



THOMAS S. WOOTTON

HIGH SCHOOL

2013 – 2014 AGENDA BOOK

THOMAS S. WOOTTON HIGH SCHOOL

2100 Wootton Parkway

Rockville, Maryland 20850

(301) 279-8550

Fax (301) 279-8569

<http://montgomeryschoolsmd.org/schools/woottonhs/>

ADMINISTRATION

Principal	Dr. Michael Doran
Assistant Principal	Mr. Jeffrey Brown (11 th)
Assistant Principal	Mr. Joseph DuBoyce (12 th)
Assistant Principal	Mrs. Dyan Gomez (9 th)
Assistant Principal	Ms. Kimberly Bolden (10 th)
School Business Administrator	Mr. Philip Hill

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!

Printed on recyclable paper



School Calendar for 2013-2014

2013

Aug. 19-23	Mon-Fri	Professional days for teachers
Aug. 26	Mon	First day of school for students
Sept. 2	Mon	Holiday* - Labor Day
Sept. 5	Mon	Rosh Hashanah – No school for students and staff
Sept. 27	Fri	Early Release Day
Oct. 18	Fri	MSEA Convention - No school for students and staff
Nov. 1	Fri	Professional day for teachers
Nov. 27	Wed	Early Release Day
Nov. 28-29	Thurs-Fri	Holidays* - Thanksgiving
Dec. 24-25	Tues-Wed	Holidays* - Christmas
Dec. 23-31	Tue-Mon	Winter Break - No school for students and teachers

2014

Jan. 1	Wed	Holiday* - New Year's Day
Jan. 20	Mon	Holiday* - Dr. Martin L. King, Jr. Day
Jan. 21	Tue	Professional day for teachers - No school for students
Feb. 17	Mon	Holiday* - President's Day
Feb. 28	Fri	Early Release Day
Mar. 28	Fri	Professional day for teachers - No school for students
Apr. 14-17	Mon-Thur	Spring Break – No school for students and staff
Apr. 18/21	Fri/Mon	Holiday* - Easter
May 26	Mon	Holiday* - Memorial Day
Jun 12	Thur	Last day of school for students
Jun 13	Fri	Professional day for teachers

*All Professional offices and schools are closed.

SCHOOL CONTINGENCY CALENDAR

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 17, 2013.
• 6 days, the school year will be extended by two days to June 17 and 18, 2013.
• 7 days, the school year will be extended by three days to June 17, 18, and 19, 2013.
• 8 days, the school year will be extended by four days to June 17, 18, 19, and 20, 2013.
• 9 days, the school year will be extended by five days to June 17, 18, 19, 20, and 21, 2013.

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
Period 5 10:55 - 11:40
Period 6 11:45 - 12:30
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
LUNCH Period 4 11:15 - 11:46
LUNCH Period 5 11:51 - 12:22
LUNCH Period 6 12:27 - 12:58
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
Period 5 11:07 - 11:49
Period 6 11:54 - 12:36
Period 7 12:41 - 1:23
Period 8 1:28 - 2:10

No Bell Policy

Thomas S. Wootton has a no bells policy. Students will not hear bells during change of periods. The only exceptions are irregular or special schedules, such as homeroom dates or special programs when bells will ring each period.

STUDENT ACTIVITIES

Be a Part from the Start!!

STUDENT GOVERNMENT

Sponsor Taylor/Daisley

Officers

President Adam Bogart

Vice Pres. Dani Averill

Secretary Rachel Lobien

Treasurer Titas Bera

SENIOR CLASS 2014

Sponsor Blizzard/Kaplan

Officers

President Lydia Han

Vice Pres. Sophie Lehrenbaum

Secretary Jackson Pierce

Treasurer Mackenzie Allen

JUNIOR CLASS 2015

Sponsor Pykosh/Alton

Officers

President Max Strasser

Vice Pres. Haik Vaskerchain

Secretary Anna Lee

Treasurer DJ Sharma

SOPHOMORE CLASS 2016

Sponsor Simons

Officers

President Langson Thomas

Vice Pres. Austin Banks

Secretary Jule Cohen

Treasurer Ben Halperin

FRESHMAN CLASS 2017

Sponsor TBA

Officers

Co-president TBA

Co-Vice Pres. TBA

Secretary TBA

Treasurer TBA

ACADEMICS

Academic Decathlon

Aeronautics Club

Banned Book Club

Book Club

SPONSOR

Mr. Trettel

Ms. Shifrin

Mr. Benya

Ms. Way

ACADEMICS(cont.)

Cross-Age Teach/Science
Chemistry Club
Debate Team
Environmental Club
Forensics Club
It's Academic
Mathletes (Math Club)
Math Investigation
Mock Trial
Physics Club
Psychology Club
Robotics Club
Storytime Club
Students in Print (SIP)
US Politics Club
Wootton Robotics

SPONSOR

Ms. Peth
TBD
Ms. Litwin
Mr. Hitchens
Ms. Osgood
Mr. Bentley
Ms. Brasoveanu-Tarpy
Mr. Butke
TBA
Mr. Thompson
Mrs. Bauer
Dr. Hirsch
Ms. Parker
Ms. Martin
Ms. Rice
Dr. Hirsch

ART/DRAMA/MUSIC

Comic Making Club
Cooking Club
Creative Writing Club
Drama Club
Drumline
Fashion Club
Guitar Club
Literary Magazine Club
Music for the Soul
Photography Club
TV/Film Club

SPONSOR

Mr. Sasse
TBD
Ms. Evans
Ms. Speck
Ms. Herman
Ms. Storck
Mr. Dickel
Mr. Lowe/Mr. Ianuzzo
Ms. Herman
Mr. Lowe
Mr. Jacobs

Art/Drama/Music (Cont.)

VideoGame/Filmmaking

Ms. Barry

ATHLETIC CLUBS

Badminton Club

Chess Club

Chinese YoYo Club

Equestrian Team

Fellowship of Christian Athletes

Get into Gear

LongboardingClub

Rubix Cube Club

Ski Club

Table Tennis Club

Triathlon Club

Official Ultimate Frisbee Club

Wootton Ice Hockey

Wootton Crew

Wootton Colorguard

Zumba Club

SPONSOR

Ms. McMahon

Mr. Sasse

Mr. Kirk

Ms. Rajter

Mr. Tucker

Ms. Starr

Ms. O'Keefe

Ms. Pykosh

Mr. Dickel

Mr. Coon

Mr. Thompson

Mr. Kirk

Mr. Iannuzzo

Mr. Assenza

Ms Herman

Ms. Adler

CAREER

Aeronautics Club

Wootton Business Club

Future Doctors of America

Model UN

Wootton Pre-Law

Sports Medicine Club

SPONSOR

Ms. Shiffren

Mr. McTamany

Mr. Forsberg

Ms. Olchyk

Mr. Alton

Ms. Speck

CULTURE

Asian-American Club
Christian Fellowship
Indian Student Alliance
Muslim Student Association
South Asian Student Alliance

SPONSOR

TBA
Ms Chiu
Ms. Scott
Ms. Elkassabany
Mr. Hitchens

HONORS SOCIETIES

Chinese Honor Society
English Honor Society
ESOL Honors Council
French Honors Society
Future Educators Honor
National Art Honor Society
National Honor Society
National Latin Honors Society
Science National Honors Society
Sign Language Society
Spanish Honors Society
Tri M

SPONSOR

Ms. Lin
Ms. Rozansky
Ms. Adler
Ms. Lynch
TBD
Ms. Duong
Ms. Cresham
Mr. Sasse
Dr. Kim
Ms. Blizzard
Ms. Cruz
Ms. Herman

ORGANIZATIONS

Do Something Club
Habitat for Humanity
Make a Wish Foundation
OHA (Humanitarian Aid)
Patriot Ambassadors
SADD
Wootton Health Organization

SPONSOR

Mr. Hitchens
Ms. Pierce
Mr. Varela
Mr Benya
TBD
Ms Gutwein
Mr. Kirk/Ms. Foster

SERVICE SPECIAL INTEREST

ACTION Squad
Autism Awareness Club
BACPAC Club
Best Buddies
Cakes for Charity
CATS
Cancer Awareness
FIFA
Gay-Straight Alliance
Global Giving
Impact
Junior Statesmen of America
Key Club
Kids Against Hunger
Lincoln Club (WYR)
Moco Motor Club
Smartphone App Development
Students Helping Students
Voice for Girls

SPONSOR

Mr. Marchand
Mr. Long
Ms. Cresham
TBD
Ms. Pykosh
Ms. Peth
Ms. Stepling
Mr. Lightsey
Ms. Hochberger
Ms. Chiu
Ms. Evans
Mr. Steinbach
Ms. Bauer
Ms. Ruback
Mr. Tucker
Mr. Kurtz
Mr. Turner
Ms. Foster
Ms. Becker

STUDENT PUBLICATIONS

Literary Magazine – Pensations
Newspaper- Common Sense
Yearbook – Fife and Drum

SPONSOR

Mr. Iannuzzo/TBA
Ms. Starr
Ms. Starr

SPORTS BY SEASON

FALL: TRY OUT DATE – WEDNESDAY, AUGUST 14, 2013

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

WINTER: TRY OUT DATE - FRIDAY, NOVEMBER 15, 2013

- Basketball
- Wrestling
- Swimming
- Indoor Track

SPRING: TRY OUT DATE – SATURDAY, MARCH 1, 2014

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

COUNSELING SERVICES INFORMATION

Thomas S. Wootton High School Counselors – Students Assignment 2012-2013 School Year

Each student is assigned a counselor and administrator based on his/her class and the first letters of his/her 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.

<u>Counselors</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
COPE	A – Cha	A – Cheng	A – B	A – Cha
FRIEDMAN	Che – D	Chf – Fra	C – F	Chb – Fla
MARKIEWICZ	E – G	Frb – He	G – Ka	Fib – H
VARELA	H – K	Hf – K	Kb – Lee	I – Li
DAVIS	L – M	L – McN	Lef – Mo	Lia – M
BASS		McO – N	Mp – Pan	N – Pi
TAYLOR	N – Sa	O – Sa	Pao – Sc	Pj – Sha
HUANG	Sc – Va	Sb – U	Sd – T	Shb – V
KURTZ	Ve – Z	V – Z	U – Z	W – Z

As of 06/11/2013

ADMINISTRATIVE INFORMATION

Attendance, Absences

All student absences should be called by telephone to the attendance office at (301) 279-8561 first thing in the morning. (Please note: Calling in a student's absence does NOT prevent the Connect-ED call going out in the evening.) The student **must** bring in a note signed by a parent/guardian when he/she returns to school. Students have three (3) days from the day they return to bring signed notes from parents/guardians. 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, an absence 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 an administrator, 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.

For any student who has reached the 20% absence list, a parent/guardian 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

The system, Connect-Ed, allows Wootton HS to contact homes when students have been marked absent by teachers in one or more classes. Parents/guardians should contact the main office at 301-279-8550 if they have questions regarding a student's absence from class(es). (Please note: Calling in a student's absence does NOT prevent the Connect-Ed call going out in the evening.) Student absences can also be found under the homeroom link/absence report on Edline.

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)
- Illness of student
- Observance of religious holiday
- Medical appointment **with** doctor's note
- Work or activity accepted by school authorities (must have prior administrative approval)
- Violent Storms
- State Emergency
- Quarantine
- Suspension
- Lack of authorized (MCPS) transportation

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

Absentee Notes

All parental, medical, or "age of majority" notes must include the following: name of student, ID number, grade, date, and reason for absence or lateness, phone number where a parent/guardian may be reached during the day, and the parent/guardian signature (form can be found on the Wootton website). A student is considered unexcused until he/she brings a note to the attendance office within 3 days of the absence.

If a student's parents/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/guardians will be gone
- Address and phone number of where the student will be staying
- Who is responsible for the student while the parents/guardians are away

Make-Up Work Policies

Each student has 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 student in making up the class work that is missed. When the absence is unexcused, the teacher has no obligation to assist the student in making up work for credit; however, the student 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 missed tests or assignments within the same number of school days that they are absent.

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

Unexcused Absence From Class

Due to the recent Board of Education decision regarding Loss of Credit for classes based on attendance, unlawful absences will be considered disciplinary infractions. Furthermore, students will be expected to make up missed work regardless of the legal status of their absence, in accordance with regulation IKA-RA, Grading and Reporting.

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/guardians 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/guardian to the attendance secretary before 7:20 a.m. A parent/guardian must be reached in order for all early dismissals to be validated and the student excused, including students leaving from the health room. Students who leave school grounds and do not sign out in the attendance office will not be allowed to bring in an excused note the next day. **Students must sign out in the attendance office before leaving the school building or they will be unexcused.**

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. Students returning to school from early departures must submit doctors' or dentists' notes in order for the absences to be excused.

Late Arrival

All students arriving to school after 7:25 a.m. must sign in at the attendance office immediately if they have excused notes signed by parents/guardians. Students arriving before 7:40 who do not have written excuses, should report directly to period 1 and will be considered unexcused. They will have only one day to bring in parent/guardian notes to have the absences changed to excused.

Unexcused Tardiness

Tardiness is defined as not being in the classroom at the beginning of the period. After twenty (20) minutes, unexcused tardiness is to be treated as an unexcused absence. Three unexcused tardies equate to one unexcused absence. Students are expected to be in class at all times. Students found outside of class without passes will be given detentions.

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. Students must get a color coded ticket from their sponsors or coaches and then present the tickets to the bus driver to ride the activity bus. Students without tickets will not be permitted on the bus. The activity bus runs Tuesdays through Thursdays. The same bus transportation disciplinary action applies (see Bus Transportation).

Age of Majority

A student reaching the age of eighteen who wishes to exercise his/her age of majority should submit a letter requesting it to his/her counselor. The counselor will forward his/her recommendation to an administrator for final approval. A parent/guardian may still be notified of student attendance and discipline problems. Privilege may be revoked if abused.

Agenda Books

All students are advised to purchase an agenda book during the first week of school. Agenda books are to be referred to for procedures and the discipline code. Students are not to loan, borrow or transfer their agenda books.

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, possibility of failure, eligibility, etc.), an appeal will then be made either to the Supervisor of Student 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 the Wootton community standards are prohibited.

Students should dress appropriately for a school setting and business environment. The staff wishes to promote a climate where all students feel comfortable. 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 causes 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. It is inappropriate head gear not permitted: bandanas, do-rags, skull caps and hoods over the head.
 - g. It is extremely revealing.
 - h. It promotes the use of tobacco, alcohol, or drugs.
 - i. It is a chain (wallet chains, etc.) or spiked clothing or accessories.

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

The judgment of appropriateness of student clothing is at the discretion of school staff members using the above list as a guideline. Please keep in mind that Wootton High School is a place of business. If a student is not certain that his/her clothing will be appropriate in school, he/she should not wear the item(s) in question.

Assembly Behavior

1. Students will report directly to the auditorium.
2. Students will sit properly with no feet on the seats.
3. Students will be polite and quiet throughout the program.
4. Students will not call or make noises to students who are performing on stage.
5. Once seated, students may not leave the assembly without staff permission.
6. Students with early departures should not attend the assembly.
7. Students will be dismissed from a staff member on 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 with bold and clear letters, straight edges, and correct spelling.
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/guardians and/or suspension of bus riding privileges. Depending upon behavior, other disciplinary actions may be taken. If a student is removed from the bus, parents/guardians are responsible for providing transportation.

Cafeteria: Rules

1. Students must have their current Student IDs to make purchases in the cafeteria or kiosk - **no exceptions**. Students should not enter the line without their cards or they will be turned away. If students do not have their cards, they must see Security to have replacement cards made. The replacement charge is \$5. If a student does not have \$5, he/she will be given an obligation. Students cannot use other students' IDs to buy lunch or both students will receive consequences.
2. If a student forgets his/her card during September ONLY, he/she must see the cafeteria manager for permission to make a purchase **ONE TIME ONLY**.
3. There should be **ONLY** 5 students inside the cafeteria serving area at a time. All others should wait behind the door frame until one person leaves before they enter.
4. Students must leave jackets and backpacks at the table. No one will be admitted if they bring a jacket and/or backpack into the serving line.
5. Only the person making a purchase is to be in the serving area. If you are not making a purchase, please wait outside the doors(not in the doorway) or at your table.
6. Students must be respectful of the cafeteria staff. If there are conflicts, please contact the cafeteria manager or administrator on cafeteria duty.
7. Students are encouraged to put money in their accounts. The cafeteria **CANNOT** change large bills. If a student has a large bill, he/she will have to put it in his/her account.
8. **DO NOT OPEN SANDWICHES!** If you don't know, what the sandwich is, ASK the cashier. If a student opens it, he/she bought it.

9. Anyone who wants to apply for free/reduced lunch can do so at any time. Students currently receiving free/reduced lunches must reapply BEFORE OCTOBER 1st. If students do not REAPPLY, before October 1st, they will have to pay full prices for their lunches. NO EXCEPTIONS! The information is confidential and will not be shared with anyone. It is the student's responsibility to keep the approval letter for other school uses (other fees).

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' uses. 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 will be allowed a maximum of 5 days per school year. Juniors will be allowed a maximum of 3 days during their second semester. **A parent/guardian note must be submitted to and approved by a grade level administrator at least 48 hours prior to the college visit.** If the note is approved by the administrator, a student will be given a form for his/her teachers to sign. When complete, the form will go to the attendance office. **Absences will not be excused during exam weeks. Friday, May 10th 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 valid Wootton HS ID card to attend the dance. Students without a valid 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. Students choosing to ignore any rules shall be asked to leave the dance.
9. Students leaving early for any reasons may not re-enter the dance or receive a refund.

Department Test Days

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

Reminder: A quiz is a very brief assessment that will take less 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. A student will be given a 24-hour notice for detention. All students will serve assigned detentions. Detentions not served will be doubled, and then if not served again, students will be given harsher consequences.

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/guardians or is accompanied by his/her parents/guardians, may examine his/her confidential records and health records provided the appropriate school or health department official is present to explain.

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 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 \$30.00 participation ECA 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 a non-MCPS school.
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.

Emergency Drills

The Fire Prevention Code of Montgomery County requires that each school hold a minimum of ten fire drills each year. MCPS also requires a minimum of four additional drills for other evacuations, shelters, and lockdowns. The drills will be held without warning (except for the first one). 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 and

without running. Talking or pushing is not permitted. Students may not visit their automobiles in the parking lots during evacuation drills. For evacuations drills, students must register their attendance with their classroom teachers outside the building and wait quietly with their class until the drill has ended.

Shelter and lockdown 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 during a shelter, but not during a lockdown. Students are expected to be on their best behavior during emergency drills or similar emergencies.

Extracurricular Activity (ECA) Fee

Each middle and high school student who voluntarily participates in after school sports or clubs must pay an annual extracurricular activity fee of \$30.00. Note: A student may try out for sports team before paying the fee. Once a student has been selected for a team or activity, the fee must be paid or his/her 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' educations, 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/guardians.

Fund Raising/Activities

Before any fund raising events can take place either at school or outside of school, a green activity form **must** be submitted to the administrator in charge of fundraisers for approval a minimum of one week prior to the event. All forms received with less notice will be denied. The green activity forms are available in the main office or in the lower administrative office (Room 41). All flyers and posters advertising such activities/fund raising events must be approved by an administrator prior to being displayed around the school. Bring only one flyer then make copies from that one. Please note there is a limit of no more than **10** flyers per floor. The clubs/teams participants 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.

Athletics Eligibility

1. Each student who is a candidate for participation in interscholastic athletics is 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. An administrator may excuse an extracurricular participant for prescheduled appointments such as a medical appointment, 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. A student must either bring a note for a prescheduled appointment for the signature of an administrator, 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-approvals for their absences 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 offenses on school property. The 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. The student and parents/guardians must go through a reinstatement conference with an administrator, the athletic director, the counselor, and the coach(es) or sponsor(s) 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/guardians 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/guardians. Additional regulations may be established by the coach or sponsor.

1. Maintain academic standing and eligibility as established by MCPS.

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. 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.
5. Display good sportsmanship at all times.

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

Suspension

Students who are suspended out of school or are assigned 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 31st 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.

Elevator Use

Elevator keys are available in the financial office for students who have a medical reasons requiring them to use the elevators. A \$20 fee is charged to any student who does not return an elevator key.

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, gymnasiums, and stairwells 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

Each student who attends a high school in the Montgomery County Public Schools is required to either wear or carry an ID card. Wootton's policy is to have students carry their ID cards while at school or at an extracurricular event. Students are required to use their ID cards when purchasing lunches in the cafeteria. Students may be asked to show their ID cards by any staff member at any time. Students attending athletic events must present ID cards for reduced admission. Without an ID card, students will be charged the adult admission. Replacement ID cards can be purchased for \$5.00 in the financial office. 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 any time 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 vehicles**, 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 a parent/guardian will be 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 an administrator.

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

Maximum action: Same as above, suspension

Library/Media Center

Media center hours are 7:00am to 4:00pm Monday thru Thursday and until 3:00pm on Friday. During the academic day students are required to have a pass to be in the media center except during their

lunch period. College Institute students must present their college ID when signing in. School ID's are required for checking out library materials. Computer use is limited to school related purposes as outlined in MCPS Regulation IGT-RA. Scheduled classes have priority access to the media center's computers, materials and space. At NO time are food and beverages allowed in the media center and use of personal electronics is limited to before and after school.

Lockers

Students are assigned lockers in their homeroom classes as ninth graders. All 10th-12th grade students have the option to have a locker assigned to them. Lockers are reassigned every year. The replacement cost of a lost lock 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 cleaned out at the end of the school year. The school shall not be held liable for any items left behind at the end of the school year.
- 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 periods. **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 physical education classes.

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

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/guardians will receive letters 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 home.

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

Obligations

If students have any outstanding obligations:

- They will not be allowed to obtain parking permits.
- They will not be allowed to buy tickets to major school events, such as Homecoming, Prom, Junior and Senior Banquets. This also extends to any guests who want to attend those functions.
- They will not be allowed to participate in school events such as "Puttin on the Hitz", or "Thursday Night Live".

- They will not be allowed to participate in graduation rehearsal and, therefore, in the graduation ceremony.

Lists of students with past obligations will be given to coaches and sponsors so that they do not issue new equipment to those students.

A chart will be posted outside the financial office for students to check for any obligations. Students can also confer with their counselor or grade level administrator or can view their obligations on Edline.

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, and generally anywhere outside of the building except in designated areas.

Minimum action: Detention

Maximum action: In school suspension

Parking

Parking is for **SENIORS ONLY** with the exception of OJT and internships. The Board of Education mandated fee of \$37.50 per semester will remain in effect for this 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 main office no later than **Friday, August 9, 2013. Applicants will be notified in August by an administrator if approved for a permit via automated phone call. Please do not submit the fee with the application. Permits will be distributed on August 20th. Students may begin parking on the first day of school with a permit.** Students must resubmit an application each semester. Second semester permits will be distributed after exam week in January.

Parking permits will be issued based upon the criteria listed below:

- All students must maintain a 2.0 GPA at all times with no more than 1 failing grade. Permits will be revoked if students fall under a 2.0 GPA and parking fees will not be refunded.
- Students may not have an obligation to the Financial Office.
- Students must complete all hours required for Graduation via Student Service Learning.
- 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). Programs must occur during school hours and be certified by a Wootton 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.
- Clubs/team (Seniors as determined by the sponsor/coach)

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 2:10pm 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.**

STUDENTS DO NOT HAVE PREFERENCE REGARDING PARKING LOCATION.

Hanging, color coded decals will be issued each semester and must be attached to the rearview mirrors. Students assigned to either parking lot will be assigned numbered parking spaces. Rockshire Shopping Center has given Wootton permission to use designated spaces for student parking provided the students 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, 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 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 counseling office. Students can initiate peer mediation through their counselors.

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 notes regarding holidays prior to the holidays.**

Returned Check Fees

Any check returned from the bank for any reason will be charged a \$25.00 fee. This applies to all checks made out to Wootton High School.

School Closings

In the event of severely inclement weather or emergencies, school may be closed or the school starting time delayed. The same conditions may necessitate an early dismissal. School closings, delayed openings, or early dismissals will be announced over local radio and TV stations. If no report is heard, students should assume that school will be in session.

Search and Seizure

The principal, assistant principal, or security personnel may search a student if he/she has a reasonable belief that the student is in possession of 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 the student at the time of the search that he/she has a right to appeal the legality of the search.
- Search the student only in front of a third party who has reached age of majority.
- Return anything taken from the student within a reasonable time, unless it is illegal to have the item or the item poses a danger to the student 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 a student's locker or car is searched, the school official will make every reasonable effort to inform the student before he/she searches it. The administrators will tell the students at the beginning of each school year about the rules of search and seizure.

Semester Examinations

Two-hour examinations are required in English, world 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.

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)

Student Service Learning (SSL)

Montgomery County SSL hours are mandated by the State of Maryland. Students are required to accumulate 75 hours for graduation. Students should check to see if the organization they wish to work for is pre-approved. This information may be found on the SSL website at <http://www.mcpsssl.org>.

Hours may be earned for participation in activities which achieve curricular objectives, such as Child Development. Hours may also be earned for participation in school sponsored clubs and organizations that address recognized community needs, such as the Rotary Interact Club, the Red Cross Club, or the Wootton Tutoring Club, to name a few. Within the community, students may earn hours with organizations that are non-profit, tax exempt organizations that are pre-approved for SSL. Activities or organizations that are not listed as pre-approved, may still be allowable as long as the student fills out MCPS Form 560-50 ***Application for Student Service Learning Special Activity***. **Please note that this form must be submitted for approval BEFORE the activity is performed. Failure to do this will result in the loss of the hours.** This form may be downloaded from the MCPS website.

Hours for all activities performed during the summer are due on the **Last** Friday of September. Activities performed during 1st semester are due on the **Last** Friday of January and activities performed during second semester are done on the **First** Friday in June. No hours may be submitted after the due dates. Failure to submit before the due dates/deadlines will result in a loss of the hours for the activity.

Finally, a student should not wait until his/her senior year to fulfill this obligation. SSL hours should be completed as soon as possible. Hundreds of organizations already pre-approved by MCPS exist to help students gain their hours. If a student needs help or suggestions, he/she should see the SSL Coordinator, Mr. Marchand, in Room #143.

Telephone

Public telephones do not exist on school property. Students who need to make emergency telephone calls to their parents/guardians during lunch periods and after school using the main office telephone are required to pay \$.50. The procedure is necessary to reduce the number of non-emergency social calls that students make which often tie up the telephones for those students who have real emergency calls.

Students who need to contact a parent/guardian regarding an emergency situation must sign in on the telephone log first and pay an \$.50 to the main office staff. The staff will initiate the call to the parent/guardian 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. Visitors may not sit in on a class unless authorized by an administrator. All others will be required to leave immediately or will be prosecuted for trespassing.

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 pursuits of education in high school. For students to achieve effectively, schools must have safe and orderly climates.

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. The guidelines are designed to protect the rights of all who study and work at Wootton.

The intention is to give a set of specific rules and resultant penalties. They are neither exhaustive nor inflexible. It is understood 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. Mutual respect should determine both behavior and punishment. In addition, a description of the appeals process is included.

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, parent contact, administrator contact, three days of detention

2nd Offense: All of the above with two additional days of detention

3rd Offense: All of the above with two day suspension, possibility of 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, parent contact, administrator contact, teacher detention

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

3rd Offense and Subsequent Offenses: All of the above with two day suspension

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

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

Wootton's Instructional Leadership Team approved an Honor Pledge that students will either sign or write out and sign for every major

examination or paper and other assignments as determined by each teacher. The pledge reads, *"I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination."*

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 , police referral

Maximum action: Expulsion, police referral

Bullying

Bullying is a direct or indirect, physical or psychological intimidation that 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 reasons.
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. Students using "proxy servers" to access sites blocked by MCPS run the risk of losing their computer privileges.

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 personal e-mail addresses, accounts, or passwords.
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.
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. Any inappropriate use of social media that disrupts the school environment is strictly prohibited.

Minimum action: Teacher detention, parent contact

Maximum action: Referral to administrator, 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, police referral

Maximum action: Suspension for ten days with recommendation for expulsion, police referral.

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

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, referral to Fire Marshall/Police

Maximum action: Expulsion

Fighting/Instigating

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. Any recording of such an event will result in disciplinary action.

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

Maximum action: Expulsion

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, 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, parent contact

Maximum action: Suspension

Insubordination

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

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 vehicles 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, parent contact, detention

Maximum action: In School 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 staff members will sweep the building and direct students to the main entrance.

Minimum Action: Detention, parent contact

Maximum action: Referral to administrator, in school suspension

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, police referral

Maximum action: Expulsion, 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 (7:25am - 2:10 pm), except during lunch in designated areas.

Minimum action: Confiscation of the device, retrieval by parent

Maximum action: Referral to administrator

Cell Phones w/Camera & Video capabilities, 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 encouraged for students to have 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. It is an invasion of privacy for students to take pictures of other students.

Video – Unless for instructional purposes, recording video on school grounds is prohibited.

Audio – Unless written permission is given, recording audio is illegal in the state of Maryland.

Minimum action: Confiscation of the device, deletion of video, retrieval by parent
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: Parent contact, detention

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, counseling services conference

Maximum action: Suspension/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: Suspension/Expulsion

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 student, 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:** Three-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 any time 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: Parent conference, counseling with student, detention(s) or in school suspension

Maximum action: Suspension/Expulsion, police notification

Skateboards

Skateboards and similar items may not be carried throughout the building. A student will need to store his/her skateboard in his/her locker or a predetermined office/room with a staff member.

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(s), parent contact, restoration of property at student expense

Maximum action: Suspension/Expulsion, police contact

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, detention

Maximum action: Suspension

Trespassing

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

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

Maximum action: Police referral

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, restitution

Maximum action: Suspension, restitution

B. Willful destruction or defacement of school property.

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

Maximum action: Suspension/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: Parent conference, in school suspension

Maximum action: Suspension/Expulsion, police referral

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 Rockshire parking lot requires a parking decal issued by Wootton. If a student's assigned parking space is taken, he/she should notify a member of the security staff immediately. The security team member will assist students in finding temporary places 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, in the vicinity of Wootton High School, on Wootton Parkway, and at Rockshire Shopping Center is prohibited.

Minimum action: Referral to administrator, loss of parking privilege

Maximum action: Police referral, suspension

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, police referral

Maximum action: Expulsion, police referral

Weapons Used to Cause Bodily Injury

Minimum action: Expulsion, police referral

Maximum action: Expulsion, police referral

Other Weapons

Minimum action: Suspension

Maximum action: Expulsion