

W.T. WOODSON HIGH SCHOOL

STUDENT HANDBOOK



Cavalier Handbook And Calendar 2008-2009

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

SCHOOL ORGANIZATION

ADMINISTRATIVE STAFF

Principal	Jeff Yost
Assistant Principal	Virginia Chambers
Assistant Principal	Shashi Madan
Assistant Principal	Tom Maher
Assistant Principal	Patrick Full
Assistant Principal	LeAnne Kannapell
Director of Student Services	Carol Mallory
Finance Officer	Diane Scarr
Director of Student Activities	Daniel Checkosky
Assistant DSA	Andy Muir
Assistant DSA	Connor Barhight
Bldg. Use Specialist	Jim Decker
Safety & Security Director	William Mashinski
Safety & Security	Maryann Busman
	Robert Hersey
	John Kerns
	Durmia Marshall
School Resource Officer	MPO Paul Barnes
Woodson Center Principal	Adam Entenberg

SCHOOL COUNSELORS

Shelly Buckingham (A-Cham)	Tish Marshall (Leb-Moy)
Earline Wilson (Chan-Fan)	Denise Park (Moz-Rh)
Grady Ford (Fao-Hog)	Amy Hubbard (Ri-Tha)
Camille Morrone (Hoh-Lea)	Nancy Morris (The-Z)
Beverly Chestnut (Woodson Center)	

SGA

President - Lexie Dache
Vice-President - Dana Hummel
Secretary - Carrie Foster
Treasurer - Alex Foster

SAC

Petey Gibbons
Aaren Pastor
Carrie Pritchard
Tori Waltrip

Senior Class Council

Carolyn Fridley - Chairperson
Amy Hubbard
Gina Kim
Michael Goodwin
Christine Lu
Amy Olivero

Junior Class Council

Shelly Montgomery
Kelle Esherick
Kemie Iko
Ben Marple
Michelle Strickland

Sophomore Class Council

Stephen Poppe
Deborah Lim
Winnie McBride
Sylvia Oe
Catie Rutledge
Macaela Seward

GENERAL INFORMATION**Woodson Web Site**

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

www.fcps.edu/woodsonhs

“Keep in Touch” email service is a valuable tool to receive information regarding Woodson High School events/activities/test. To subscribe go to:

<http://fcps.medianext.com/woodsonhs/start.html>

ANNOUNCEMENTS

Student Government officers make daily announcements in the morning. They are also posted on the Woodson website. Announcement forms may be obtained in the Activities Office and must have the signature of a faculty sponsor or administrator. Afternoon announcements are limited to cancellations, bus changes, or special information from the principal.

ATTENDANCE

- ★ Students are expected to attend all classes and to arrive for each class on time.
- ★ Students shall follow their assigned daily schedule unless properly excused by the principal or authorized representative.

ATTENDANCE HOTLINE: 703-503-4801
HOTLINE HOURS: 3:00pm – 8:00am

Attendance Phone: 703-503-4619
Hours 8:00am – 3:00pm

Location: The Attendance Office/Clinic is located next to **Entrance 8** off Whitacre Road (Due to renovation, this location may be changed).

Excused absences: Each student absence, for all or any part of the school day, must be supported by a valid excuse from the parent/guardian. A parent/guardian must call the Attendance Office to report an absence OR **send** a note to the Attendance Office with your son/daughter **WITHIN 2 DAYS** of returning to school. **These deadlines are firm.**

- ★ Excused absences as set forth by Fairfax County Public Schools are as follows: illness, death in the family, medical appointments, court, religious observance, approved pre-arranged absences, and special circumstances approved by the principal
- ★ Reasons that will not be accepted for absences/tardies include, but are not limited to, oversleeping; alarm didn't go off; missing a ride or the bus; ride was late; car trouble; traffic; weather conditions; babysitting sibling(s); working on homework/project, studying for test; parent/guardian's fault, leaving campus without permission.

Late Arrivals: Students who arrive late **must report to Attendance for a pass.** Parent/guardians must call to report that their child will be late, or the student must arrive with a written note that is dated and signed by the parent/guardian. Tardies/absences will not be excused if the student does not check in through Attendance!

Early Checkouts: A student who needs to leave school early **must take the required note to Attendance by 7:20am.** The student will receive

a check-out pass and use it to be released from class. The student must then report to the Attendance Office to check out.

- ★ **Students must check out through Attendance in order for the class absences to be excused.** If the student returns to school that same day, he/she must check back in at Attendance.
- ★ **Check-outs due to illness must be processed through the Clinic in order for them to be excused.**

Tardiness to Class: Each set of three (3) unexcused tardies will equal one unexcused absence. The system-wide consequences for unexcused absences will be enforced.

Unexcused Absences: A high school student forfeits daily grades for each unexcused absence from a class. A student receives a failing grade for the quarter if he or she has three or more unexcused absences from the class. The current version of Regulation 2234 provides additional details.

Excessive Absenteeism: Once a student accumulates five or more unexcused absences, excluding suspensions, the student will be referred to the Attendance Committee. When a student accumulates 10 or more excused absences, a doctor's note may be required in order for additional absences to be excused.

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.
- ★ 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 **can not be accepted.**
- ★ 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.
- ★ **All notes excusing tardies and/or absences must include the date, the time, and the reason, in addition to a parent/guardian signature.**

The official, up to date version of these procedures is available through the Woodson website:

<http://www.fcps.edu/woodsonhs/attendance.htm>

AUTHORIZED AREAS

The only areas outside the building that are authorized for student use during the school day (lunchtime only) are the senior courtyard (lower E-hall) and the courtyard between the cafeterias. Presence elsewhere in the building or other areas outside the building without a pass is a violation of school rules for which progressive disciplinary steps, including suspension, may be taken.

BELL SCHEDULES

Bell schedules can be found on Woodson's website at www.fcps.edu/woodsonhs

BUSES

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

In order for a student to ride home on a bus with a friend, a note must be written by each student's parent/guardian and submitted to the security office for validation **prior to 10:00a.m. on the day, they are requesting the pass.**

CAFETERIA (703-503-4621)

Food purchased in the cafeterias or brought from home may be eaten **only** in the cafeterias, the courtyard between the cafeterias, and the senior courtyard (off lower E-hall).

CAREER CENTER (703-503-4661)

The Career Center provides students with information to help them explore educational and career options, make realistic career decisions, and establish career goals. A sequential, developmental career education unit is offered to each student in grades 9-12. The Career Center provides information and access to students, parent/guardians, teachers, and counselors to college and career resources; computer programs; financial aid and scholarships; test information; and job, summer, and volunteer programs. Catalogues, handbooks, 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 obtain a pass from the Career Center the day prior to the visit.

The Career Center is open Monday through Friday, 7:15am-3:00pm. It is also open from 7:00pm to 9:00pm on Monday evenings by appointment only. Please call to make an appointment, 703-503-4661.

CLINIC AND MEDICATION

The clinic is open daily from 7:15am to 2:15pm. To visit the clinic, a student needs a pass from the classroom teacher. Should the student need to leave school due to illness, he or she will receive a clinic pass, and then check out in Attendance prior to leaving the grounds.

A parent/guardian or other emergency contact should pick up the child at the Attendance/Clinic **Entrance 8**, which is accessible from Whitacre Road.

Under the Fairfax County School Board Policy, students are not permitted to carry medication except for authorized inhalers and epi-pens. School staff may not administer medications to students unless the following conditions are met:

- 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 of Authorization for Medication form for the following:
 - Over-the-counter medications that are pain relievers may be given as needed throughout the school year.
 - All other OTC medications may be given for up to 10 consecutive school days. If symptoms persist longer, physician authorization (Attachment A, Part II) is required to continue the administration of the medication or medications in that class or type.
 - Antibiotics may be given at school for ten days or less.
- 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.

In addition to other disciplinary action associated with the possession or use of a portable communication device in violation of this provision, any such portable communication device shall be subject to confiscation by school

officials and returned only to the student's parent/guardian. A continuum of consequences will be applied for violators.

DISCIPLINE

Alternative Learning Program (ALP)

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

Saturday School

In special circumstances, administrators may offer the option of Saturday School as an alternative to suspension. This one-time option requires that students complete four and one-half hours of school on a designated Saturday morning. Students are supervised at all times.

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. Clothing with language or images that are vulgar, discriminatory, or obscene or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff or undergarments, or that is otherwise sexually provocative is prohibited. Examples of prohibited clothing include, but are not limited to sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter-tops, backless blouses, or blouses with only ties in the back, and clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

Parent/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. The Attendance Office coordinates distribution of the keys and will explain the process.

FIELD TRIPS

Events may cause the unavoidable cancellation of field trips. Parent/guardians making deposits for field trips should understand that the school will attempt to arrange for refunds. However, we cannot force trip operators to make refunds and parent/guardians are encouraged to consider obtaining trip cancellation insurance.

FIGHTING

Fighting is defined as making physical contact in an aggressive or intimidating way. All participants in a fight will be suspended unless the fight is **clearly** an assault by one person. Any and every student comprising a group or mob that commits an assault shall be held responsible for and punished for the assault, and the principal may recommend expulsion. Instances of physical and/or sexual assault should be reported immediately to the first available adult.

FIRE DRILLS

When the alarm sounds, students **must**:

- Exit the building quickly and quietly, and in an orderly manner, without stopping at lockers.
- Proceed to a pre-determined point outside the building and remain with the teacher.
- The assembly point will be a minimum of 50 feet from the building.
- Remain outside until the teacher tells the students to return into the building.

GUEST POLICY

Requests for high school-aged guests to visit Woodson and accompany a current student will be considered on an individual basis, only with prior approval, by the Safety and Security Director. The request should be made in writing by the parent/guardian of the Woodson student at **least three days before** the visit. This approval will then be shown to each classroom teacher prior to the visit, for his/her initials and permission.

HALL PASSES

Hall passes are required. The students and teacher should use the Cavalier Hallway Pass located in the back of this handbook. All individuals are required to identify themselves upon the request of any school staff

member. Failure to do so will result in disciplinary action for insubordination. In addition, students must have a pass, signed by a teacher, to enter the library during lunch periods.

HOMEWORK REQUESTS

A parent/guardian should contact their child's counselor for homework assignments if the student is absent for three or more days. Assignments will be collected from the teachers and can be picked up by a parent/guardian or friend from the Student Services secretary. Allow 24 hours for teachers to complete requests.

LOCKERS

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. If you have difficulty with your locker, obtain a repair form from Attendance. Lockers are the property of the school, and jointly accessible to student and school officials, the principal or designee may open them to examine the contents when there is reason to believe that the contents threaten the safety, health, or welfare of students.

LOST AND FOUND

Lost and found articles may be turned into or claimed from the Attendance Office.

MAKE-UP WORK

For short-term excused absences, one day of absence affords a one-day opportunity to make up work. The teacher exercises discretion to extend that opportunity if late buses are not available or if other circumstances exist. Following an absence, the student should make arrangements with each teacher for make-up work. The responsibility for initiating the make-up work rests solely with the student.

MEDIA CENTER

The library opens daily at 7:00am. It closes at 3:30pm on Monday, Tuesday, and Thursday; Wednesday at 4:00pm; and Friday at 3:00pm. Books and paperbacks circulate for 3 weeks and accrue a late fine of 10 cents per day. Reference books and magazines may be checked out overnight, accruing a late fine of \$.25 per day. There is a coin-operated copier available for student use.

MONEY

Students are discouraged from bringing large sums of money to school. No money should be left in a locker, especially overnight. All money from fund-raising activities must be turned in to the proper adult sponsor at the

end of each day. **Payment to the school of any kind should be made by check to W. T. Woodson High School.**

Materials/Fees

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

OFF-CAMPUS POLICY

In order to leave campus during the school day, students must check out officially in the Attendance Office. Leaving campus without permission will result consequences ranging from Saturday School to suspension.

PARENT/GUARDIAN CONFERENCES

A conference with your student's teacher(s) and/or counselor may be arranged by phoning the student's counselor for an appointment.

PARKING

Parking stickers will be available to all students applying for a parking pass. Students must have parent/guardian permission and pay the parking fee.

Special Parking

Separate parking areas are designated for staff and volunteers. Staff automobiles will display the required sticker. Substitutes and volunteers may obtain a sticker from the Main Office.

Parking Stickers

Student parking stickers are sold in the school cafeteria during September. After September, they may be purchased in the Attendance Office. Parking stickers will not be sold to any student who has a financial obligation to the school.

Enforcement

After a pre-announced date, usually in late September students who park without an authorized sticker or in an unauthorized location will receive a written summons (ticket and fine). The fine is a minimum of \$25.00.

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.

Students with Parking Stickers

If a student parks in an unauthorized area (Handicapped, Visitor, or Faculty Parking), the first offense may result in the loss of their parking sticker for

one month. The second offense will result in the permanent loss of your parking sticker; **you will not receive a refund for the sticker.**

If a student leaves campus in their vehicle without authorization, or if they allow someone else to use their vehicle for this purpose, they may lose their sticker permanently, **you will not receive a refund for the sticker.**

Driving Safely

Improper use or reckless driving on campus will result in immediate disciplinary action. This includes, but is not limited to, the following:

- Driving past buses that are loading or unloading. This is a state law.
- Exceeding the posted speed limit on campus (15mph).
- Driving with students sitting on trunks, fenders, or hoods.

The above will result in immediate loss of driving/parking privileges. Parent/guardians will be contacted and required to attend a conference before these privileges can be reinstated.

In severe cases, charges may be processed through the Fairfax County Traffic Court.

POSTERS AND SHOWCASES

Any organization wishing to use a showcase must schedule it through the Activities Office. Organizations that wish to display posters must have them approved through the Activities Office.

PORTABLE LISTENING DEVICES

The use of IPOD's, MP3's, Walkmen, Discmen, radios and any other portable listening devices is prohibited inside the school building during the instructional day. Devices should also be out of sight and turned off. A continuum of consequences will be applied for violators.

SALE OF GOODS

The sale of candy, gum, etc. is authorized only for recognized clubs and activities. Such sales must be approved and scheduled through the Activities Office. Food may not be sold before the end of the school day.

SCHOOL SAFETY

Safety is everybody's responsibility. Parent/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

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 day or at after-school or evening activities involving students. Students are not allowed to use or possess tobacco in the building, on school grounds, or in school buses. A continuum of consequences will be applied for violators.

TRESPASSING

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 respond to inclement weather by delaying the opening of schools, closing early if weather worsens, or canceling school. Decisions are communicated to all local radio and TV stations, especially Channel 21. **Please do not call the school. Listen to your radio or TV or check the FCPS website, www.fcps.edu.**

There are links on the Woodson web page that can also provide access to emergency messages. Click onto "FCPS Home" and then "Keep in Touch" to register for this service.

WORK PERMITS

Work permits are necessary for students who are at least 14 but less than 16 years of age. Information and forms are available from the administrative assistants in the Main Office. Processing the permits is a courtesy offered by the schools and will be processed, as time permits.

STUDENT SERVICES INFORMATION

Counselors

The role of the counselors is to support academic success by helping students

- assess strengths and limitations
- develop a positive attitude
- cope with personal problems
- decide on a career goal and gather employment information
- learn to resolve conflicts with friends and others
- assess study habits and develop study skills
- understand feelings of parent/guardians and of other family members
- select schools of higher education
- in the coordination of homebound instruction when necessary

Resource Personnel

The **social workers, attendance officer, school psychologists, and school nurse** comprise the staff of special resource personnel. A social worker may become involved when a student is experiencing academic, emotional, or adjustment problems 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. A psychologist becomes involved in cases when a student is experiencing emotional problems. The 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 which credit has been earned or attempted, including repeated courses previously passed. (Please note that a GPA will remain unchanged, or be lowered, unless the grade in the repeat course is higher than the student's existing cumulative GPA.) This calculation includes grades for courses in foreign language, algebra, and geometry for high school credit attempted at the 7th- and 8th-grade levels.

Students entering high school and students entering the 7th and 8th grades should be aware of the method of determining grade-point average. All grades earned during the school year and in summer school are included when calculating GPA. *Students at W. T. Woodson High School are not ranked.* High school courses completed at the 7th- and 8th-grade levels may be deleted from the high school transcript with a written request from the parent/guardian to the Director of Student Services.

Quality points are numerical values assigned to final grades for the purpose of determining a numerical average. Quality points are assigned to grades earned in all courses for which credit is received, as follows:

A = 4.0	C+ = 2.5	D = 1.0
B+ = 3.5	C = 2.0	F = 0
B = 3.0	D+ = 1.5	P = 0

A student's grade-point average is determined by dividing the total number of quality points earned by the number of courses included in the transcript. The grade-point average is reported to three decimal places (thousandths). At W. T. Woodson High School, students with a final GPA of 4.0 or higher will be recognized at the graduation ceremony as Honor Graduates.

Academic Letter

Academic letters will be awarded to those students earning a 3.8 or higher GPA in the previous year while enrolled at W. T. Woodson High School.

Grading Scale

The grade reflects what the student has earned and indicates the level of achievement in accordance with the Program of Studies and curriculum guide objectives. The FCPS grading scale is as follows:

A	94-100	B+	90-93
B	84-89	C+	80-83
C	74-79	D+	70-73
D	64-69	F	63-0

Pass/Fail Option

The Fairfax County School Board policy permits students to take certain courses on a pass-fail basis.

- With parent/guardian approval, any high school student shall be given the option of taking one elective credit per school year to be marked on a pass-fail basis. This may be applied to required physical education credits, foreign language credits, and to credits other than those required for English, social studies, mathematics, and laboratory science and specialized courses such as Principles of Engineering Technology and Senior Technology Research taught at Thomas Jefferson High School for Science and Technology.
- A double- or triple-period class taken for two or three credits in the technical fields may be taken on a pass-fail basis as the one pass-fail credit per year.
- No student may take more than two-single semester electives or one full-year elective per school year on the pass-fail system except as indicated above.
- Any high school student wishing to take a course as pass-fail shall indicate this by completing a "Pass-Fail Status Request Form" requiring parent/guardian approval. The form must be returned to the

designated school personnel on or before: the 22nd school day or by the first half of the first grading period subsequent to entering the course; 11th school day for a semester course. This decision may not be reversed.

- If a student drops a class being taken on a pass-fail basis and transfers to a new class, the student shall have 10 school days to make a decision as to whether the new class will be taken on a pass-fail basis, provided it is an elective course. This decision may not be reversed.
- Grades are determined as follows:
 - "P" for an A, B+, B, C+, C, D+, D
this will receive credit but will not count in grade-point average.
 - "F" for an F which will receive no credit but will be counted in grade-point average.

Grade Placement

Minimum requirements for placement in high school grades are as follows:

Grade 9	Be promoted from 8th grade
Grade 10	Earn 5 credits
Grade 11	Earn 10 credits

Grade12	Have a planned program providing sufficient credits to enable him/her to graduate in the following June or August, including the required verified credits.
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Graduation Options

Standard 22-Credit Diploma

<u>Subject</u>	<u>Standard</u> <u>Units (SOL)</u>	<u>Verified</u> <u>Units (SOL)</u> Grade 9 03-04 or after
English	4	2
Math	3	1
Science	3	1
Soc Stu	4	1
Health/PE	2	
Fine/Prac		
Arts	1	
Electives***	5	

		**
TOTAL	22	6

**1 additional verified credit of student's choosing
 ***requires 2 sequential courses

Advanced Studies 24 Credit Diploma

<u>Subject</u>	<u>Units</u>	<u>Verified Units (SOL)</u>
English	4	2
Math	4	2
Science	4	2
Soc Stu	4	2
Health/PE	2	
Fine/Prac Arts	1	
Foreign Language	3	
Electives	2	
		**
TOTAL	24	9

** 1 additional verified credit of student's choosing

For more details regarding graduation requirements, please contact your child's counselor or refer to the Course of Studies Guide.

STUDENT/PARENT/GUARDIAN INITIATED SCHEDULE CHANGES

Schedule Change Process

- Schedule changes must be initiated and completed with the counselor.
- The student is responsible for completing a *Schedule Change Request* form. The parent/guardian and all teachers involved in the proposed change must sign the form before a change will be considered.
- The counselor and/or administrator may require a conference before making a final decision about any course change.
- Seniors are expected to report any significant change in course selection before graduation, to the college to which they have applied.

Schedule Change Calendar

- A list of each student's selected courses for the next school year will be mailed to the parent/guardian in May. The parent/guardian may request changes in student courses through the end of June by contacting the counselor.
- Possible changes in the master schedule during the summer could create conflicts in some student schedules; affected students and parent/guardians will be consulted when possible.

- Student schedules will be available for pick-up at school after notification is mailed to parent/guardians, approximately 10 days before school opens in the fall.
- No course changes will be made during the first two weeks of school in the fall, except to correct errors.

Withdrawal from a Course

If a student drops a course during the:

1st quarter No penalty—nothing is recorded.

2nd quarter WP (withdrawn passing) or WF (withdrawn failing) is recorded.

Exception: For semester courses a “WP” 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.

Advanced Placement Courses: Students enrolled in AP courses make a commitment to remain in the course through the first semester. To drop the course, a formal appeal must be made through the counselor. Transfer at mid-year may not be possible if alternative courses are full.

Honors Courses: Students enrolled in honors courses, are expected to remain in the course for the first quarter.

Withdrawal From School

Students withdrawing from school must have a parent/guardian's note of verification and request for the transfer of records to the receiving school. This information should be given to the counselor or a Student Services assistant at least two days before the withdrawal date.

TESTING PROGRAMS

PSAT/NMSQ

The PSAT will be administered on October 12, 2006 at school to students in grades 9, 10, and 11. FCPS pays for the PSAT for all 10th graders. The PSAT is optional for others students, but is the only entry test for the National Merit Scholarship competition (11th grade only).

TOEFL

The computer-based TOEFL test is administered by Sylvan Learning Systems, Inc. Information booklets are available in the Career Center.

AP EXAMINATIONS

AP test dates: May 4-15, 2008.

ASVAB

The ASVAB, Armed Services Vocational Aptitude Battery, sponsored by the Department of Defense, consists of ten short tests. It is recommended for juniors and seniors and takes approximately three hours. There is no charge or obligation. Testing date will be in December 2006.

SAT I/II

The SAT I/II exams are administered throughout the year. Registration information and testing dates are available in the Career Center/Student Services Office or at www.collegeboard.com.

ACT

The ACT exams are available at nearby schools throughout the year. Registration information and testing dates are available in the Career Center/Student Services and at <http://www.act.org>.

SOL (Standards of Learning)

All students, enrolled in a course where there is an end-of-course test, are required by federal and state mandate to take the test. End of course tests for the current school year are scheduled in May. Tests for transfer students and students requiring re-tests are scheduled throughout the year.

SCHOOL AND COUNTY RULES AND REGULATIONS

The Fairfax County School Board is committed to ensuring respect for the civil rights of all members of the school community, as guaranteed by the Constitution and laws of the United States and the Commonwealth of Virginia. Our policies and regulations are designed to recognize the essential dignity of each student, teacher, and staff member and to create an atmosphere in which learning may flourish.

The legal responsibilities and rights of students and the rules of conduct and disciplinary procedures applicable to students are covered by school rules in accordance with Fairfax County School Board Policies. Specifically, these include (but are not limited to) the current version of Reg. 2601, "Student Responsibilities and Rights."

At the beginning of the school year, these regulations are reviewed with students, and each student is required to sign that he or she is familiar with and understands the provisions of these regulations. All students receive a copy of "Student Responsibilities and Rights" booklet. Parent/guardians and students are required to sign that they have read and acknowledge the Rules of Conduct.

The principal or designee shall determine the appropriate disciplinary measures to be taken in each case of student misconduct or violation of any rules or regulations. In discipline cases, all students have the right to due process and to fair procedures in determining facts and imposing penalties. The following disciplinary measures are authorized:

1. Admonition and counseling of student
2. Contact of parent/guardians
3. After-school detention
4. Suspension from extra-curricular activities
5. Assignment to the Alternative Learning Program (ALP)
6. Probation/Behavior Contract
7. Saturday School
8. Removal from school (suspension, expulsion, and/or exclusion)

The decision of the principal to suspend a student for ten school days or less may be appealed by the student's parent/guardians or by the student if he or she is 18 or older. The appeal process starts with the school principal, then the Cluster Hearing Officer as the Division Superintendent's designee, and then to the School Board. For specific guidelines regarding the appeal process, please call the school.

Honor Code/Academic Integrity

W. T. Woodson High School requires adherence to specific standards of conduct in academic affairs. These standards include the expectation that no student will engage in the following unacceptable behaviors:

1. **Cheating:** Cheating is defined as dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other schoolwork, so as to give or gain an unfair advantage (*The American Heritage Dictionary 229*).

Examples of cheating may include but not be limited to:

- Copying or allowing others to copy information from someone else's work, test paper, homework, computer disk, etc.
- Unauthorized use of study aids, cheat sheets, notes, books, formulas or information in calculators/computers
- Unauthorized prior knowledge of examination

2. **Fraud:** Fraud is defined as "a deception deliberately practiced in order to secure unfair or unlawful gain" (*The American Heritage Dictionary* 523).

Examples of fraud may include but not be limited to:

- Attempting to pass off someone else's work, imagery or technology as your own; purchasing or selling an assignment from another person or technological resource
- Falsifying scientific or other data submitted for academic credit
- Forging signatures or tampering with official records

3. **Plagiarism:** Plagiarism is defined as "to steal and pass off (the ideas or works of another) as one's own: use (another's production) without crediting the source" (*The American Heritage Dictionary* 1001).

Examples of plagiarism may include but not be limited to:

- The copying of the language, structure, ideas, pattern of thought, sequence of ideas, programming or computer code of another person without proper acknowledgement

****It is the student's responsibility to clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.***

Responsibilities

Student responsibilities

- To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests in an honorable process according to the stated policies without engaging in cheating, fraud, or plagiarism
- To understand the school-wide Honor Code policy and individual teacher assignment guidelines
- To ensure that students do not make inappropriate use of their work

Teacher responsibilities

- To maintain and support the academic integrity of the school community
- To clearly present the school-wide Honor Code policy and individual teacher assignment guidelines in the syllabus
- To maintain the integrity of the testing process
- To explain the use of permissible study aids in coursework
- To report any violation of the Honor Code policy to an administrator, school counselor and the parent/guardian
- To check student papers for plagiarism through a variety of means, including but not limited to plagiarism detection software such as Turnitin.com
- To give zero or F on assignment, or other penalty determined by administrator, to student violating the Honor Code

Administrator responsibilities

- To maintain and support the academic integrity of the school community
- To make available to all students, teachers, and parent/guardians a copy of the school's Honor Code
- To administer fair consequences for Honor Code violations
- To maintain records of Honor Code violations

Parent/Guardian responsibilities

- To support the academic integrity of the school community
- To become knowledgeable of the school-wide Honor Code and individual teacher guidelines
- To advise the student of the parent/guardian's expectation that the student will comply with the Honor Code
- To support the imposition of penalties if the Honor Code is violated.

Student Rights

In all cases regarding a suspected violation, the student will be accorded, at minimum, the following rights:

- Confidentiality
- Rights outlined in the current version of Regulation 2601, Fairfax County Public School's Student Responsibilities and Rights.

Consequences

Violations of the Honor Code accumulate throughout high school.

1. First Offense

- Zero points grade of F based on the grading scale used.
- Teacher will contact the parent/guardian
- Discipline referral submitted the administrator
- The issue will be referred to any honor societies (if applicable) to which the student belongs.

2. Second and Subsequent Offense

- Same as above, and
- Disciplinary consequences will be Saturday School. (They may also include but are not limited to **F** in the course, removal of school privileges, community service, and suspension.).

COMPUTER LABORATORY RULES

Students are expected to follow all Fairfax County Public School regulations as well as pertinent local, state, and federal laws. The Students Rights & Responsibilities (SR&R) states that computer-related violations are "Unauthorized or illegal use of, or access to, computers, software, telecommunications, and related technologies and any willful act that causes physical, financial, or other harm or otherwise disrupts information technology."

The computers in our school are operated for the mutual benefit of all concerned, and all users are expected to assist in the successful operation of the facilities. Students should not do, or attempt to do, anything that might disrupt the operation of the computer equipment and/or interfere with the learning of other students.

Each student who uses a computer is responsible for helping to maintain a clean laboratory and a proper learning atmosphere. Food and drink are not permitted when using computers. In addition, students are reminded that computers are intended for educational purposes only. **Computer games, inappropriate text, or inappropriate graphical images are not permitted.**

The following rules are intended to help students understand appropriate use of Woodson's computers and any infractions of these rules are considered violations of the W.T. Woodson School Honor Code and the SR&R.

Students may not:

1. Use and/or share another student's ID
2. Use any school-provided passwords or user ID's without proper authorization
3. Access programs and/or data files that have not been designated for student's use, either on a network, hard disk, floppy disk, modem, or the Internet.
4. Install, download, load, or execute any computer programs and/or data files other than those authorized by the instructor
5. Print or electronically duplicate a copy of one student's work so that another student can receive credit
6. Copy any copyrighted material, including computer programs and/or data files
7. Destroy another student's work or prevent another student from gaining access to his/her own work
8. Alter any piece of hardware or software without proper authorization
9. Damage, destroy, or remove without proper authorization any piece of hardware, software, or documentation
10. Attempt to repair any computer equipment - report equipment malfunctions to an instructor.

11. Access the Internet unless specifically given permission by their instructor or appropriate faculty member.

A **violation** of any of the rules presented in this document **may result in restriction or termination of the student's access**, without prior notice, if such is deemed necessary to maintain computing availability and security for other users of the systems. Other disciplinary action may also be imposed as stated in the Fairfax County Public Schools' SR&R.

These rules are also subject to revision based upon FCPS, local, state or federal law changes.

Each student will sign a statement acknowledging receipt of W. T. Woodson's Computer Laboratory Rules.

CLUBS, ORGANIZATIONS, ATHLETICS

CLUBS AND ORGANIZATIONS

Due to new clubs forming each year, an updated list will be available in the activities office and on the Woodson website, www.fcps.edu/woodsonhs.

ATHLETIC PROGRAMS

Fall Sports (August – November)

Football Varsity/JV/Freshman
Field Hockey Varsity/JV/Freshman
Cross Country Boys/Girls
Golf Varsity Boys
Golf Varsity Girls
Cheerleading Varsity/JV/Freshman
Precisionettes Varsity/JV
Girls Volleyball
Varsity/JV/Freshman

Spring Sports (February – May)

Baseball Varsity/JV
Softball Varsity/JV
Soccer Boys Varsity/JV
Soccer Girls Varsity/JV
Tennis Boys
Tennis Girls

Winter Sports (November – March)

Basketball Boys
Varsity/JV/Freshman
Basketball Girls
Varsity/JV/Freshman
Gymnastics Girls Varsity
Indoor Track Boys and Girls
Swim and Dive Boys and Girls
Wrestling Varsity/JV

Spring Sports (February – May)

Lacrosse Boys Varsity/JV
Lacrosse Girls Varsity/JV
Outdoor Track & Field Boys & Girls
Crew Boys and Girls – Jim Fitzgerald

Athletic Trainer – Kelly Fickes

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JULY 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Packet Pick-up *Faculty Meeting	26 Packet Pick-up	27 9 th Grade Orientation	28	29	30
31						

SEPTEMBER 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labor Day Ramadan Begins	2 First Day	3 Even - R	4 Odd- B	5 Even - R	6
7	8 Odd- B	9 Even - R	10 Odd- B	11 Even - R	12 Odd- B	13
14	15 Even- R	16 Odd- B	17 Even- R	18 Odd- B	19 Even- R	20
21	22 Odd- B FCML	23 Even- R	24 Odd- B Back to School Night	25 Even- R	26 Odd- B	27
28	29 Even- R Rosh Hashanah	30 Odd- B End of Ramadan				
* FCML, VAML, JML Math Leagues						

OCTOBER 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Even - R JML	2 Odd- B	3 Even - R	4 Powder Puff Game
5 Homecoming Booster Golf Outing	6 Odd- B	7 Even - R	8 Odd- B Academic Letter Yom Kippur	9 Even - R	10 Odd- B Homecoming Game	11 Home- coming Dance
12	13 Columbus Day Holiday	14 Even - R	15 Odd- B PSAT	16 Even - R	17 Odd- B	18
19	20 Even - R VAML	21 Odd- B	22 Even - R FCML	23 Odd- B	24 Even - R	25
26	27 Odd- B	28 Even - R	29 Odd- B JML	30 Even - R	31 Odd- B First Grading period ends	

NOVEMBER 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 Daylight Savings Time ends	3 Student Holiday	4 Student Holiday Election Day	5 Even - R	6 Odd- B	7 Even - R	8
9	10 Odd- B	11 Even - R Cavalier Awards Veterans Day	12 Odd- B FCML	13 Even - R	14 Odd- B Honor Roll Recognition	15
16	17 Even - R VAML	18 Odd- B	19 Even -R	20 Odd- B	21 Even - R	22
23	24 Odd- B	25 Even - R	26 Odd- B 2 hour Early Release	27 Thanksgiving Day	28 Holiday	29
30						

DECEMBER 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Even - R	2 Odd- B	3 Even - R ASVAB Test JML	4 Odd- B	5 Even - R	6
7	8 Odd- B	9 Even - R	10 Odd- B ASVAB Test FCML	11 Even - R	12 Odd- B	13
14	15 Even-R VAML	16 Odd- B	17 Even - R	18 Odd- B Alumni College Fair	19 Even - R	20
21 HANUKKAH BEGINS	22 Odd- B	23 Even - R	24 Winter Vacation	25 Winter Vacation Christmas Day	26 Winter Vacation	27
28	29 Winter Vacation	30 Winter Vacation	31 Winter Vacation			

JANUARY 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Winter Vacation New Year's Day	2 Winter Vacation	3
4	5 Odd- B	6 Even - R	7 Odd- B FCML	8 Even - R	9 Odd- B	10
11	12 Even – R VAML	13 Odd- B	14 Even – R JML	15 Odd- B	16 Even - R	17
18	19 Martin Luther King Birthday Holiday	20 Inauguration Day	21 Odd- B	22 Even - R	23 Odd- B Second Grading Period Ends	24
25	26 Student Holiday	27 Student Holiday	28 Even - R	29 Odd- B	30 Even - R	31

FEBRUARY 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Odd- B	3 Even – R Cavalier Awards	4 Odd- B Course of Studies Night FCML	5 Even - R	6 Odd- B	7
8	9 Even - R	10 Odd- B AMC	11 Even – R Snow Date for Course of Studies JML	12 Odd- B	13 Even - R	14
15	16 President's Day Holiday	17 Odd- B	18 Even – R FCML	19 Odd- B	20 Even - R	21
22	23 Odd- B VAML	24 Even – R Military Acad. & ROTC @ Oakton HS	25 Odd- B	26 Even - R	27 Odd- B	28

MARCH 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Even - R	3 Odd- B SOL Writing	4 Even - R SOL Writing	5 Odd- B SOL Writing	6 Even - R	7
8	9 Odd- B	10 Even - R	11 Odd- B College 101 Night JML	12 Even - R	13 Odd- B	14
15	16 Even - R	17 Odd- B	18 Even - R	19 Odd- B	20 Even - R	21
22	23 Odd- B VAML	24 Even - R	25 Odd- B Junior Parent Night FCML	26 Even - R	27 Odd- B	28
29	30 Even - R	31 Odd- B				

APRIL 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Even - R	2 Odd- B Third Grading Period Ends	3 Student Holiday	4
5	6 Spring Vacation	7 Spring Vacation	8 Spring Vacation	9 Spring Vacation	10 Spring Vacation	11
12	13 Even - R	14 Odd- B	15 Even - R FCML	16 Odd- B	17 Even - R	18
19	20 Odd- B	21 Even - R Cavalier Awards	22 Odd- B	23 Even - R	24 Odd- B Honor Roll Celebration	25
26	27 Even - R	28 Odd- B	29 Even - R	30 Odd- B Pre- Admin for AP Test		

MAY 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Even - R	2
3	4 Odd- B AP Testing	5 Even – R AP Testing	6 Odd- B AP Testing	7 Even – R AP Testing	8 Odd- B AP Testing	9
10	11 Even – R AP Testing	12 Odd- B AP Testing	13 Even – R AP Testing	14 Odd- B AP Testing	15 Even – R AP Testing	16
17	18 Odd- B SOL	19 Even – R SOL	20 Odd- B SOL - Late AP Testing	21 Even - R SOL - Late AP Testing	22 Odd- B SOL - Late AP Testing	23
24	25 Memorial Day Holiday	26 Even – R SOL	27 Odd- B SOL	28 Even – R SOL	29 Odd- B SOL	30
31						

JUNE 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Even - R	2 Odd- B	3 Even – R Senior Award Ceremony	4 Odd- B Junior Award Ceremony	5 Even – R Prom	6
7	8 Odd- B	9 Even - R	10 Odd- B	11 Even - R	12 Odd- B	13
14 Flag Day	15 Even – R Graduation Day 2:30p.m.	16 Odd- B	17 Even - R	18 Last Day of School	19	20
21	22	23	24	25	26	27
28	29	30				