and have the student sign it. Teacher indicates on the LC warning form how the parent(s) was previously contacted. Teacher sends LC form letter to Assistant Principal to be mailed. The counselor will confer with the student after they receive a copy of the LC form.
- d. On the **fourth unexcused absence**, the teacher may contact the parent by phone, letter or email and complete the LC form and have the student sign it. The form is to be sent to an Assistant Principal who will confer with the student and indicate the date of the intervention on the LC form. The secretary in the main office will mail the LC form letter.
- e. On the **fifth unexcused absence**, the teacher will notify the student of the loss of credit, complete the LC form using the attendance system and have

the student sign the form. The LC form is sent to the administrator who will confer with the student. The secretary will contact the parent at work/home and tell the parent that their son/daughter lost credit. Secretaries will keep a log of their contacts with parents.

f. Students must continue to attend class despite the loss of credit or be subject to suspension from school.

A student may **petition** the teacher for restoration of credit by stating in writing the reason why he/she believes that credit should be granted. It should be submitted to the teacher within **ten** days of notification of loss of credit. Petition forms are available in the guidance and main offices.

Changes in Recording Attendance

The following changes in recording attendance in Montgomery County Public Schools are being implemented in accordance with the *Maryland State Records System Manual* revised effective July 1, 2007 by the Maryland State Department of Education.

- Students will be recorded as *a.m. absent*, if they arrive at school more than two hours late.
- Students will be recorded as *p.m. absent*, if they leave school more than two hours early.
- Students will be recorded as either *a.m. absent* or *p.m. absent*, if they are absent from school more than two hours, but less than four hours during the school day.
- Students will be recorded as *full-day absent*, if they are present for less than two hours of the school day.
- Students will be recorded as *full-day present*, if they are present for more than four hours of the school day.

Other Absences

All absences from a class period for a school related reason must be pre-approved by the teacher whose class will be missed. Except for school-sponsored trips all other requests such as vacations, ski trips, and family visitations are discouraged. **Under unusual circumstances written requests submitted at least 10 days in advance** will be reviewed by an administrator. Parents must realize that extended absences may jeopardize a student's successful completion of course objectives and may adversely affect a successful learning experience.

Early Dismissal

In order to be excused, a student who needs to leave during the school day must present an early dismissal note with student name and ID number from a parent to the attendance secretary before 7:20 a.m. A parent must be reached in order for all early dismissals to be validated and the student excused, including students leaving from the health room. **Students must sign out in the attendance office before leaving the school building.**

Early Dismissal Returns (same day)

Students returning the same day must sign in and have the time noted and initialed in their agenda book. Students are considered unexcused from classes missed until they show the teacher their agenda book to verify the excused absence.

Late Arrival

All students arriving to school after 7:25 a.m. must sign in at the attendance office immediately upon arrival. Failure to comply will result in an unexcused absence.

Unexcused Tardiness

Tardiness is defined as not being in the classroom when the bell to begin class rings. After twenty (20) minutes an unexcused tardiness is to be treated as an unexcused absence. Three unexcused tardies equate to one unexcused absence and therefore contribute toward the loss of credit in a subject. Students are expected to be in class at all times. Students found outside of class without a pass will be given detention.

Minimum action: Student warned by teacher

Maximum action: Teacher may assign detention for any unexcused tardiness beyond the third unexcused tardy but must assign detention for every third unexcused tardiness and must contact parents.

Activity Bus

Students engaged in approved after school sports or academic events may ride the activity bus. These students must get a color coded ticket from their sponsor or coach and then present it to the bus driver to ride the activity bus. Students without a ticket will not be permitted on the bus. The activity bus only runs Tuesday thru Thursday. The same bus transportation disciplinary action applies (see Bus Transportation).

Age of Majority

Students reaching the age of eighteen who wish to exercise their age of majority should submit a letter requesting it to their counselor. The counselor will forward

his/her recommendation to the principal for final approval. Parents may still be notified of student attendance and discipline problems.

Agenda Books

All students are required to purchase an agenda book during the first week of school. Agenda books are to be referred to for procedures and the discipline code and to be signed as a hall pass. Students are not to loan, borrow or transfer their agenda books. **Student must not rip pages out of their agenda books for any reason. Vandalized books must be replaced.**

Appeals Process

1. Students appealing decisions of teachers may do so by submitting their appeals in writing to their supervising assistant principal.
2. A response from the assistant principal will be made to the student within five (5) school days.
3. If the student is dissatisfied with the decision made by the assistant principal, the student may appeal that decision to the principal.
4. A response from the principal will be made to the student within five (5) school days.
5. If the student is dissatisfied with a decision made by the principal, the student must first appeal that decision back to the principal who must respond within 10 days.
6. Depending on the type of decision being appealed (e.g. suspension, loss of credit, eligibility, etc.), an appeal would then be made either to the Supervisor of Pupil Services, the Associate Superintendent for School Administration, or the Superintendent of Schools. Each of these appeals also should be in writing and will be responded to within 10 days of their receipt. Details of specific appeals beyond the principal's level are available from the principal's secretary.

Appearance and Dress

School personnel have a responsibility to counsel those who affect an extreme style of dress or grooming, especially if it causes or is likely to cause a disruption to the educational process. Language or graphics on articles of clothing which are offensive to Wootton community standards are prohibited.

Students and parents share the responsibility for appropriate dress and grooming. The following cooperatively-developed rules will be enforced:

1. Shoes must be worn at all times.
2. Clothing, buttons, signs, or dress **will not be permitted** if:
 - a. It is lewd, vulgar, obscene, revealing, or of a sexual nature.

- b. It does cause a disruption to school activities.
- c. It endangers health or safety.
- d. It fails to meet a reasonable requirement of a course or activity.
- e. It is associated with gangs.
- f. Inappropriate head gear not permitted: bandanas, do-rags, skulls caps and hoods over the head.
- g. It is likely to cause a disruption to school activities.
- h. It promotes the use of tobacco, alcohol, or drugs.

Violation will result in student signing a dress code violation form. Student not in compliance with school dress code policy will either be issued alternative clothing or parent/guardian will be contacted and asked to bring alternative clothing. At the time a student is issued alternative clothing by security they will also be issued a \$15.00 obligation. When the clothing is washed and returned the obligation will be cleared.

Chains (wallet chains, etc.) and spiked clothing or accessories are prohibited in school. They will be confiscated.

Assembly Behavior

1. Students will report directly to the auditorium.
2. Teachers will take roll and sit with their classes.
3. Teachers will monitor the behavior of their students.
4. Sit properly no feet on the seats!
5. Be polite and quiet throughout the program.
6. Do not call or make noises to students who are performing on stage.
7. Once seated, do not leave the assembly for any reason.
8. Students with early departures should not attend the assembly.
9. Additional staff will assist with behavior management (staff without classes).
10. Dismissal will come from the stage at the end of the program.

Bulletin Boards and Visual Display

The following standards are to be maintained for all visual displays bulletin boards, posters, banners, showcase, etc.

1. All visual displays should be artistically designed with creative use of colors, letters, and illustrations.

2. Neatness is essential ... bold and clear letters, straight edges, correct spelling, etc., etc., etc.
 3. All visuals need to be approved by the sponsor and an administrator (except for fund raising/activities, see: Fundraising/Activities).
 4. All visuals are to be placed on wood, tile, or bulletin board surfaces only.
 - a. Use tape on wood and tile
 - b. Use staples on bulletin boards
- DO NOT PUT VISUALS ON PAINTED SURFACES OR WINDOWS.**
5. All visuals are to be taken down immediately after the event.
 6. All sales promotions in the cafeteria are to take place in the designated sales area near the bulletin boards. Please make banners to fit the bulletin boards.
 7. Organizations may request use of a specific bulletin board for the school year. The design of these bulletin boards should be changed frequently. Extra bulletin boards are always available for special ad campaigns. If you have special requests, see Ms. Thorpe.
 8. It is the responsibility of each organization to purchase supplies for visuals.

**OUR GOAL IS TO WORK TOGETHER TO MAKE WOOTTON LOOK GREAT!
SHOW YOUR PRIDE!**

Bus Transportation

Any student behavior that disrupts the safe operation of the bus may result in notification of parents and/or suspension of bus riding privileges. Depending upon behavior, other disciplinary actions may be taken. If students are removed from the bus, parents are responsible for providing transportation to and from school.

Cafeteria

Students must have their Student ID card in order to make any purchases in the cafeteria, **“No Exceptions”**. This policy has been in effect since, August 29, 2005. Please do not enter the line without your card or you will be turned away. Anyone making a purchase at the Kiosk in the cafeteria must also show an ID card to the cashier, whether she knows you or not. If you do not have your card, because it has been lost or destroyed, you must see Security to have a replacement card made, there is a replacement charge of \$5. If you do not have \$5 you will be given an obligation.

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.

Career Center

The Career Center has information regarding two and four year colleges and universities, trade schools, and the military to aid students in making career choices based on interests, abilities, and skills. Computerized college, scholarship, and career information programs are available for students' use. Career speakers and college representatives come regularly to assist students in making post-secondary school plans. The Center also has financial aid information, college admissions test information, listings of summer programs, and a bulletin board of summer and part-time job opportunities.

College Visits

Seniors and second semester juniors may be excused for a maximum of three (3) days for college visits. **A parental note must be submitted to and approved by their grade administrator at least 48 hours "prior to the trip/college visit"**. The note must then be taken to the attendance office where a form will be provided for each of the student's teachers to sign. **These absences will not be excused during exam weeks.** The second Friday in May is the last day for school approved college visits.

Dance Policies

School dances are generally held at our school gym. Students planning to attend a school dance should be aware of the school dance policies.

1. School dances are limited to Wootton HS students and their guests.
2. Wootton HS students may bring no more than two non-Wootton HS students. The host student shall be responsible for the behavior of the guest(s).
3. Every Wootton HS student must have a validated Wootton HS ID card to attend the dance. Students without a validated school ID will NOT be allowed into the dance.
4. A guest must have his/her own school ID or a state ID if the guest has already graduated.
5. All participants must be between 13 to 19 years of age.
6. Regular-sized backpacks will not be allowed into the gym and students should not bring any backpacks to the dance.
7. No food, drinks, gum, candy, etc. will be allowed in the gym.

8. Breaking, freaking, and slam dancing are not allowed.
9. Students choosing to ignore any rules shall be asked to leave the dance.
10. Students leaving early for any reasons may not re-enter the dance or receive a refund.

Department Test Days

Monday -- Math, Special Subjects
Tuesday -- English, ESOL, Foreign Language, Science
Wednesday -- Social Studies, Special Subjects
Thursday -- English, ESOL, Math
Friday -- Foreign Language, Science, Social Studies,

Remember: A quiz is a very brief assessment, no more than 15 minutes to complete.

Detention

Detention must be issued for attendance infractions. Teachers will assign up to one hour of detention for each unexcused class absence or for every third unexcused tardy to that class in any one semester. Disciplinary detention may be assigned by teachers or administrators. Students will be given 24 hours notice for detention. All students will serve assigned detentions. Unserved detentions will be doubled, and then if not served, students will be suspended.

Distribution of Materials

Distribution of newspapers, leaflets, flyers, magazines or any other non-school issued materials on the school grounds by Wootton High School students must be approved in advance by an administrator. Distribution of such materials by individuals other than Wootton High School students requires the permission of the Deputy Superintendent of Schools. All posters to be displayed must be approved in advance by the administrator (except for fund raising/activities, see: Fundraising/Activities). Posters displayed without administrative approval will be removed.

Examination of School Records

A student who has reached the age of 18, or a younger student who has the written permission of his/her parents or is accompanied by his/her parents, may examine his/her confidential records and health records provided the appropriate school or health department official is present to explain. For further information, see your counselor.

Eligibility

The Montgomery County Board of Education policy states that “students in grades 7 through 12 must maintain a 2.0 grade point average with no more than one E (failure) in the previous marking period to be eligible to participate in any activity representing the school or hold an office in any school-sponsored organization. This rule does not apply to students entering high school for the first time or the students engaged in activities which are an extension of a graded course.” In addition, there is a \$20.00 participation fee.

1. A student who has a failing grade in more than one subject at the end of a marking period shall automatically be ineligible during the next marking period and may not participate in any extracurricular activity. This rule does not apply to any student entering Wootton HS from a middle school or non-MCPS schools.
2. A student must have a grade point average of at least 2.0 each marking period. Nine-week grades determine one’s extracurricular eligibility, not semester grades.
3. Eligibility begins on the day the report cards are issued and continues until the day the next report cards are issued.

Extracurricular Activity Fee

All middle and high school students who voluntarily participate in after school sports or clubs must pay an annual extracurricular activity fee of \$20.00.

Note: Students may try out for sports team before paying the fee. However, once they have been selected for a team or activity, the fee must be paid or their selection will be revoked. Paying the fee does not guarantee that a student will be selected for a team or activity, nor does it supersede academic eligibility requirements.

Extracurricular Requirements

Extracurricular activities at Wootton High School add to the rich experience of students in our community. Participation in the activities rounds out the students’ education, taking them beyond the doors of the classroom. Those who are privileged to participate gain leadership opportunities that are not possible in the classroom. With the privileges come responsibilities for both students and parents.

Fund Raising/Activities

All clubs, sport teams and sponsors, “**before**” any fund raising events can take place either here at school or outside of school a green activity form **must** be submitted to Dr. Critton’s office for approval prior to the event. The green activity

forms are available in the main office or in the lower admin office. All flyers and posters advertising such “**activities/fund raising events**” must be approved by Dr. Critton’s office prior to being put around the school. Bring only “**ONE**” flyer then copies can be made from that “one”. Please note there is a limit of no more than “**10**” flyers per floor. The clubs/teams are responsible to remove all signs/posters right after the event. At no time should flyers ever be placed on cars in the parking lot.

Insurance

Each year the Board of Education makes available a Student Accident Policy at a nominal premium. Since accidents will inevitably occur despite our best efforts to maintain safety precautions in all student activities, this insurance coverage is recommended for all students participating in interscholastic athletics, unless the family deems that other insurance coverage (in force) will meet the needs of the student.

Sport Eligibility

1. All students who are candidates for participation in interscholastic athletics are required to submit a medical evaluation form (SR-6) valid for the entire sports season, a parent permission form, and a transportation permission form, if necessary.
2. Unexcused absences or chronic tardiness to class or extracurricular activities (rehearsals, practices) may be sufficient reason for declaring a student ineligible at any time. The coach, in consultation with the athletic director, or activity sponsor will determine the date and term of ineligibility.
3. In order to participate in any extracurricular event or practice, students are expected to be in all of their scheduled classes. The principal may excuse an extracurricular participant for prescheduled appointments such as a medical appointment, a driver’s test, a court appearance or an unforeseen emergency. A student who is absent for any other reason other than those stated above is not eligible for participation and may not participate in the scheduled event that day.
4. Students must either bring a note for a prescheduled appointment for the signature of the principal, athletic director or assistant athletic director to receive approval for the absence. A student who is absent from class without obtaining prior approval is not eligible to participate in the extracurricular event that day. **Students who do not obtain pre-approval for their absence and participate in the extracurricular activity will not be allowed to participate in the first event after the absence is verified.**
5. If the participant has violated any regulation in #3 (above) or has an unexcused absence, he/she may not participate in the next contest after the absence has been verified.

6. Participants who are enrolled in physical education classes must dress and actively participate in class on the day of an event.

Extracurricular/Athletic Participation

Alcohol/Drugs/Tobacco

All students in the Wootton Community are expected to refrain from the use of alcohol, illegal drugs, and all tobacco products. This expectation holds for school sponsored events and non-school events. The consequences of violating this policy, given below, will be in addition to any consequences normally incurred for offences on school property. This policy covers the entire school year, regardless of a student's participation in a current extracurricular activity. The length of the consequences remaining at the conclusion of a school year will continue in the next school year following summer break.

1st Offense: – If the student is verified to have used illegal substances, the student will be suspended from extracurricular activities for 30 calendar days excluding holidays.

2nd Offense: – If the student is verified to have used illegal substances a second time while a student at Wootton, the student will have a 12-month ban on participation in any extracurricular event from the date of the initial suspension. Students and parents must go through a reinstatement conference with an administrator, the athletic director, their counselor, and the coach or sponsor of any current activities in which the student wishes to participate.

Inappropriate Student Behavior

Students who misbehave or act disrespectful by verbal or physical actions at extracurricular or athletic events on or off school campus will face the following consequences:

1st Offense: – If the student is verified to have acted inappropriately, the student and his parents will be required to meet with an administrator to discuss the infraction(s) and may be assigned detention or suspended.

2nd Offense: – If the student is verified to have acted inappropriately a second time, the student will be banned for 30 calendar days from participation in any extracurricular events.

Parent and Student Team Standards

The following standards are in effect for all extracurricular participants and parents. Additional regulation may be established by the coach or sponsor.

1. Maintain academic standing and scholastic eligibility as established by MCPS. It is the student's responsibility to be familiar with the regulations as outlined in the Students' Rights and Responsibilities Handbook and adhere to these standards.
2. Display proper behavior that will add to the good name of Thomas S. Wootton High School.
3. Maintain good community and school relationships.
4. Comply with all school rules and policies.
5. Display good sportsmanship at all times.

Major or consistent violations of school rules and policy by extracurricular participants will result in removal from the team or activity. Major violations of school rules and policy by parents will result in removal from spectating at Wootton HS athletic events.

Suspension

Students who are suspended out of school or are in-school suspensions cannot participate in extracurricular activities from the time of the suspension until midnight of the final day of suspension unless otherwise specified by the principal of the school.

Age

Students who are 19 years old or older as of August 31 are ineligible to participate in interscholastic athletics for the school year ahead.

If you have questions regarding extracurricular requirements, please contact the Athletic Director at (301) 279-8575.

Emergency Drills

The Fire Prevention Code of Montgomery County requires that each school hold a minimum of fourteen emergency drills each year. These drills will be held without warning (except for the first one). The types of drills that will be conducted include fire drills, tornado/severe storm drills, Code Blue and Code Red drills. All students and staff will leave the building for fire drills. Directions for leaving the building are posted in every classroom. Students are reminded that they should leave the building quickly without running. Talking or pushing is not permitted. Students may not visit their automobiles in the parking lots during emergency drills. Students must register their attendance with their classroom teacher outside the building and wait quietly with their class until the fire drill has ended.

Severe storm and Code Blue/Code Red drills do not require the evacuation of the building. During these drills students will follow staff directions and remain in designated areas. Student attendance will be taken. Students are expected to be on their best behavior during emergency drills or similar emergencies.

Food

Food and beverages are not to be consumed in classrooms unless it is a teacher directed activity. Food is **not** permitted in the auditorium or gymnasiums at any time. Whenever food is consumed, all litter is to be placed in waste baskets. The cafeteria tables and floor and all outside designated eating areas are to be left in a clean condition for others.

Health Room

The health room is staffed during school hours by a health technician and a public nurse who is shared with other schools. The nurse is concerned with the emotional behavior and physical well-being of each student in the school. The nurse is available to students for identification, appraisal, counseling and interpretation of problems in these areas. The nurse acts as consultant to students and parents in connection with any health problem or in case of prolonged illness.

Medication- Information and Procedures

1. No medication will be administered in school or during school-sponsored activities without the parent's/guardian's written authorization and a written physician order. This includes both prescription and over-the-counter (OTC) medications.
2. The parent/guardian is responsible for completing the Authorization to Administer Prescribed Medication-Release and Indemnification Agreement Part I and obtaining the physician's statement on Part II. This is required every school year for each new or continuing order or if there is a change in dosage or time of administration during the school year. (A physician may use office stationary or prescription pad in lieu of completing Part II.) Information necessary includes: child's name, diagnosis, medication name, dosage, time of administration, duration of medication, side effects, physician signature, and date.
3. The medication must be delivered to the school by the parent/guardian or, under special circumstance, an adult designated by the parent/guardian. School or Health and Human Services personnel will not administer medication brought to school by a child.
4. All prescription medication must be provided in a container with the pharmacist's label attached. Non-prescription OTC medication must be in the container with the manufacturer's original label. Physician samples must be appropriately labeled by the physician.

5. The first day's dosage of any new medication must have been given at home before it can be administered at school.
6. The parent/guardian is responsible for collecting any unused portion of a medication within one week after expiration of the physician's order or at the end of the school year. Medication not claimed within that time period will be destroyed.
7. Self-administered and/or non-medically prescribed medications are entirely the responsibility of the parent/guardian and not that of either the Montgomery County Public Schools or Montgomery County Department of Health and Human Services. Medications without accompanying physician's orders and parental consent will not be stored in the health room.

Students desiring Health Room admission during school hours should have a pass from a teacher. Emergencies will be cared for immediately.

Identification Cards

All students who attend a Montgomery County Public High School are required to either wear or carry an ID card. Wootton's policy is to have students carry their ID card while at school or at an extracurricular event. Students are required to use their ID card when purchasing lunch in the cafeteria. Students may be asked to show their ID card by any staff member at any time. Students attending athletic events must present an ID card for reduced admission. Without an ID card they will be charged the adult admission. Students who do not comply with these rules will receive the following consequences:

Minimum action: Warning, Parent contact

Maximum action: Referral to administrator/Detention/Suspension

Leaving School Grounds (Use of vehicle)

Any student leaving school grounds at anytime during the school day must sign out in the attendance office. Students who violate these procedures, either by walking off school property or by **driving or riding in a vehicle**, will be ineligible to participate in any school sponsored extra-curricular activities that day and will lose their parking privileges for the remainder of the semester. Upon returning to school, students will be interviewed by an administrator and the parent contacted.

No student may leave school grounds without permission of a parent/guardian, or prior written notice from a student who exercises the age of majority and the approval of the principal or assistant principal.

Minimum action: Referral to administrator, parent contact, administrative removal, lose parking privileges for semester

Maximum action: Same as above and suspension

Library/Media Center

Media Center hours are from 7:00am to 4:00pm every day except the first and third Monday of each month when it will close at 2:10pm. Students are required to have a pass from a teacher, and College Institute students are required to have their college IDs before coming to the Media Center except before and after school and during the student's lunch period. Lunch passes are available in the Media Center and a student ID is required. Food, beverages, portable CD players, iPods, and cell phones are **NOT** allowed at any time. ID cards are required for checking out library materials. When using computers, students must abide by the rules concerning **Computer Use/Misuse**. Use of web-based email accounts is restricted by MCPS policy, and student email accounts may only be used after requesting permission from the Media Center staff.

Lockers

Students are assigned lockers in their homeroom class as ninth graders and they retain these lockers for all four years. A \$5.00 deposit is required on locks. Replacement cost is \$5.00.

- A. Students keep their assigned lockers for the year unless they obtain official permission to change.
- B. **The school is not responsible for lost, stolen, or damaged texts, or personal property kept in student lockers or elsewhere.** The sharing of lockers or combinations to locks is prohibited.
- C. Students will not be permitted to store book bags in gym lockers. Book bags should be stored in assigned hall lockers prior to physical education classes.
- D. Students should **not** keep purses, wallets, jewelry, money, or other valuables in hall lockers. Lockers should be secured at all times. In general, large sums of money and valuables should **not** be brought to school.
- E. Students are responsible for keeping lockers clean. No student shall be cleared from school unless his/her locker is clean.
- F. Any drawing, writing, or otherwise defacing of school lockers is considered vandalism and will result in appropriate disciplinary action. It is against the Montgomery County fire code to decorate the hall lockers.
- G. Locker checks will be made periodically. Vandalizing lockers will result in the following consequences:

Minimum action: Restoration of locker to original condition

Maximum action: Suspension

Lost and Found

The general lost and found is located in the Main Office copier room. However, lost books should be checked for at the library. Articles lost in gym or locker rooms should be checked for in gym offices. The school is not responsible for lost or stolen items.

Lunch

In the spirit of cooperation and with respect for the educational environment in our school, the cafeteria, the commons, and approved outside areas are the only locations for all students during their lunch period. **Within ten (10) minutes of the first bell of each lunch period**, all students will be in the cafeteria or in approved areas. Students with pre-approved passes may leave these sites during lunch. Alternative sites for student activities will be announced for each lunch period according to availability of classrooms. The cafeteria tables and floor and all outside designated eating areas are to be left in a clean condition for others. All litter is to be placed in waste baskets.

Students are **not** permitted in the rear of the school, in front of the school except courtyard area, or in the parking lots during lunch. Students are **not** permitted in any gym classes.

Students are not to be in the hallways after the first 10 minutes of any lunch period without a valid hall pass.

Minimum action: Conference with student

Maximum action: Detention

Marking Periods and Reports

There are four nine-week marking periods which end in November, January, April, and June. Interim reports will be issued half-way through each marking period. All parents will receive a letter from the principal at interim time. Interims, if issued, will be included with this letter. Report cards will be distributed in school approximately two weeks after the end of each marking period. The last report card will be mailed.

A student will not be issued a report card if he/she has any outstanding obligations.

Off Limits

The following areas are off limits during the school day: the area in front of school, rear of the school, parking lots, personal vehicles, auditorium area, generally anywhere outside of the building except in designated areas.

Minimum action: Detention

Maximum action: Alternative Structure

Parking

Parking is for **SENIORS ONLY** with the exception of Juniors in OJT and internships. The Board of Education mandated fee of \$37.50 per semester will remain in effect for the 2007-2008 school year. This fee is non-refundable and will be collected from each student at the time the permits are issued. Applications are to be submitted to the Security Office not later than Monday, August 20, 2007. **Applicants will be notified by their sponsor or coach if approved for a permit. Please do not submit the fee with the application. Permits will be distributed the 1st week of school.** Students must resubmit an application each semester. Second semester permits will be distributed during Exam week.

The parking permits will be issued based upon the criteria listed below:

- All students must maintain a 2.0 GPA at all times. Permits will be revoked if students fall under a 2.0 GPA and parking fees will not be refunded.
- Handicapped students (must have physician's statement and handicapped sticker from the MVA).
- Students who are part-time attendants at other MCPS schools as part of their high school program (only if no alternative transportation is provided). Program must occur during school hours and be certified by a Wootton Guidance Counselor and /or internship coordinator. **PRIORITY WILL BE GIVEN TO WOOTTON PROGRAMS.** (Edison program students are not eligible for parking permits.)
- Students enrolled in a Wootton High School supervised work program or internship (only if no alternative transportation is provided). Program/work must occur during school hours and be confirmed and monitored by the Wootton program sponsor.
- Students enrolled in a minimum of two classes in the Montgomery College Institute at Wootton or enrolled in one Montgomery College Institute class at Gaithersburg High School, must maintain passing grades.
- Clubs/team (Seniors as determined by the sponsor/coach)
- Any student ineligible as a result of a low GPA or poor attendance will lose their parking privilege!

Students who are involved in the above programs and are part of a carpool within that program will be given a higher priority.

Students that attend or participate in activities that meet after 2:10 pm will not be considered for a parking permit. (Approved sports season permits are excluded from this stipulation.)

Parking between Wootton HS parking lot, and the Rockshire parking lot may be rotated each semester. Students that park at Wootton may be moved to Rockshire, and those at Rockshire may move to Wootton.

Hanging, color coded decals will be issued each semester and must be attached to the rearview mirror. Students assigned to either parking lots will also be assigned a numbered parking space. Rockshire Shopping Center has given Wootton permission to use designated spaces for student parking provided they have a Wootton parking permit. Security personnel will monitor these parking areas daily and ticketing/towing will be enforced for illegally parked vehicles. Students with any parking concerns should contact a member of security upon arriving at school for resolution of the concern.

Parking Lots

Students are not permitted in their vehicles or in the **parking lots** during school hours for any reason without prior approval of their administrator.

Minimum action: Detention

Maximum action: Loss of parking privileges and/or suspension

Parking Regulations

Parking regulations are strictly enforced. Suspension of driving privileges, ticketing, towing of vehicles and suspension from school may occur for violations of parking regulations. Students will be held fully responsible for understanding and following all parking regulations.

1. A student parking permit is required to park both at Wootton and the Rockshire Shopping Center (Rockshire Shopping Center spaces designated for students are marked in yellow). All vehicles must be registered with the security office and clearly display the hanging parking permit from the rearview mirror. License numbers or vehicle changes must be reported to the Security Office. Students with a parking problem (lost permit, space taken, driving a different car, etc.) should contact a member of security for information on where to park. Any student parking in either location without a permit and /or in a space not assigned to them will be ticketed (No exceptions). In addition, vehicles parked in a staff space, visitor space, fire lane, other assigned parking spaces or blocking any unmarked areas

will also be ticketed. First and second parking violations will result in a \$25 ticket each time and the third and subsequent violations will result in towing of the vehicle (at the owner's expense) in addition to a \$25 ticket. Students receiving parking violations will be assigned a \$25 obligation with the Financial Office. Obligations assigned for parking violations must be cleared prior to the end of the marking period. Failure to clear the obligation will result in loss of parking privileges and permit. **NO REFUNDS WILL BE ISSUED IF A PERMIT IS REVOKED.**

2. Any misrepresentation or falsification of records will result in the loss of driving privileges and parking permit.
3. Reckless driving, excessive speed or operating a vehicle in an unsafe manner is prohibited. This applies to Wootton High School property, the Rockshire Shopping Center and Wootton Parkway in the vicinity of the school. Speed on Wootton property is not to exceed 10 mph. Violations of any of the aforementioned will result in the loss of parking privileges.
4. The school is not responsible for the vehicle or its contents.
5. Students may not return to their vehicles during school hours, leave school grounds or transport other students off grounds without administrative approval.
6. Applications will be accepted from and permits will be issued only to students who possess a valid driver's license. Fee is to be paid by **CHECK OR MONEY ORDER ONLY.**
7. Students that park at the Rockshire Shopping Center are to be respectful to the Center customers and the residents that live in the area and use the marked crosswalks when crossing Wootton Parkway.
8. Failure to obey the direction of school staff while in or operating a vehicle will result in the loss of driving privileges and parking permit.
9. Permits are not transferable and shall not be sold or given to other students.
10. Students with financial obligations are not eligible for parking permits.
11. Students must maintain a 2.0 GPA at all times. Permits will be revoked if students do not.
12. Only senior students will be given priority for parking spaces. (See guidelines on page 31.)
13. Students that enroll in Montgomery College/Einstein Visual Arts/Edison programs are not given priority.
14. Vehicles parked on school property or in spaces leased by MCPS at the Rockshire Shopping Center are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle. Parent and student consent to search (**without a warrant**) is a condition precedent to the issuance of a parking permit.

Peer Mediation

Peer mediators are available to help students resolve conflicts. Information and referral forms are available in the guidance office. Students can initiate peer mediation through their counselor.

Religious Holidays

The Board of Education Policy IKB states that "homework is not assigned on designated religious holidays when students are absent because they must observe the religious holidays". In addition, Administrative Regulation IKB-RA states that "homework shall not be neither assigned, nor one-time class or field activities planned, on designated religious holidays when students will be absent because of religious observances". Therefore, homework and important class or field trip activities should be avoided on designated religious holidays. However, regular class instruction/activities should go on as usual without penalty to students who may be absent because they must observe the religious holidays. Absences during this time are excused, and students must be allowed to make up the work being missed. This policy applies to observances of all religions. **Students should bring note regarding holiday prior to the holiday(s).**

School Closings

In the event of severely inclement weather or emergencies, school may be closed or the starting time delayed. The same conditions may necessitate an early dismissal. School closing, delayed starting time, or early dismissal will be announced over local radio and TV stations. If no report is heard, students should assume that school will be in session. Please do not call the school in reference to school closings

Search and Seizure

The principal, assistant principal, or security personnel may search you if he/she has a reasonable belief that you possess something that is illegal to possess under Maryland law (such as illegal drugs) or violate a rule or regulation of MCPS. The principal, security, or designee will do the following:

- Tell you at the time of the search that you have a right to appeal the legality of the search (that is, you can say that the search was illegal).
- Search you only in front of a third party who have reached age of majority.
- Return anything taken from you within a reasonable time, unless it is illegal to have the item or the item poses a danger to you or others.

The principal, assistant principal, or security personnel also may search any part of the physical plant of the school and, upon reasonable suspicion, students' lockers or cars. If your locker or car is searched, the school official will make every reasonable effort to inform you before he/she searches it. The administrators will

tell you and your parents at the beginning of each school year about the rules of search and seizure.

Semester Examinations

Two-hour examinations are required in English, foreign language, mathematics, science, and social studies. Exams in other subjects may be given at the discretion of the teacher. Each examination constitutes twenty-five percent of the semester grades. Make-up examinations will be given to those students who have prior approval of an administrator and to those students with verified excused absences.

First Semester Finals -- January 14, 15, 16, 17, 18, 2008

Second Semester Finals -- June 6, 9, 10, 11, 12, 2008

Final Senior Exams -- May 23, 27, 28, 29, 30, 2008

Student Clearance

Students are required to "clear" at the end of each semester. Report cards will be held pending payment or return of outstanding school obligations. (See the Financial Secretary)

Telephone

Public telephones are available for student use. They are located near the cafeteria, parking lot, and auditorium lobby. Students are not permitted to use telephones during a class period. Students who need to make emergency telephone call to their parents during lunch periods and after school using the main office telephone are required to pay an exact change of \$.50. This procedure is necessary to reduce the plethora of non-emergency social calls that students make which often tie up the telephone for those students who have real emergency calls.

Students who need to contact a parent regarding an emergency situation must sign in on the telephone log first and pay an exact change of \$.50 to the main office staff. The staff will initiate the call to the parent after checking the emergency card. In a true emergency, if a student does not have \$.50 available, he or she will be permitted to make the call but will receive an obligation. All students are expected to use proper language on the telephone and to cooperate with the office staff.

Unrelated Activities

Activities unrelated to school that are carried on by students outside school hours and away from school will not be subject to discipline by school authorities unless there is reasonable belief by the principal that the health and safety of others will be compromised in the school setting.

Visitors

All visitors must report directly to the main office upon arrival at school, sign-in/out with the secretary, and wear a Visitor's badge while in the building. Only those visitors who have official business as determined by an administrator will receive permission to visit any part of the building. All others will be required to leave immediately or will be prosecuted for trespassing.

Insert provided letter dated April 10, 2007
From Dr. Weast, J. Manger and
John McCarthy
Into this space as page 36

Dear Parent, Students and Staff:

We are pleased to announce a unique partnership among teachers and principals, police officers and investigators, and criminal prosecutors to continue strengthening the safety and security...

THE DISCIPLINE CODE

Philosophy of Discipline

The school is responsible for ensuring equitable treatment of students and for maintaining a safe and healthy learning environment. The school staff will respect the rights of individuals while taking the responsibility for seeing that students follow school and county disciplinary procedures.

Each Wootton High School student is responsible to his/her fellow students and to the school staff for his/her conduct. Each student and staff member is expected to make positive contributions to an atmosphere of respect, safety, and community. It is a measure of our faith in one another that we each carry with us the spirit of friendship and respect which exists at T. S. Wootton High School.

Freedom is based upon the acceptance of responsibility. Students should learn and practice responsible citizenship through their normal pursuit of education in senior high school. For students to achieve effectively, schools must have a safe and orderly climate.

Discipline should be based on self-control and concern for the property, rights, and well-being of others. It is a shared responsibility: administrators, teachers, students, and the community must demand that a safe and productive environment be maintained in the schools.

At Wootton we are proud of our disciplinary record and the behavior of our students. Nevertheless, there are times when the students must be reminded of their responsibilities. Therefore, we have prepared a set of guidelines so that students will know what is expected of them and what actions may result from infractions. They are designed to protect the rights of all who study and work at Wootton.

Our intention is to give a set of specific rules and resultant penalties. They are neither exhaustive nor inflexible. We understand that special situations occur frequently and expect that they will be handled with common sense and in a manner consistent with the guidelines established herein. We believe that mutual respect should determine both behavior and punishment. In addition, we have included a description of the appeals process.

SPECIFIC INFRACTIONS

Academic Dishonesty/Cheating

Wootton High School places a great deal of importance on student integrity and honesty. Academic dishonesty is considered a serious offense. Examples include plagiarism and are not limited to the following: the willful giving or receiving of an unauthorized, unfair, dishonest or unscrupulous advantage in academic work over other students, using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, or any other methodology.

1st Offense: No credit on test/assignment, notification of parents and administrators and three days of detention

2nd Offense: All of the above with two additional day's detention

3rd Offense: All of the above with two days of suspension and recommendation for expulsion

Cheating shall be defined as any action which can be interpreted as compromising the integrity of evaluated work.

1st Offense: Teacher will implement consequences:

No credit on the task

Notification of parents/administration

Detention

2nd Offense: All of the above with referral to administrator for administrative detention

3rd Offense and Subsequent Offenses:

All of the above and two days of suspension

(This provision is not to be interpreted as first, second or third offense each year, but rather at anytime during a student's enrollment at Wootton High School.)

Extreme cases of academic dishonesty and cheating may result in suspension and/or expulsion

Bomb / Facsimile Possession or Bomb Threats

The possession of a bomb or explosive device or facsimile is illegal. Making bomb threats is also illegal.

Minimum action: Expulsion and police referral

Maximum action: Expulsion and police referral

Bullying

Bullying is a direct or indirect, physical or psychological intimidation which occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Minimum action: Referral to administrator, parent conference

Maximum action: Suspension

Computer Use/Misuse

It is impossible to document all appropriate or inappropriate conduct and use of computer facilities. To help users determine appropriate use and conduct, the following guidelines are provided. They are not intended to be all inclusive, but should serve as a guide for appropriate use of computer facilities and network resources. **Please note that internet use is a privilege, not a right.**

The following are examples of network computer use infractions that are prohibited:

1. Using the network for purposes other than educational.
2. System tampering (any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs).
3. Using obscene, vulgar, abusive or inappropriate language, pictures, or other material.
4. Knowingly introducing viruses.
5. Vandalizing, including equipment damage and willful tampering with data or software.
6. Attempting to read, delete, copy, or modify the electronic mail of other users.
7. Attempting to decrypt passwords.
8. Attempting to gain an unauthorized higher level of network privilege and access.
9. Attempting to gain unauthorized access to remote systems.
10. Deliberately interfering with other users.
11. Attempting to libel, slander, or harass other users.
12. Permitting others to use your personal e-mail address, account, or password.

13. Sharing passwords.
14. Forging or attempting to forge e-mail messages.
15. Unauthorized copying or transferring of copyrighted materials or any other violation of copyright law.
16. Placing copyrighted material on the network without permission of the author.
17. Plagiarizing, this is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
18. Using networks for illegal activities.
19. Using commercial advertising, chain letters, and non-educational games.
20. Unauthorized downloading of internet materials other than research data is not permitted. (Examples: games, system plug-ins, executable files, etc.)
21. Visiting internet sites that can be interpreted as obscene, offensive or inappropriate to the current class activity is not permitted.
22. Food and beverages are not allowed in computer labs.

Minimum action: Loss of network privileges

Maximum action: Suspension/Expulsion

Use of Computer Equipment which results in damage or loss

Minimum action: Loss of network privileges, restitution

Maximum action: Suspension/Expulsion, restitution

Disruptive Behavior

Shouting, running, or disruptive acts in classroom, hallways or anywhere on school grounds can interfere with the safety and education of other students. Water guns or similar devices are considered disruptive and are prohibited.

Minimum action: Teacher assigns detention, calls parents

Maximum action: Referral to administrator, possible suspension

Drugs, Alcohol, and/or Dangerous Substances

The use, possession or distribution of drugs, alcohol, and/or dangerous substances is forbidden in school, on school grounds, during the school day (on or off school property) or at any school sponsored activity. Use of drugs on school property or attending school under the influence is considered drug abuse.

Distribution of Drugs, Alcohol and/or Other Dangerous Substances (including prescribed medication)

Students determined to be engaged in the sale or distribution of drugs, placebos or other illegal substances will be **suspended for ten (10) days with a recommendation for expulsion. Police will be notified.**

Drug Abuse: (MCPS Regulation IGO-RA)

Possession of drugs, drug paraphernalia, inhalants, alcohol, or other illegal substances is not allowed on school property or at school sponsored events or activities. Use of drugs on school property or attending school under the influence is considered drug abuse. The consequence will be a mandatory ten (10) day suspension and recommendation for expulsion. A police referral will be made. Possession of drugs on school property will result in automatic suspension and possible recommendation for expulsion.

Possession or Use of Drugs, Alcohol and/or Dangerous Substances, including Drug Paraphernalia, and Inhalants

The possession or use of drugs, alcohol and/or dangerous substances, including drug paraphernalia, and inhalants is not allowed on school grounds, during the school day (on or off school property) or at any school sponsored activity. Use of drugs on school property or attending school under the influence is considered drug abuse.

Minimum action: Suspension and police referral

Maximum action: Suspension for ten days with a recommendation for expulsion. Police will be notified.

Expectations for School Sponsored Activities

It is expected that all school sponsored functions, including those held at sites other than the school, will be drug and alcohol free. Possession of drugs, drug paraphernalia, inhalants, alcohol, tobacco or other illegal substances is not allowed. Students and their guests, regardless of age, are to arrive free of these substances and to remain at the activity site until they are ready to depart for the evening. Students are not expected to rent hotel rooms or limousines stocked with the substances mentioned above.

Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions which may include parent notification, police involvement, suspension, and exclusion from future extracurricular activities.

In order to participate in any athletic event, extracurricular activity, scheduled school activity or practice, students must be on time and attend all scheduled classes the day of the event. With prior approval of the principal, a student may be excused for prescheduled appointments.

Extortion

Extortion is an act of attempting to secure money, property or other gain through the threat of physical harm.

Minimum action: Suspension and parent conference

Maximum action: Expulsion

False Fire Alarms

The definition of this term is turning on a fire alarm when no emergency exists. This offense is serious.

Minimum action: Ten-day suspension, parent contact, and referral to Fire Marshall/Police

Maximum action: Expulsion by MCPS

Fighting

Fighting is an especially dangerous form of disruptive behavior. All persons engaged in fighting, regardless of who started the fight, will be suspended. Students are encouraged to use their best problem solving skills by discussing problems or concerns with the assistance of a teacher, counselor, administrator or other staff member or a peer mediator, rather than resorting to fighting. Peer mediation is encouraged.

Minimum action: Referral to administrator, parent conference, counseling, and suspension

Maximum action: Expulsion by MCPS

Forged Passes or Notes

Signing someone else's name or altering an excuse or pass is a violation of school rules and policies. Forgery shall be interpreted to include any falsifying or tampering with absence notes, admit slips or other documents including report cards, etc.

Minimum action: Referral to administrator, parent contact, and suspension warning, up to five (5) hours detention

Maximum action: Suspension

Gambling

Gambling is defined as any game of chance activity in which something of value may be won or lost.

Minimum action: Referral to administrator and parent contact

Maximum action: Suspension

Insubordinate

Students will be considered insubordinate if they refuse to follow the directions of any staff member, including the giving of their name when requested.

Minimum action: Referral to administrator, parent contact

Maximum action: Suspension

Intimidation

Insulting, verbally abusing, threatening or, in some other manner, mistreating another person (student or staff member) is unacceptable. This behavior includes racial, religious, and/or ethnic slurs.

Minimum action: Referral to administrator, peer mediation, parent contact, and suspension

Maximum action: Suspension

Leaving School Grounds Without Permission

Any student leaving school grounds at any time during the school day must sign out in the attendance office. Students who violate these procedures will be ineligible to participate in any school sponsored extra-curricular activities that day.

Students who use their vehicle to leave school grounds without proper permission in addition to the below listed action will also lose their parking privileges for the remainder of the semester.

No student may leave the school grounds without the permission of a parent, guardian, or prior written notice from a student who exercises the age of majority and the approval of the principal or assistant principal.

Minimum action: Referral to administrator, administrative removal, alternative structure, parent contact

Maximum action: Suspension

Loitering/Hall Passes

Students who are on school grounds at times other than when in class or under the supervision of a teacher are considered to be loitering. The school hours are 7:25 a.m. to 2:10 p.m. Students who are in the building before 7:00 a.m. and/or after 2:30 p.m. should be under the direct supervision of a staff member or in transit. **During class time, students in the hallways must have a valid hall pass.** After-school hours, security officers will sweep the building and direct students to the main entrance to meet their parents or the late activity bus, if they are not with an assigned staff person.

Minimum Action: Detention, Parent Conference, Alternative Instruction

Maximum action: Referral to administrator, suspension

Lunch

In the spirit of cooperation and with respect for the educational environment in our school, the cafeteria and approved outside areas are the only locations for all students during their lunch period. **Within ten (10) minutes of the first bell of each lunch period,** all students will be in the cafeteria or in approved areas. Students with pre-approved passes may leave these sites during lunch. Alternative sites for student activities will be announced for each lunch period according to availability of classrooms. The cafeteria tables and floor and all outside designated eating areas are to be left in a clean condition for others. All litter is to be placed in waste baskets.

Minimum action: Conference with student

Maximum action: Detention

Physical Assault

Physically assaulting a staff member or a student will not be tolerated. Physical attack on a staff member:

Minimum action: Suspension

Maximum action: Expulsion

Violent physical attack on a staff member:

Minimum action: Expulsion and police referral

Maximum action: Expulsion and police referral

Physical attack on a student:

Minimum action: Suspension

Maximum action: Expulsion

Portable Communication Devices on MCPS Property

Unless authorized by the principal, a student may “**not**” have in “sight” or “use” portable communication devices (such as cell phones to include text messaging, beepers, two-way radios, etc.) on school grounds during school hours (7:00am - 2:10 pm).

Minimum action: Confiscation of the device and retrieval by parent or guardian

Maximum action: Referral to administrator

Cell Phones w/Cameras, Text Messaging, iPods, MP3 Players, Digital Cameras, Lap Tops, Radios, Tape Players, Walkmans, Handheld Computer Game Devices, Televisions

Cell phones w/cameras, text messaging, iPods, MP3 players, digital cameras, lap tops, radios, tape players, walkmans-type players, televisions, video cameras, and other electronic devices are not allowed on school property. These items are disruptive to the school atmosphere and to the classes in session when these items are being played. They are all targets for theft.

Minimum action: Confiscation of the device and retrieval by parent or guardian only.

Maximum action: Referral to administrator, parent contact

Profanity and Obscenity

Using profane, obscene, abusive, or slanderous language/behavior has no place in school or at school-related activities, and its use could lead to disciplinary action.

Minimum action: Conference with student and parent, Detention, Alternative Structure

Maximum action: Suspension

Public Displays of Affection

Public displays of affection are inappropriate at school or at school sponsored activities.

Minimum action: Referral to administrator, parent contact, guidance conference

Maximum action: Suspension and/or Expulsion

Safety Infractions

Any willful violation of safety procedures as outlined in the MCPS Safety Handbook, i.e., Science Laboratory Safety Procedures, Physical Education, and Vocational Safety Guidelines, is unacceptable.

Minimum action: Conference with student

Maximum action: Expulsion by MCPS

Smoking and Chewing Tobacco

Smoking or chewing tobacco is prohibited in school/and on school property. Possession of tobacco by a minor is prohibited by law. **No students, regardless of age, may possess tobacco products on school property or at school sponsored events. Property is defined as any property owned or maintained by MCPS.** This tobacco ban applies to field trips and all school sponsored events. All tobacco products will be confiscated.

One is considered to be smoking if observed in possession of a lit cigarette, exhaling smoke, or found behind an obstruction from which smoke was observed. Student use of tobacco in any form including chewing tobacco or snuff, is not permissible in or out of the building or on school property. A student caught smoking on school property may be suspended from participation in extracurricular activities and/or athletic events by an administrator. **IT IS ILLEGAL FOR ANYONE UNDER THE AGE OF 18 TO POSSESS ANY TOBACCO PRODUCTS IN THE STATE OF MARYLAND.**

➤ **Possession**

- 1st Offense:** Conference with administrator; detention; parental notification; information on smoking cessation program, if available
- 2nd Offense:** Five-day detention
- 3rd and Subsequent Offense:** Suspension

➤ **Use**

- 1st Offense:** Conference with administrator, parental notification, five (5) hours detention and completion of a smoking cessation program, if available
- Other Offenses:** Out-of-school suspension

(This provision is not to be interpreted as first, second or third offense each year, but rather at anytime during a student's enrollment at Wootton High School.)

Note: Smoking in the building is an automatic suspension.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment. Prohibited conduct may include, but is not limited to, unwelcome behavior with sexual overtones that is intimidating or offensive to the recipient or observer of the behavior. For example:

- Grabbing, touching or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

Minimum action: Counseling with student, referral to administrator, parent contact

Maximum action: Suspension/Expulsion

Sexual Offenses

Physical sexual attacks; inappropriate behavior of a sexual nature, including indecent exposure; consensual sex; and other sexual activity not identified as sexual harassment.

Minimum action: Three-day suspension and parent notification

Maximum action: Expulsion and police notification

Student Publications

Any students submitting obscene or libelous materials to the yearbook or other school publication shall be subject to disciplinary action. No publication shall be distributed without the principal's approval.

Minimum action: Referral to administrator, parent contact, restitution

Maximum action: Suspension

Theft

Theft is the appropriation of someone else's property without permission. Students found in possession of stolen property will be subject to the same penalties.

Minimum action: Referral to administrator, detention and/or suspension, parent contact, restoration of property

Maximum action: Suspension, police contact, possible request for expulsion

Throwing Snowballs

Throwing snowballs endangers the safety of people and property and is not allowed on school grounds.

Minimum action: Referral to administrator, parent contact

Maximum action: Suspension

Trespassing

Trespassing is presence on school property after being warned of unlawful presence.

Minimum action: Referral to administrator, police referral, and letter of trespass

Maximum action: Police arrest

Unauthorized Use of Equipment/Machinery

School issued equipment and machinery is available for student use at appropriate times under proper supervision. The use of equipment, such as computers, televisions, VCRs, etc., is for specific purpose as directed by a teacher or school administrator. Vandalism, unauthorized, or improper use of or damage to school equipment or machinery will result in disciplinary action. (See **Computer Misuse.**)

Minimum action: Restoration or repair of equipment at student expense, administrative detention, parent notification

Maximum action: Police referral, suspension

Vandalism

A. Littering the building and school grounds, breaking or destroying any part of the physical plant or campus.

Minimum action: Conference with student, parent contact

Maximum action: Suspension

B. Willful destruction or defacement of school property.

Minimum action: Referral to administrator, suspension, parent contact, replacement and/or reimbursement of damaged property, and/or police referral

Maximum action: Expulsion, police referral, restitution; the principal may require that restitution be made not to exceed the lesser of fair market value or \$2,500.

Verbal Abuse and/or Threat

Verbal abuse is defined as intimidating, insulting, or in any other manner verbally abusing a member of the school staff or student(s). Improper language alone is not considered verbal abuse and will be dealt with according to local school rules.

Minimum action: Suspension and parent conference

Maximum action: Expulsion

Violations - Parking

Parking on school grounds **without a decal** and/or in **areas unauthorized for students'** use is **prohibited**. Students who violate these provisions may lose their parking privileges either temporarily or permanently.

1st Offense: \$25 Ticket

2nd Offense: \$25 Ticket

3rd & Subsequent Offenses: \$25 Ticket, Towing and loss of parking privileges

Students are also reminded that to park on the Giant parking lot requires a parking decal issued by Wootton. If your assigned parking space is taken, students should notify a member of the security staff immediately. The security team member will assist you in finding a temporary place to park. It is not acceptable to take a space assigned to someone else. This is a parking violation and the above penalties apply

Traffic Violations - Traffic

Traffic violations such as speeding or failure to observe safe driving practices or signs on school grounds or in the vicinity of Wootton H.S., on Wootton Parkway, and at the Rockshire Shopping Center is prohibited.

Minimum action: Referral to administrator, loss of parking privileges

Maximum action: Referral to police, five day suspension, loss of parking privilege

Weapons On MCPS Property: (MCPS Regulation COE-RA)

Students found storing, possessing or carrying firearms; explosives or other dangerous weapons will be suspended for 10 days, referred to police, and recommended for expulsion.

This provision includes any and all knives, or penknives (the length of the blade is not an issue). Also included are laser pens (pointers), explosive devices, fireworks and self protection sprays such as Mace or Pepper Spray, etc. Laser Pens (pointers) can be harmful/dangerous if used improperly. They are **not** to be brought to school.

Firearms

Minimum action: Expulsion and police referral

Maximum action: Expulsion and police referral

Weapons Used to Cause Bodily Injury

Minimum action: Expulsion and police referral

Maximum action: Expulsion and police referral

Other Weapons

Minimum action: Suspension

Maximum action: Expulsion

CORRECTIVE ACTIONS

The following are actions which may result from disciplinary infractions:

1. Conference with student
2. Contact with parents
3. Detention (Detention may be determined by teacher or administrator.)
4. Referral to counselor
5. Referral to administrator
6. Restrictions on participation in extracurricular activities, temporary or permanent removal from elected or appointed leadership positions.
7. Alternative Structure
8. Parent Conference (School administrator will hold conference with parents or with other personnel and/or with student as appropriate.)
9. Administrative removal – school officials may remove student from school for one or two days.
10. Police referral (This pertains to theft, drug use, alcohol use, vandalism, and trespassing, etc.)
11. Suspension (Students may be temporarily removed from classes, school activities, and/or from school grounds by an administrator for a period not to exceed ten days.)
12. Long-term suspension (The principal may recommend to the associate superintendent a long-term suspension to exceed ten days and/or permanent removal from classes or from attendance at Wootton High School.)
13. Exclusion (When an offense is so serious that it is neither in the student's nor the school's best interest for a student to remain at Wootton High School, he/she may be permanently excused from our school. In such an instance the student may be offered enrollment in a different school or home tutoring for a period of time.)

GRADES 9-13 AND 16 NINE-WEEK SCHOOL, SEMESTER COURSE WITH FINAL EXAMINATION

Use this table to determine the final grade for a student in Grades 9-13 and 16, in a 9 week school, taking a semester course with a final examination.

For example, the student received B for the first marking period, C for the second marking period, and B for the final examination grade. Using the table, find those grades. They appear in the table like this:

⇒ **BCB B**

The first B = The first marking period grade

C = The second marking period grade

The second B = The final exam grade

The fourth grade, B, represents the final grade.

In this table, P represents grade of CR (pass) and F represents grade of NC (fail)

(Semester, with final exam)

AAA A	AAB A	AAC A	AAD B	AAE B	ABA A	ABB B	ABC B	ABD B	ABE B	ACA B	ACB B	ACC B	ACD B	ACE C	ADA B	ADB B	ADC C
ADD C	ADE C	AEA B	AEB C	AEC C	AED C	AEE C	ANA M	ANB M	ANC M	AND M	ANE M	BAA A	BAB B	BAC B	BAD B	CAE B	BBA B
BBB B	BBC B	BBD B	BBE C	BCA B	BCB B	BCC C	BCD C	BCE C	BDA B	BDB C	BDC C	BDD C	BDE C	BEA C	BEB C	BEC C	BED D
BEE D	BNA M	BNB M	BNC M	BND M	BNE M	CAA B	CAB B	CAC B	CAD B	CAE C	CBA B	CBB B	CBC C	CBD C	CBE C	CCA B	CCB C
CCC C	CCD C	CCE C	CDA C	CDB C	CDC C	CDD D	CDE D	CEA C	CEB C	CEC D	CED D	CEE D	CNA M	CNB M	CNC M	CND M	CNE M
DAA B	DAB B	DAC C	DAD C	DAE C	DBA B	DBB C	DBC C	DBD C	DBE C	DCA C	DCB C	DCC C	DCD D	DCE D	DDA C	DDB C	DDC D
DDD D	DDE E	DEA D	DEB D	DEC D	DED D	DEE E	DNA M	DNB M	DNC M	DND M	DNE M	EAA B	EAB C	EAC C	EAD C	EAE C	EBA C
EBB C	EBC C	EBD D	EBE D	ECA C	ECB C	ECC D	ECD D	ECE D	EDA D	EDB D	EDC D	EDD D	EDE E	EEA D	EEB D	EEC D	EED E
EEE E	ENA M	ENB M	ENC M	END M	ENE M	NAA M	NAB M	NAC M	NAD M	NAE M	NBA M	NBB M	NBC M	NBD M	NDE M	NCA M	NCB M
NCC M	NCD M	NCE M	NDA M	NDB M	NDC M	NDD M	NDE M	NEA M	NEB M	NEC M	NED M	NEE M	NNA M	NNB M	NNC M	NND M	NNE M
FFF F	FFP F	FPF P	FPP P	PFF F	PFP P	PPF P	PPP P										

(Semester, without final exam)

AA A	AB B	AC B	AD C	AE C	AN M	BA A	BB B	BC C	BD C	BE D	BN M	CA B	CB B	CC C	CD D	CE D	CN M
DA B	DB C	DC C	DD D	DE E	DN M	EA C	EB C	EC D	ED D	EE E	EN M	NA M	NB M	NC M	ND M	NE M	NN M
NF M	NP M	FN M	FF F	FP P	PN P	PN M	PF F	PP P									