

W.T.WOODSON HIGH SCHOOL



CAVALIER HANDBOOK

(EXTRACTED AND EDITED)

2016-2017

**9525 Main Street
Fairfax, Virginia 22031
703-503-4600
www.fcps.edu/woodsonhs**

SCHOOL COMMUNICATION -- WOODSON HIGH SCHOOL WEB SITE

A wealth of information is available on the school website: schedules, calendars, student services information, activities, and more. www.fcps.edu/woodsonhs

-- EMAIL NOTICES

Woodson HS administration periodically emails all parents/guardians in the form of KIT (Keep In Touch) Messages. When a student registers for FCPS, the primary family email is automatically enrolled in Woodson's KIT system. Additional news from the overall school system is sent to parents *if they subscribe* to another email service called "News You Can Choose", using this link:

https://public.govdelivery.com/accounts/VAEDUFCPS/subscriber/new?qsp=VAEDUFCPS_1

To subscribe, you would scroll down the long list of categories of available news to check the boxes that seem of interest to your family. Consider including the checkbox for Woodson HS, found under the High School category that you would open, near the end of the list.

-- DAILY ANNOUNCEMENTS

Leadership students make daily announcements every morning at 8:10 on a school public address system. These announcements are also posted on the Woodson website where parents and students can read them. Afternoon announcements are limited to cancellations, bus changes, or special information from the principal.

GENERAL INFORMATION

ATTENDANCE

Regular attendance is necessary for maximum student achievement in school. In addition, punctuality and dependability in meeting assigned responsibilities are personal behavior habits valued in our society. To help students develop desirable behavior patterns, as well as maximize their classroom learning, Fairfax County Public Schools requires that students be punctual and regular in school class attendance. Please review **Regulation 2234.6**

Phone Number

703-503-4800

Location

The Attendance Office is located in the lower E – hallway near the main office in the front of the building. Room E-107

Excused absences

Each student absence, for all or any part of the school day, shall be supported by a valid excuse from the parent/guardian. Your parent/guardian must call the Attendance Office to report an absence OR the student will bring a note to the attendance office from his/her parent/guardian **WITHIN 2 DAYS** of their return to school. **These deadlines are firm. No student is permitted to leave school without first receiving permission from their parent AND the school**

Excused absences as set forth by Fairfax County Public Schools are as follows: **illness of the student; death in the family; doctor or dental appointment; observance of a religious holiday; suspension except for certain violations as provided in the current version of Regulation 2601, Student Responsibilities and Rights, or another reason acceptable to the principal or his or her designee.**

Reasons that will not be accepted for excused absences/tardies **include, but are not limited to, family and/or student vacations, childcare situations, nonschool-related activities, missed school bus, oversleeping; alarm didn't go off; missing a ride; ride was late; car trouble; traffic; weather conditions; working on homework/project, studying for test; parent/guardian's fault, leaving campus without permission.**

Unexcused Absences and Class Cuts

An unexcused absence is one for which the parent or guardian does not have prior knowledge, consent and/or legitimate reason. When a student is absent without prior communication between the parent or guardian and the school, school personnel will notify the parent or guardian and take appropriate action based on the individual circumstances. **School attendance is required by law, as outlined in the Code of Virginia.** Absences and tardies will be addressed by individual interventions with progressive consequences for students.

Early Checkouts

A student who needs to leave school early must **take the required note to the Attendance Office by 8:20am.** **Students must check out through Attendance Office in order for the class absences to be excused.** If the student returns to school that same day, he/she must check in at the attendance office. It is imperative that student brings a note for early check out.

Pre-arranged Absences

Parent/Guardian must request the pre-arranged absence through the Attendance Office, three or more days before the date of absence. An administrator will sign the request and designate whether the absence is excused or unexcused.

Attendance Reminders

- All notes excusing tardies or absences must include an acceptable reason under **FCPS Reg. 2234** and should be submitted to the Attendance Office when the student returns to school.
- All notes excusing tardies and/or absences must include the date, the time, and the reason, in addition to a parent/guardian signature.
- If a student enters school late and goes directly to class without checking in through the Attendance Office, the student's tardy or absence will be unexcused.
- If a student leaves school grounds without checking out through either Attendance or the Clinic, the student's absence will be unexcused. Notes or calls received after a student leaves campus without permission will not be accepted.
- Pre-arranged Absences:
 1. Must be requested three or more days before the requested date(s). The student will need a signed Pre- Arranged Absence form and/or a parent/guardian note explaining the circumstances of the absence.
 2. The request must be approved by an administrator
 3. The student **must then take the form to his/her teachers who will sign it and provide assignments when possible.**
 4. **Completed forms must be returned to the Attendance Office before the absence.**
- End-of-the-Year Early Release: For attendance at special summer programs such as Boys/Girls State or for extenuating circumstances (but NOT for vacations), a written request must be made to the Director of Student Services at least two weeks before final exams. The earliest date of withdrawal for a student to receive credits for the year is 14 school days prior to the last scheduled day of school.
- Long-Term Absences: If a student is physically unable to attend school for 30 days or more, the parent/guardian should contact their child's counselor immediately to arrange for an educational alternative. Doctor verification is required; the counselor will assist with the initiation and coordination of this process.
- In accordance with state law, any student who is absent for fifteen (15) consecutive days must be withdrawn from school.

For Attendance Consequences, please refer to the Woodson website.

AUTHORIZED AREAS

Students must remain in authorized areas during the school day. It is a violation of school rules for a student to congregate in unauthorized area (in the building and outside). Consequences include progressive disciplinary steps, including suspension.

BELL SCHEDULES

Bell schedules can be found on the W.T. Woodson website at:

http://www2.fcps.edu/woodsonhs/schedules/daily_sched.html

BUSES Regular Transportation# (703-249-7000)

Special Ed Transportation# (703-446-2050)

A bus transportation pamphlet is issued to each student in September. Regular bus route listings are kept in the Main Office. Disruptive behavior on the bus will be reported to the school administration. Disciplinary action may include the loss of bus privileges.

Blackboard Teacher's Blackboard sites will include a course syllabus, grading policy, classroom procedures and policies, weekly agenda, due dates and announcements. Students and parents should check those sites for missed assignments or contact teacher.

Bullying Students are expected to respect all personal, psychological and physical safety of all members of school community. They are expected to treat everyone with respect. Bullying and harassment will not be tolerated. Bullying is a physical or psychological attack on one or more students. Bullying can take the form of physical, verbal, written, psychological, or sexual attack or intimidation. A student who uses technology, such as internet or cell phone, to degrade or humiliate another person or group is cyberbullying. Bullying, sexual harassment and cyberbullying are prohibited in FCPS. If you believe you are a victim of bullying, please speak up. There are many ways to report bullying: speak with a teacher, counselor, administrator, security personnel or the school resource officer (SRO) about what happened with complete confidentiality. "Report Bullying" form is available in the Student Services office

CAFETERIA (703-503-4621)

Food purchased in the cafeterias or brought from home may be eaten **only** in the cafeterias, or designated areas.

CAREER CENTER (703-503-4661)

The Career Center provides college and career resources, information, and access to students, parent/guardians, teachers, and counselors. Resources include computer programs; information on scholarships, financial aid, and testing; plus opportunities for special programs, summer, employment/internships, volunteering, and much more. Catalogues, handbooks, test prep books, and videos may be checked out for student use.

Throughout the year, many college/university representatives schedule appointments to meet with juniors and seniors. Interested students should contact the Career Center. The Career Center is open Monday through Friday, 8 am - 3 pm. However, if the door is open outside those hours, users are welcome. Evening appointments may be made on Mondays from 7 - 9 pm by calling 703-503-4661.

CLINIC AND MEDICATION (703-503-4610/4611)

The clinic is open daily from 8:15am to 2:50pm. To visit the clinic, a student is required to have a pass from the classroom teacher.

A parent/guardian or other emergency contact should pick up the child at the Clinic **Entrance 14**, which is accessible from Whitacre Rd.

Under the Fairfax County School Board Policy, students are not permitted to carry medication except for authorized inhalers and Epipens. School staff may not administer medications to students unless a Parent/Guardian Authorization for Medication form is signed:

- Physician completes Part II of Authorization for Medication form.
- Parent/Guardian may complete both Part I and Part II

- Medication is to be brought to the clinic, by parent/guardian, in the original container from the pharmacy. The label must state the student's name, name of medication, exact dosage to be taken, and time at which the medication is to be taken in school. **Forms are available in the Clinic and the Main Office.**

CELL PHONES/PORTABLE COMMUNICATION DEVICES

Possession of any portable communication device, including any beeper, cell phone, or other similar device or any device capable of receiving or transmitting text messages is allowed on school property during the school day and while in after-school activities; however, the device **must be out of sight, turned off** and used only with authorization from the principal or his or her designee.

DISCIPLINE (Contact appropriate administrator)

In-School Suspension (ISS)

ISS is under the supervision of the school/security staff. Students may be assigned to ISS for one or more days at a time for various discipline infractions. If a student does not cooperate with ISS guidelines, the student will receive an out-of-school suspension.

DRESS CODE

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Parents or guardians of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this code will be asked to cover the non-complying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.

Caps, Hats or Head Coverings: Caps, hats, or head coverings, including hoods and bandannas, are not to be worn inside the building or when classes are in session during the instructional day. Exceptions may be given for medical and religious reasons. A continuum of consequences will be applied for violators.

ELEVATOR

The elevator is available to students unable to use the stairs.

EXAMS

The Exam or testing schedule (s) can be found at:

http://www2.fcps.edu/woodsonhs/sservices/testing/tst_wtw_schedule.html

GUEST POLICY (703-503-4604)

Requests for high school-aged guests to visit Woodson and accompany a current student will be considered on an individual basis. The request should be made in writing by the parent/guardian of the Woodson student at **least five days before** the visit. The administration will approve/deny the request.

HALL PASSES

Hall passes are required at all times. Students are required to use the **Cavalier Hallway Pass** located in the back of this handbook. In addition, students must have a pass, signed by a teacher, to enter the library during lunch periods.

HOMEWORK REQUESTS (Teacher/Appropriate counselor)

Following an absence, the student should check for assignments on 24/7 (Blackboard) and/or arrange with each teacher for make-up work. The responsibility for initiating the make-up work rests solely with the student.

If the student is absent for three or more days, a parent/guardian should contact the child's counselor. Assignments can be collected from the teachers and can be picked up by a parent/guardian or friend in the Student Services office. Allow 24 hours for teachers to complete requests.

LOCKERS (703-503-4614)

Lockers and combinations are assigned at the beginning of the school year. These are for storage of student books and coats, and it is highly recommended that nothing of great value be left in them. Lockers are the property of the school, and jointly accessible to student and school officials. The principal or designee may open a locker to examine the contents when there is reason to believe that the contents threaten the safety, health, or welfare of students.

LOST AND FOUND (703-503-4618)

Lost and found articles may be turned in or claimed in the Lost and Found office room E-111.

Library (703-503-4670)

The library opens daily with the following schedules:

Monday, Tuesday and Thursday 7:45 to 3:30

Wednesday 7:45 to 4:30

Friday 7:45 to 3:15

The library has computers that are often available for students to use for schoolwork.

Library books circulate for 3 weeks and accrue late fines of 10 cents/day. Reference books may be checked out overnight and accrue late fines of \$1/day.

There is a pay photocopier available for student use. Photocopying from library books is free.

MATERIALS/FEES AND FREE AND REDUCED LUNCH

Students who receive free or reduced lunch who are in need of assistance for materials/fees should see their counselor.

OFF-CAMPUS POLICY

In order to leave campus during the school day, students must have the appropriate permission and check out officially in the Attendance Office. Leaving campus without permission will result in consequences ranging from Saturday School to suspension. All FCPS schools are closed campuses; students are not allowed to leave the premises, unless authorized by a school official.

PARENT/GUARDIAN CONFERENCES

A conference with your student's teacher(s) and/or counselor may be arranged by contacting the teacher or the counselor for an appointment. The best point of contact is via email.

STUDENT PARKING (703-503-4617)

Parking passes are now sold online. You will complete your parking pass application at the following web site. <https://www.permitsales.net/WoodsonHS> follow the instructions and make sure you read the rules and regulations. Towing is enforced so make sure you are familiar with the regulations.

If you need a parking pass for academy you will need to bring in a copy of confirmation email from the application, a check for the parking pass and a copy of your schedule showing that you have academy, to room F122 and your parking pass will be issued the week before school starts. If you do not have academy, your parking pass check and confirmation page may be dropped off the first week of school. You can check back in room F122 for your parking pass after a day or two. Enforcement of parking regulations, except for staff parking, will not begin for about 2 weeks.

Enforcement: Parking pass numbers must be visible at all times. Students who park without an authorized parking pass or park in an unauthorized location will receive a ticket and fine. The fine is a minimum of \$25.00. Vehicles may also be towed.

If a student parks in an unauthorized area (Handicapped, Visitor, or Faculty Parking):

- First offense will result in a summons and fine.
- The second offense will result in a summons and the possible permanent loss of the parking pass; the student **will not receive a refund for the pass.**
- Vehicles with outstanding Tickets are subject to being towed at owner's Risk and Expense.

All cars illegally parked on campus will also be subject to receiving a summons from the Fairfax County Police Department for "Parking on County Property in a Restricted Area" or other violations. The summons requires paying a fine and court costs.

Leaving Campus: If a student leaves campus in their vehicle without authorization, or if they allow someone else to use their vehicle for this purpose

- The student may lose the parking pass permanently. The student **will not receive a refund for the pass.**

SCHOOL SAFETY and SECURITY (703-503-4618)

Parents/guardians and students are important members of our school safety plan. Ultimately, we are all responsible for each other's safety. **Parent/guardians or students who are aware of impending problems, or who know of students who may be bringing weapons, drugs, or other contraband to school, should talk to an administrator or the School Resource Officer immediately.** As an alternative, there is an **Anonymous Tip-Line maintained by FCPS and the state: 703-658-3636 or 1-877-4SAFEVA.** For more information, you may visit this website: www.vaschoolsafety.com

STUDENT SERVICES INFORMATION

Mission

The mission of the W.T. Woodson High School counseling program is to address the academic, career and personal/social development of all students and prepare them to be responsible citizens and life-long learners. School counselors collaborate with other educators, parents/guardians and the community, to ensure, access, and equity for all students, and to create an environment, where all students achieve, value learning, appreciate diversity, and demonstrate responsible citizenship.

Resource Personnel

The **social worker, attendance officer, school psychologist, and school nurse** comprise the staff of resource personnel. A social worker may become involved when a student is experiencing academic, emotional, or adjustment issues that are related to life outside the school. A social worker may visit the home, discuss the situation with parent/guardians, and then assist the student with a solution. The attendance officer works with students, families, and the courts regarding attendance problems. The school psychologist becomes involved in cases when a student is experiencing emotional problems. The school psychologist also conducts psychological evaluations for students who are referred for special program placement. The school nurse becomes involved with students who have health problems.

Grade Point Average

Grade-point average (GPA) is calculated based on all courses for credit has been earned or attempted, including repeated courses previously passed. This calculation includes grades for course in world languages, algebra, and geometry for high school credit attempted in 7th and 8th grade. High school course completed in the 7th and 8th grade may be deleted from the high school transcript with a written request from the parent/guardian to Director of Student Services prior to the end of the first quarter of a student's first year in high school.

GRADE POINT AVERAGE AND CLASS RANK

Grade point average (GPA) is calculated on the basis of all high school courses for which credit has been earned, attempted, and previously awarded. **FCPS high schools do not rank students.**

GRADING SYSTEM

Effective September 2009

FCPS adopted a new grading scale effective September 2009. Changes in the FCPS grading policy include a modified ten-point grading scale that uses pluses and minuses. An asterisk (*) is used on the transcript to distinguish B+, C+, and D+ grades earned prior to September 2009. For example, B* = B+.

A (93-100) = 4.0	B- (80-82) = 2.7	D+ (67-69) = 1.3
A- (90-92) = 3.7	C+ (77-79) = 2.3	D (64-66) = 1.0
B+ (87-89) = 3.3	C (73-76) = 2.0	F (below 64) = 0.0
B (83-86) = 3.0	C- (70-72) = 1.7	

P: Pass WF: Withdrawal Fail

Audit: No Credit WP: Withdrawal Pass

Additional Weighting for AP, IB, and Dual Enrollment

Students who **complete** a year-long AP or IB course are granted 1.0 added to their GPA calculation for each AP or IB course taken. Also, selected semester-long dual enrollment courses are granted 0.5 added to their GPA calculation.

Additional Weighting for Honors

Students who **complete** year-long high school honors courses in English, mathematics, science, or social studies are granted a 0.5 added to their GPA calculation for each course taken. Students who are taking a level 5 World Language earn an additional .5 quality point in their GPA Calculation.

Withdrawal from a course

If a student drops a course during the:

1st quarter no penalty-nothing **recorded on the student's transcript**

2nd quarter WP (withdrawn passing) or WF (withdrawn failing) is recorded. Exception: for semester courses A "WF" or "F" for failure is recorded

3rd quarter WP or WF is recorded

4th quarter **WP** or F for failure is recorded *

- Unless there are unusual circumstances, a student who has a passing grade may not withdraw during the terminating quarter of the course.

PASS-FAIL OPTION

With parental approval, any high school student shall be given the option of taking one elective credit per year to be marked on a pass-fail basis. This may be applied to the required physical education credits, foreign language credits, economics and personal finance requirement, and to credits other than those required for English, social studies, mathematics, laboratory science, and specialized courses such as Principles of

Engineering Technology and Senior Technology Research taught at Thomas Jefferson High School of Science and Technology.

Expunging a grade

In accordance with Virginia state regulations, FCPS Regulation 2430 permits parents of students who take a high school credit-bearing course in middle school to request that the grade be omitted from the student's high school transcript and the student not earn high school credit for the course. ***Parents must make this request no later than the end of the first nine weeks of the school year following completion of the course. Parents should be advised that removing the course and grade from the transcript also removes the associated verified credit from the transcript.***

Schedule Change Process – Please see your counselor

TELEPHONES

TTY phones are located in the Main Office.

TOBACCO-FREE SCHOOL

The purpose of the policy is to provide a school environment in which the value of good health, free of tobacco, is promoted. Students will not be allowed to use or possess tobacco in any form (smoking, dipping, and chewing) during the school day, or at any school related activity, that involves students. A continuum of consequences will be applied for violators.

TRESPASSING **(703-503-4618 or 703-503-4600)** Woodson students are not to be on school grounds or in school buildings before 6:45am or after 9:00pm unless present for a supervised school activity. Presence outside of these hours is considered criminal trespass and is grounds for suspension or other disciplinary action.

WEATHER CLOSING

Fairfax County Schools responds to inclement weather by either delaying the opening of schools, closing early if weather worsens, or canceling school for the day. Decisions are communicated to all local radio and TV stations, and Channel 21. **Please do not call the school. Please listen to a local radio or TV or check the FCPS website, www.fcps.edu.**

WORK PERMITS **(703-503-4600)**

Work permits are necessary for students who are at least 14 but less than 16 years of age. Information and forms are available on the following link.
http://www.doli.virginia.gov/laborlaw/laborlaw_forms_p2.html

The W. T. Woodson Honor Code

W. T. Woodson's goal is to promote a community of trust that will enhance student achievement. Students who accept responsibility for their own academic integrity learn and can take pride in genuine achievement. This Honor Code represents expectations of student behavior that are consistent with fully preparing future citizens in a democratic society.

What is Honor?

- The honorable person is a person of honesty and integrity.
 - Honesty means doing your own work.
 - Integrity means doing the right thing, even when no one is watching.
- Honor in academic endeavors carries over into adulthood. Honorable students become honorable citizens in the workplace, in society, and in their personal lives. Practically speaking, honor allows a society to function smoothly.
- Honor is also valuable in and of itself. It is a higher good that guides a person's decision making, yet honor should not be the basis of an individual's actions in isolation. In its fullest form, honor is communal. The citizen who witnesses a crime is duty-bound to report it. Students have a similar obligation to encourage one another to be honorable and to report dishonorable behavior which weakens our school community.

What is Academic Honor?

An honorable student takes pride in the products of his or her own talents and efforts. The honorable student respects others' work and would not claim it as his or her own. Therefore, the honorable student does not engage in the following actions:

- **Cheating** includes copying or allowing others to copy assignments, unauthorized use of study materials (paper or electronic), and unauthorized prior knowledge of assessments.
- **Fraud** includes deception, falsifying data, and forgery.
- **Plagiarism** is stealing another's work and passing it off as one's own. Teachers may require students to submit assignments to the Turnitin.com database for plagiarism detection.

What is the W. T. Woodson Honor Council?

The purpose of the Honor Council is to review alleged Honor Code violations and to determine if a violation has occurred. The Honor Council gives students an opportunity to appeal the alleged violation or to accept consequences for violating the Honor Code. Consequences for violations will be consistent throughout the school. Should a student be found in violation by the Honor Council, we encourage students and their parents to see this as a learning opportunity because the actions of the school are not inordinately punitive.

- The Honor Council consists of a group of teachers and students who review cases of disputed honor violations and decide whether a violation has occurred. This decision will be based on presented written evidence from the referring staff member and the referred student, as well as any other written testimony deemed relevant to the case. This material will be presented to the council anonymously, so as to create an unbiased panel.

In addition to administering the consequences, The Honor Council promotes integrity by providing students counseling through the Ethics Seminar in the case of repeat violations.

- Citation School is a remediation program run by the tutors of the WTW Writing Center. The goal of this program is to re-teach the skills necessary for academic honesty when using sources. Should a teacher identify that a student used sources poorly because of academic error and thus inadvertently plagiarized in an assignment, the teacher has the option to refer a student to Citation School for remediation, rather than send the work directly to Honor Council. Students will be able to attend Citation School once. Should a student misuse sources after that remediation session, or fail to attend a citation school within the allotted time frame, that violation will be submitted to the Honor Council for review.

Using Sources: Avoiding Plagiarism

Original source:

Newspaper Article: "Peacock mantis shrimp's swift, deadly punch inspires super strong composite materials" By Meeri Kim, April 26, 2014 *The Washington Post* Page A17
 In the end, the mantis shrimp's design reigned supreme, with less denting and greater residual strength after impact. *Potential applications for such a material could include aircraft and automotive panels, and athletic helmets and military body armor.*

Proper quote incorporation:

Scientists are excited about studying this creature because if they can replicate the structure of its design, that level of strength could be used in **"aircraft and automotive panels, and athletic helmets and military body armor"** (Kim A17).

The text is copied exactly from the original, put inside quotation marks, and cited properly with a parenthetical.

Proper paraphrasing:

Scientists are excited about studying this creature because if they can replicate the structure of its design, that level of strength could be used **in many industries where material strength is vital to safety, such as athletic and transportation industries, and even the military** (Kim A17).

The content of the text is included in the writer's sentence, but the wording is uniquely the writer's; it does not mimic or mirror the original language. Also, the content is properly cited with a parenthetical.

*** Please note – without the citation crediting the author, this would be plagiarism because the idea clearly came from the source, not the writer.*

Poor paraphrasing – a form of plagiarism:

Scientists are excited about studying this creature because if they can replicate the structure of its design, that level of strength could be used **in aircraft bodies, automotive panels, athletic gear like helmets and body armor for the military** (Kim A17).

Even though this is cited, the wording is too close to the original. The writer follows the same order and flow of the original text, taking specific words from the original without quoting it, but merely adding a word or phrase. This is a form of plagiarism.

*** Hint – if you are paraphrasing, you should be able to close the source text and write the content without looking back. Otherwise, quote the source directly.*

Poor paraphrasing without citation – a form of plagiarism:

Scientists are excited about studying this creature because if they can replicate the structure of its design, that level of strength could **potentially be applied for materials used in aircraft and automotive as well as military and athletic industries.**

This is plagiarism because the idea comes directly from the source, it is a mirror of the source's original language and syntax, and it is not cited.

The text is copied exactly from the original but without quotation marks or parenthetical citation, so the writer is misrepresenting this language unfairly as his own. Sometimes people do this intentionally; other times, people do this because they are not using good scholarship. Regardless, this is plagiarism. Students committing citation errors infrequently or unsubstantially in a paper indicate a need for more instruction; when a student's errors are more severe with greater depth and frequency, the teacher would refer that student to the Honor Council.

Improper use of source – plagiarism:

Scientists are excited about studying this creature because if they can replicate the structure of its design, that level of strength could be used in **aircraft and automotive panels, and athletic helmets and military body armor.**

What is the difference between academic error and plagiarism?

Overall, the answer lies in frequency and depth. If a writer makes a mistake, forgetting to close the source text with quotation marks or misses one parenthetical citation in a three page essay for example, but the writer has proven these citation skills throughout the rest of the paper, this is academic error. Teachers will use their academic, professional judgment to make this distinction. If the teacher believes that the student is blatantly and egregiously cheating, that violation will be sent by the teacher directly to the Honor Council.

PLEASE SEE REVISED WOODSON STYLE GUIDE ON THE LIBRARY BLACKBOARD SITE.

Please see W. T. Woodson website for more details.