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# REAVIS HIGH SCHOOL

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## REGULAR DAILY BELL SCHEDULE

Zero Hour*	7:00 A.M.	-7:45 A.M.
Period 1	7:55 A.M.	-8:46 A.M.
Period 2	8:52 A.M.	-9:43 A.M.
Period 3	9:49 A.M.	-10:40 A.M.
Period 4A	10:46 A.M.	-11:10 A.M.
Period 4B	11:16 A.M.	-11:40 A.M.
Period 5A	11:46 A.M.	-12:10 P.M.
Period 5B	12:16 P.M.	-12:40 P.M.
Period 6	12:46 P.M.	-1:37 P.M.
Period 7	1:43 P.M.	-2:34 P.M.
Ram Period	2:40 P.M.	-3:05 P.M.

\* Limited enrollment.  
See your counselor for information.

## LATE BELL SCHEDULE

Period 1	9:05 A.M.	-9:42 A.M.
Period 2	9:48 A.M.	-10:25 A.M.
Period 3	10:31 A.M.	-11:08 A.M.
Period 4A	11:14 A.M.	-11:39 A.M.
Period 4B	11:45 A.M.	-12:10 A.M.
Period 5A	12:16 A.M.	-12:41 P.M.
Period 5B	12:47 P.M.	-1:12 P.M.
Period 6	1:18 P.M.	-1:54 P.M.
Period 7	2:00 P.M.	-2:36 P.M.
Ram Period	2:40 P.M.	-3:05 P.M.

## REAVIS ACADEMIC MASTERY RAM PERIOD

**RAM Period** is in session daily from 2:40 to 3:05 p.m. The RAM Period is designed with students' educational needs in mind and can be used in many different ways. For example, pupils can:

- Meet one-on-one with teachers for additional instructional time
- Complete make-up work
- Study for tests
- Work on a school project individually or with classmates
- Use the library or laboratory facilities

**If a student is doing poorly or has missed work, a teacher may mandate RAM Period.**

All students should understand that the school day ends at 3:05 p.m. All students are strongly encouraged to take advantage of the RAM Period. It is an excellent way for students to take an active role in their education.

## COMMON GRADING SCALE

Progress reports are issued at six weeks and at twelve weeks, and grade reports are issued at the end of each semester. The following symbols are used to report levels of achievement to parents and students:

<b>POINT VALUES</b>				
<b>A+</b>	<b>97-100</b>	<b>4.000</b>	<b>4.667</b>	<b>5.000</b>
<b>A</b>	<b>93-96</b>	<b>4.000</b>	<b>4.333</b>	<b>4.667</b>
<b>A-</b>	<b>90-92</b>	<b>3.667</b>	<b>4.000</b>	<b>4.333</b>
<b>B+</b>	<b>87-89</b>	<b>3.333</b>	<b>3.667</b>	<b>4.000</b>
<b>B</b>	<b>83-86</b>	<b>3.000</b>	<b>3.333</b>	<b>3.667</b>
<b>B-</b>	<b>80-82</b>	<b>2.667</b>	<b>3.000</b>	<b>3.333</b>
<b>C+</b>	<b>77-79</b>	<b>2.333</b>	<b>2.667</b>	<b>3.000</b>
<b>C</b>	<b>73-76</b>	<b>2.000</b>	<b>2.333</b>	<b>2.667</b>
<b>C-</b>	<b>70-72</b>	<b>1.667</b>	<b>2.000</b>	<b>2.333</b>
<b>D</b>	<b>60-69</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>F</b>	<b>Below 60</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>I</b>		<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>W</b>		<b>NA</b>	<b>NA</b>	<b>NA</b>

## **REAVIS HIGH SCHOOL MISSION STATEMENT**

Reavis High School, together with students, staff, and community, provides a student-centered environment. We focus on education opportunities in activities, athletics, and most importantly, academics. We empower students to respect and be respected, explore career goals, and maximize their full potential. Citizenship, responsibility, and leadership in an ever-changing and diverse society are at the core of every student's education at Reavis High School.

## **REAVIS HIGH SCHOOL HISTORY**

In July of 1940, a successful referendum brought Cook County School District 220 into existence. However, manpower and materials were channeled from the needed school construction into the defense effort.

In 1945, the War Production Board authorized the construction of a utility building, which was partially completed when the Cook County Superior Court issued a restraining injunction halting further progress. It was at this time that a nationally known educator and professor from the University of Chicago entered the picture, resolved the problems, and allowed work to resume. The arbiter was Dr. William Claude Reavis (1881-1955).

Plans were finally made for the high school. By the time construction of the building, that would eventually be known as William Claude Reavis High School began in 1949, Dr. Reavis had approved new and revised blueprints which took into account the long range as well as immediate needs of the community's high school population.

On its opening day – September 11, 1950 – Reavis High School welcomed 330 freshmen, sophomores and juniors. Since its first graduating class in 1952, thousands of young men and women have earned their high school diplomas from Reavis High School and have become productive, responsible members of American society.

## **REAVIS HIGH SCHOOL TODAY**

Reavis High School offers a comprehensive academic program and is fully accredited by the Illinois State Board of Education. Faculty members are both experienced and highly educated. Reavis teachers have a retention rate of 94.8%, and more than 72% of the professional personnel hold a master's degree. The campus features:

- 23 teachers have been recognized as National Board Certified Teachers
- 132 classrooms and 12 science labs
- A newly renovated library that boasts state of the art presentation equipment and an array of digital databases
- More than 600 student laptop and iPad mobile devices that can be utilized throughout the building
- Chromebooks for 1:1 Technology Program with chromebooks for each student
- A recently renovated, spacious auditorium and smaller theatre with modern band and choral facilities
- A competition swimming pool and tennis courts that can host regional competitions
- 3 gyms; a lighted football field; several baseball, softball and soccer fields; and a modern all-weather track facility
- A tech center which hosts a curriculum rich in computer-aided drafting, woods, carpentry, electronics, and more
- Extensive fine arts offerings including 3-D arts, graphic design, photography, drawing, painting, and more
- A physical education curriculum that includes the use of heart rate monitors to promote target heart rate workouts
- Business education classes that focus on computer applications, web design, and accounting principles
- A world languages department that offers programs in American Sign Language, German, Spanish, and Spanish for Native Speakers
- A complete automotive workshop and a preschool program that serves the local community
- A food service management program affiliated with the nationally recognized Pro-Start program
- A social studies curriculum that reinforces citizenship skills through attendance at local government meetings or the completion of community service
- An English curriculum that focuses on the skills of reading, writing, listening, and communicating while culminating in senior electives that allow students to select specialized literature topics
- Math course selections that introduce students to topics including algebra, geometry, and advanced algebra as well as statistics, trigonometry, and calculus
- A science curriculum rich in topics from biology, chemistry, and physics to anatomy and physiology and medical terminology, all of which encourage laboratory experiences

More than half of our students are involved in the many extracurricular organizations and activities offered at the school. Individual and team accomplishments contributing to a successful athletic program include many conference and regional championships. State championships, state qualifiers and "All State" selections have been numerous.

## **TEACHER PROMISES**

- I will be prepared and give 100% every day to my students so they know I care about their personal and academic success.
- I will adjust my teaching style to meet the needs of my students while empowering them to work hard so they can reach their full potential.
- I will be patient, understanding, honest, and respectful to all my students, while holding them to a high standard.
- I will provide a safe, friendly, fair, consistent, and positive learning environment at Reavis High School.
- I will never ask more from a student than I ask of myself.

## **STUDENT PROMISES**

- I will show respect to my teachers, fellow classmates, and others at Reavis High School.
- I will come prepared to class every day ready to learn something new.
- I will do my best on every assignment and ask questions when I do not understand the material.
- I will make every effort to attend school on a daily basis and be on time to every class period.
- I will expect my teachers to empower me so I can reach my full potential in order to be a productive member of society.

## **REAVIS PARENT/COMMUNITY COMMUNICATION**

Reavis High School is committed to maintaining open communication with its parents and members of the entire Reavis community. Listed below are just a few of the means that Reavis employs to maintain open communication:

- Parent Automated Message System – Reavis High School will notify all Reavis families of important events and relevant information through the use of this message delivery system.
- Reavis Website – Visit our website for all of the information you want to know about Reavis High School. [www.reavisd220.org](http://www.reavisd220.org). Parents can also access teacher emails by clicking on the directory tab located at the top of the home page.
- Parent Portal – Parents can keep up with their student's academic progress, attendance records, and disciplinary concerns through the use of this on-line program. You can access this helpful tool through our website, and individual passwords are mailed out at the start of the school year.
- School Datebooks – This interactive student handbook website allows you to access the Reavis High School Calendar of Events via the internet. Visit [www.thezonelive.com](http://www.thezonelive.com) and enter Reavis High School.
- We R Loyal Blue App
- Facebook Page
- Athletic Website: [reavisrams.com](http://reavisrams.com)

## **RAMS ARE RESPONSIBLE**

Reavis High School provides a safe learning environment for all student academic, activity and athletic programs. Rams are Responsible highlights the values that we as a school believe contribute to positive school climate and culture. This Tier I personalized character education program was created to support, encourage, and motivate all Rams to demonstrate responsibility while engaging in school. The program is designed for our entire Reavis community including students, families, faculty, staff, and administration. Monthly themes serve as the pillars of behavioral expectations that create a positive foundation to support academic growth.

## **RIGHTS AND RESPONSIBILITIES: A STUDENT CODE OF BEHAVIOR**

We expect students to form the habit of not only observing the regulations contained herein, but also the general rules of good conduct and common sense acknowledged by the community in which we live. Parents and students are asked to familiarize themselves with Reavis High School's rules of conduct. To preserve and maintain an effective learning environment, Reavis High School has developed a student code of conduct. This code, titled "Rights and Responsibilities: A Student Code of Behavior," is printed in full on the following pages of this handbook. Students and their parents are asked to read this information carefully. Reavis maintains the right to notify parents and students in both written and verbal forms of communication. Student consequences are recognized for the duration of their Reavis career and may carry over from school year to school year. District 220 aims to nurture positive, constructive student behavior. **Parents can support this goal by emphasizing to their children the importance of following school rules and behaving appropriately while in school.** Questions concerning this code of conduct may be directed to the Director of Student Services, at (708) 599-7200, extension 318.

## **RULES ARE MADE TO ENSURE FAIRNESS TO ALL**

Parents, teachers, and administrators have a responsibility to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing rights of the individuals with rights of society is as valid to the educational community as it is to the larger community.

There are certain special responsibilities required of citizens who are students in school. In recognition of this belief and to promote fair disciplinary action, the District has developed specific guidelines for student behavior.

Reavis High School and its physical properties, including school buses and school bus stops, are part of the Safe School Zone. Signs have been posted to that effect. In the Safe School Zone, "Enhanced criminal penalties will be enforced for drugs and weapons possession, or gang recruitment or activity."

This booklet contains information regarding student discipline at Reavis High School District 220. The fact that a particular violation of good conduct is not specifically mentioned is not a satisfactory defense for any improper conduct. It is simply impossible to list every action that is inconsistent with good school citizenship.

We expect students to form the habit of not only observing the regulations contained herein, but also the general rules of good conduct and common sense acknowledged by the community in which we live. Consequences for prohibited acts can be found on the following pages.

### **TELEPHONE EXTENSIONS FOR REAVIS HIGH SCHOOL DEANS**

<b>Jeff Arsenault</b>	<b>Ext. 271</b>
<b>Mark Buckle</b>	<b>Ext. 256</b>
<b>James Ficaro</b>	<b>Ext. 254</b>
<b>Jamie Johnson</b>	<b>Ext. 284</b>

To reach the Attendance Office, please call  
(708) 430-1121\*\*

\*\*prompts will guide you to the Polish/Arabic/Spanish lines if needed\*\*

## **STUDENTS HAVE RIGHTS**

### **1. CORPORAL PUNISHMENT**

The school supports the use of reasonable physical restraint by school authorities to restrain unruly students in maintaining the order necessary to conduct an educational program. However, no teacher, administrator, student or staff member will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control.

### **2. DUE PROCESS**

In regard to the reasonable exercise of authority by school officials, students are entitled to due process afforded by law. An authorized school official shall confer with any student who is under consideration for suspension/expulsion prior to taking such disciplinary action. If the pre-suspension or post-suspension conference results in a decision to suspend/expel, the parents of the student shall be advised immediately of the decision by written notice. A request for a review of the decision may be made in writing and directed to the Superintendent's Office.

A formal hearing will be held before a Board-appointed hearing officer. At the hearing a student will be advised of the charges against him/her. He/she will be entitled to be represented or advised by a person of his/her choosing. He/she will be given the right to examine and cross-examine witnesses, as determined to be appropriate by the District, and to present documentation and other evidence in his/her behalf. Responsibility for the decision reached as a result of the hearing rests solely with the administration.

The Board of Education will review the evidence as contained in the summary of the hearing conducted by the hearing officer. No student may be expelled until a student disciplinary hearing is conducted before a hearing officer and the Board has reviewed and acted upon the decision. Students should understand, however, that they may be suspended, summarily without benefit of the above due process rights, if an authorized administrator determines that their conduct poses an immediate threat or danger to other students, personnel, school property or the educational process. In such cases, the student shall be afforded due process rights at a later time.

### **3. FREEDOM OF EXPRESSION**

Freedom of expression will not be restricted unless its exercise interferes with the orderly conduct of the learning environment. Students are encouraged to express their points of view provided they do not seek to coerce others to join in their mode of expression and do not otherwise intrude upon the rights of others through the use of intimidation, obscenities, etc.

#### **4. GROUP PUNISHMENT**

Group punishment will not be used unless every member of the group is reasonably determined to be guilty of the infraction.

#### **5. NON-DISCRIMINATION POLICIES**

Reavis High School has non-discrimination policies. Educational and employment opportunities are offered without regard to race, ethnicity, religion, national origin, gender, sexual orientation, or disability. It is the policy of this School District not to discriminate on the basis of gender in any program, activity, service or benefit. It is illegal and against Board policy for any employee or student, male or female, to sexually harass another employee or student. An investigation of any alleged violation will occur and appropriate action will be taken. (See the Student Handbook portion of this booklet).

#### **6. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

The Pledge of Allegiance is recited daily and the Moment of Silence is acknowledged daily at Reavis High School. Students are expected to stand and recite the Pledge or stand in respectful silence.

#### **7. RIGHTS TO PRIVACY OF SCHOOL RECORDS**

All academic and personal student records are confidential and can only be inspected by students, parents and school officials. A student's entire record is to be made available for review by the student, his/her parents, and/or school officials upon proper notification. In some cases, such as with psychological testing, social work profiles, special education placements, etc., parents and students should seek interpretation from persons trained in the administration and interpretation of such tests. Anyone else wishing to see a student's record must get written permission from the parents, or the student, or the courts. Students or parents who wish to challenge the content of educational records should contact the Director of Student Services. Access to student records in the District is governed by a board policy, copies of which are available at the District office.

#### **8. SEARCHES OF STUDENTS AND THEIR POSSESSIONS**

In accordance with Illinois law, students have no reasonable expectation of privacy regarding school property or equipment owned or controlled by the school, including, but not limited to, lockers, desks, electronic devices, and parking lots. Students also have no reasonable expectation of privacy with regard to their personal property left in such places and areas. To maintain authority and security in the school, school authorities may inspect and search school-owned property left in those places and areas, without notice to or the consent of the student, and without a search warrant. School authorities may request the assistance of law enforcement officials for the purpose of conducting such inspections and searches.

Students themselves and their belongings, including any electronic device, may be searched by authorized School District employees if there are reasonable grounds to believe that evidence of a violation of school rules or laws may be found on this particular student or with his/her possessions. If the search of a student is necessary, the search will be reasonable in scope. If a student is believed to have concealed paraphernalia on their person, they are subject to wand (hand-held metal detector) per administrative approval. All student searches will be in compliance with Board of Education policy.

#### **9. SECURITY CAMERA SYSTEM**

Reavis High School employs the use of a security camera system to ensure the safety of all students and staff. These cameras are positioned throughout the building, on campus, and in school busses.

#### **10. STUDENTS WITH DISABILITIES**

All students of Reavis High School, including students with disabilities, regardless of whether these disabilities are academic, physical, emotional, psychological or sociological, shall be provided with an equal opportunity, the fundamental right of all individuals to receive an appropriate education at public expense. The educational needs of students with disabilities are met at the high school through a variety of programs and services. For information please contact the Director of Student Services at (708) 599-7200, ext. 318.

The needs of certain students may be so great that special instructional programs and/or services beyond that of the regular classroom program may be utilized. An identified special education student will receive interventions and supports found in the best interest of the child's development and acted upon as provided under state regulation or law and board policy.

#### **11. UNDERSTANDING SCHOOL RULES**

Students have the responsibility to obey school rules and have the right to expect that clearly defined regulations will be distributed to them at the beginning of the school year along with any additional rules and regulations later enacted by school authorities with proper notification.

# STUDENTS HAVE RESPONSIBILITIES

## 1. **ACADEMIC RESPONSIBILITY**

Reavis students are expected to make a serious and continued academic effort by:

- a. arriving to class on time
- b. attending class daily
- c. completing all assigned work on time
- d. bringing necessary materials to class daily (supplies, books, papers, pens, gym clothes, etc.)
- e. performing consistently according to their individual abilities
- f. giving complete and undivided attention to the teacher, and
- g. displaying a spirit of cooperation.

## 2. **ATTENDANCE MATTERS**

Regular attendance is necessary for a student to achieve academic success. The school reserves the right to request verification of reason for absence.

### A. **GENERAL ATTENDANCE**

If you are absent from school, the following procedures must be observed:

**Whenever a student is absent or tardy, the parent/guardian must phone the Attendance Office at (708) 430-1121\* before 3:05 p.m. on the day of the absence.** A call must be received, even after 3:05, to avoid truancy status. The following information is needed:

1. Student's name and ID number
2. Reason for absence and estimated length of absence
3. Name of person calling and relationship to student
4. Students arriving after 8:00am (or 9:05 on late start Wednesday) will not be allowed to enter the building with outside beverages. All beverages will be confiscated and discarded.

Students are responsible for reminding their parent/guardian to call the school by 3:05 p.m. to report an absence or tardy. If there is no call on the day of the student absence, an unexcused absence will be recorded and disciplinary action may be taken.

Should the absence continue over several days, the parent/guardian is required to call on each day of student absence. If the absence exceeds three (3) consecutive days, special arrangements should be made with the Deans' Office. Any student absent five (5) or more days is required to bring a doctor's note designating the dates and reason for absence to the Deans' Office upon returning to school. Absences 1-5 will be excused when a parent/guardian contacts the Attendance Office with a valid reason for the absence. Students will follow the make-up work policy as outlined in the syllabi by the teacher of record for each individual class. Please note in section B under **CLASSIFICATION OF ABSENCES**, all external suspensions will count toward a student's five (5) days of absence. All absences beyond five (5) days during a semester will be considered unexcused unless a written doctor's note designating the dates and reasons for the absence is brought to the Deans' Office upon returning to school. A letter will notify parents/guardians when the five (5)-day limit has been reached. Absences beyond five (5) will require a valid doctors note for excused status. An average unexcused absence of one (1) day per month is considered as excessive absence and may have a negative effect on academic success, including loss of credit for the class. A student who is absent 5% (9 days) or more in a 180-day period shall be considered a chronic truant and interventions will be made by the District.

### B. **CLASSIFICATION OF ABSENCES**

Absences will be classified as being either excused or unexcused. In the case of an excused absence, the student will receive full credit for all work made up. Teachers are expected to supply reasonable assistance and supervision. It is the student's responsibility upon returning to school to obtain the make-up assignments from the teachers. Parents/guardians are encouraged to schedule medical/dental appointments during non-school hours whenever possible. However, if such a visit is necessary, medical verification must be presented upon returning to school.

**Excused absences include:**

- a. Illness
- b. Death in the immediate family
- c. Participation in school activities. Students who miss class due to field trips, performances, athletic events, etc., are responsible for making up all work done in class on the day(s) they were absent.
- d. Religious holidays

- e. College visits must be pre-arranged with the student's counselor. Forms will be available in the Attendance office. Completed forms must be returned to the student's Dean/Attendance Office upon completion of visit. A parent/guardian must call the Attendance Office to report the absence.
- f. Court appearances must have verification. Court appearances must be prearranged with a Dean. Students will be excused one (1) hour before and one (1) hour after the court call.
- g. Doctor's appointment (Student must have proper documentation).
- h. Family emergency under or at five (5) days.
- i. Doctor/Dentist appointments must have verification. Student will be excused one (1) hour before and one (1) hour after the appointment. Doctor/Dentist appointments that require more time out of school will be handled on a case by case basis in the Dean's Office.
- j. Oversleeping and/or missing bus, if under their five (5) days for the semester.

**Unexcused absences include:**

In the case of an unexcused absence, teachers enter a grade of zero for each class missed. There will be no make-up privileges and no credit for class work, laboratory experiments, tests (including final exams) or homework collected or completed in class on that day. Excessive unexcused absences may lead to removal from class. The following list of reasons for absence from school would normally fit into the "unexcused" classification

- a. Unauthorized absence from class/classes, or school
- b. Truancy; or participation in a "cut day"
- c. Leaving class/school without proper permission
- d. Abusing passes to and from classes
- e. Tardy, over five (5) minutes to class
- f. External suspension that exceeds five (5) days absence per semester. Students will be allowed to earn 100% credit for any work done during the suspension period if under the five (5) day limit. (See section G. External Suspension)
- g. Unauthorized absence from detention
- i. Repeated absences may result in a fine per Burbank Ordinance #7-7-11

**C. RETURN TO SCHOOL PROCEDURE**

If an authorized call has been made to the school, no admit is required and the student may return to his/her class. A re-entrance admit is required for a student who has an unexcused or unexplained absence. The student is to report to the Deans' Office before going to his/her class.

**D. EARLY RELEASE FROM SCHOOL**

Students are permitted to leave school early only with consent of their parent/guardian along with prior approval of the dean or the school nurse. Failure to comply with this rule will result in disciplinary action. Students who are beyond their five (5) day limit and are sent home ill by the nurse must bring a doctor's note with a specific diagnosis upon returning to school in order to receive an excused absence. A student's failure to do so will result in an unexcused excessive absence.

**E. ABSENCE ON THE DAY OF A SCHOOL ACTIVITY**

A student must be present in school for a minimum of four (4) class periods to participate in extracurricular activities or other school sponsored events on that school day or the school day preceding weekend contests. An exception may be granted by the dean, administrator, school nurse, or the student's doctor.

**F. ABSENCE FROM COOPERATIVE EDUCATION PROGRAM**

A student in the Cooperative Education Program must be present for all scheduled school periods in order to be allowed to work on that day. An exception may be granted by the dean, administrator, school nurse, coordinator, or the student's doctor.

**G. FINAL EXAM ABSENCE POLICY**

Absences will only be excused and final exams are allowed to be made up if a doctor's note or special circumstances are approved by the Director of Student Services. The student is responsible to make arrangements with individual teachers and will have one (1) week to complete the final exams.

**H. EXTENDED ILLNESS**

If it is known that a student will be absent for a period longer than two consecutive weeks due to illness, the student is eligible for home tutoring. For information, please contact the student's counselor for a medical certification form. The form is to be filled out by the attending physician and returned to the counselor.

### 3. **BULLYING POLICY**

Reavis High School conforms to FCC mandate #11-125 and provides for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat room, and regarding cyberbullying awareness and response.

### 4. **CHEATING & PLAGIARISM**

The Reavis High School community holds the authenticity and quality of student work as critical to the educational process. Plagiarism is considered a serious violation of the school's educational goals. Any student who knowingly or willingly copies part or all of the work of another student, or any student who allows part or all of his/her work to be copied by another student, or any student who quotes directly from any source and does not credit the author of that material will be considered to have engaged in cheating and/or plagiarism. Information taken from the internet without crediting the source is also a form of plagiarism.

The following behaviors are examples of cheating:

- a. Homework/lab reports: A student is cheating when he/she attempts to copy or borrow another student's homework.
- b. Quizzes/tests/mid-year and final exams: A student is cheating when he/she attempts to gain any information from another student or from any unauthorized materials.
- c. Written projects/research reports: A student is cheating when he/she uses anyone else's words or ideas without documentation (plagiarism).
- d. Grades: A student is cheating when he/she changes a grade or answer on a paper/test or quiz for himself/herself or any other student during or after the grading process.

A student is considered to be cheating if he/she provides the information or materials for other students to use as identified above. Dissemination of testing materials on a larger scale may also result in more severe consequences. When it has been determined that a student is guilty of cheating on a homework assignment, in class assignment, test or quiz, the student will receive a "zero" for the work. The teacher and/or division chair will notify the parent by telephone/email.

When a teacher provides students with a document for electronic assignments, **that document is to be their sole working document**. If there is question about the integrity of a student's work and the teacher cannot view and track changes on the document's history, then the student will not receive credit for the work. At that time, the teacher will make parent contact and give the student an opportunity to re-write the assignment; the amount of credit for the work is at the teacher's discretion.

Cheating and plagiarism are serious offenses that may affect standing in National Honor Society, school sponsored events, eligibility for scholarships, and may also jeopardize character references and recommendations from faculty.

### 5. **CREDIT RECOVERY PROGRAM**

The Credit Recovery Program has been created to assist senior students who are deficient two or less credits, yet otherwise are on time to graduate. Eligible seniors will have the opportunity to successfully complete graduation requirements in the Credit Recovery Program, while continuing attendance in the day school program. Core courses (English, Math, Science and Social Studies) will be offered one day per week from 3:30-6:30pm. The following criteria will be used for the Credit Recovery Program:

- The MTSS team will recommend eligible students for the Credit Recovery Program.
- Students will be assessed a fee of \$175.00 per class each semester.
- Students can earn up to two (2) credits in credit recovery per school year. Only two classes may be taken per semester.
- Students are expected to follow all rules and regulations according to the 2019-2020 Reavis Student Handbook. Violation of these rules may result in dismissal from the program without a refund.
- Students who receive two referrals will be removed from the program.
- Students cannot miss more than two days per class. After the second absence, the student will be dropped from the class without a refund.
- Students must be on time. Four (4) tardies will equal one absence. A student who arrives to class or returns from break ten or more minutes late will be counted as a half absence. Any student leaving class after break time, which is determined by the teacher, will be charged for half day absence.
- Students must be in attendance for a minimum of four class periods during the school day to attend Credit Recovery that evening.
- A semester calendar, program sheet, and course syllabus will be provided to the student by the teacher during the first week of class.

## 6. **COMPUTER TECHNOLOGY & ELECTRONIC MEDIA**

**Rationale:** Reavis High School District 220 has made available to its students technology and electronic media to strengthen the curriculum and the learning environment of the classroom.

**Privilege:** Use of Reavis' networked computer resources and internet access is a privilege, not a right. The internet, all of its accompanying electronic forms of media, and all of the computer hardware, networking, equipment, and software at Reavis High School shall be used for educational purposes only. Users may not use the computer, network, or internet for any illegal purpose or for profit. Any intentional misuse of this media can result in the revocation of a student's computer privileges. Improper or prohibited use of the district electronic media may also result in the imposition of disciplinary measures as defined by the disciplinary code found in the Student Handbook, up to and including expulsion.

**Student Accounts:** Reavis High School has the right to monitor the student usage of all of its electronic media, which includes, but is not limited to, the internet, e-mail, chat rooms, list services, printed material, etc. Each student is responsible to properly use any and all of the electronic media that is available at Reavis High School. No student shall have any expectation of privacy in their access to the media, their communications or work on all District devices. Reavis High School will notify students and parents in the event a request is made to a student to surrender a "password or other related account information" in order for the school officials to access "the student's account or profile on a social networking site, if the school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a published disciplinary rule."

**Acceptable Use:** All electronic media at Reavis High School is to be used for educational purposes only. The following is acceptable etiquette/accountability that all students should exhibit. This list is not all encompassing and teachers may use their discretion in determining acceptable use.

- a. Always use the electronic media in a responsible manner
- b. Report any problems immediately to your teacher or other staff member
- c. Never disclose any personal information about yourself or other students or staff members, unless instructed to do so by your teacher
- d. Topics and language that are inappropriate at school are also inappropriate over electronic media - Always be courteous and polite
- e. Never divulge your password or I.D. number to anyone

**Unacceptable Use:** Students must at all times comply with Board policy and District and classroom rules regarding use of District technology. Any use of the technology at Reavis High School deemed unacceptable may result in disciplinary actions set forth in the Rights & Responsibilities section of the Student Handbook. The following list includes, but is not limited to, unacceptable uses of the electronic media at Reavis High School:

- a. Accessing unacceptable or prohibited territory within the school network
- b. Causing a "virus" to corrupt any of the computer systems
- c. Downloading any unauthorized copyrighted material or copying any District software, which violates any of the licensing agreements
- d. Transference of any material that is considered to be obscene, pornographic, racist, or in any way indecent
- e. Sending e-mail or other communications using a false identity
- f. Making any financial gains from any of the electronic media at Reavis
- g. Using someone else's password or access code
- h. Loading or saving non-system software onto the District system without prior approval
- i. Altering/deleting fellow students work

**Compensation/Restitution:** The user agrees to repay any and all costs associated with any damage that may result from any misuse of the electronic media.

## 7. **GOOD NIGHT RULE**

All students should be familiar with the "Good Night Rule". Once a student leaves a school activity, he/she will not be re-admitted to the activity.

## 8. **GUEST/VISITOR RESPONSIBILITY**

- A. Students are not allowed to bring visitors to school. School premises are for school business only. In accordance with the Illinois School Code, all visitors must enter the building through the main entrance doors where you will need to present a valid form of identification and secure a visitor pass and an escort. Visitors who do not comply with this regulation will be considered trespassers and may be prosecuted.
- B. A student must secure a guest pass for dances from his/her appropriate dean for any dance sponsored by Reavis High School that will be attended by an accompanying non-student.

## 9. **HEALTH AND SAFETY REGULATIONS**

A person afflicted with a communicable disease, which poses a significant health risk to others, must report the presence of the disease to the nurse or designee as soon as he/she becomes aware of his/her illness. Due to health and safety concerns, regulations concerning the wearing of safety glasses, bathing caps, removal of jewelry, personal cleanliness, etc., must be observed. Restrictions regarding certain areas or equipment, as well as safety regulations for the proper use of those areas or equipment must be obeyed. Shoes must be worn at all times for health and safety. Students are restricted from wearing outdoor wear (coats/jackets) in classrooms throughout the school day.

## 10. **LUNCH DETENTION**

Deans may assign lunch detentions for behaviors that are outlined in the "Actions and Consequences" section of the student handbook. In most cases, the lunch detention will be served the next school day following the infraction. However, in some cases, if there is a high volume of assigned lunch detentions, the student may need to wait until a later date. Students assigned a lunch detention will remain in detention for the entire hour. For example, if a student has 4A lunch and 4B homeroom, that student would remain in lunch detention for the entire 4<sup>th</sup> period. The same principle applies to 5<sup>th</sup> period lunch/homeroom. Lunch detention rules are as follows:

- No talking.
- No sleeping/students must keep head up at all times.
- No restroom breaks during detention. Restrooms should be used before or after detention.
- No use of electronics. Cell phones will be safely locked up in the lunch detention room for the duration of the detention.
- Student may utilize Chromebooks for homework purposes only; no earbuds allowed.
- Students may read or complete paper/book work.
- Students must brown bag their lunch and eat during this time. Students receiving free or reduced lunch will have special arrangements made by the Dean.

Students who arrive tardy to lunch detention, will be sent to the Dean's office and immediately issued a Long Thursday or a Saturday detention. Violations of these and other school rules as outlined in the student handbook will result in further disciplinary action by the Dean.

## 11. **STUDENT CONDUCT**

Reavis High School students are expected to conduct themselves appropriately. Misconduct at school, on school grounds, or at school-sponsored or school-related events, as well as misconduct that occurs outside school grounds (when a student's conduct negatively impacts the school's function) is prohibited and should be reported immediately to the Deans' Office. Discipline will be imposed for misconduct pursuant to this booklet and Board of Education policy.

## 12. **STUDENT/STAFF RELATIONS**

Students have a responsibility to respect the authority of the Reavis High School staff. Students are expected to obey all federal, state and local laws and regulations, as well as all school rules and regulations. Students are expected to display appropriate conduct while going to and from school, on school grounds, in school buses, and at all school-sponsored activities. Moreover, students will refrain from those practices that interfere with the health, safety and/or education of themselves or other members of the school community.

## 13. **TARDINESS**

Students are expected to be in the classroom when the bell rings at the beginning of a class period. If a student is more than five (5) minutes tardy to any class, the tardiness counts as an unexcused absence and the teacher will give that student zero credit for the period. The teacher will give zero credit to a student with an unexcused tardy admit. Excessive tardies to a particular class may lead to removal from that class.

## 14. **TELEPHONES**

Public telephones for student use are available in the Deans office.

## 15. **TYPES OF DISCIPLINARY ACTION**

### A. **TEACHER'S DETENTION**

A teacher's detention is a period usually served by a student before or after school. A detention will be spent with the teacher who assigned it. The teacher's detention will normally be held in the assigning teacher's room. The teacher must provide a 24-hour notice of a detention to the student. The failure of a student to serve a teacher's detention becomes an act of insubordination, requiring more severe disciplinary action.

### B. **DEAN'S DETENTION**

A Dean's detention is a period usually served by a student after school for some defined rule infraction. Students are required to be on time, bring schoolbooks, study and remain silent for the entire period. A dean's detention is held for approximately one (1) hour, Monday through

Thursday, beginning at 3:10 p.m. Students will not be excused from detention because of work, extracurricular commitments, or sport commitments. No one will be admitted late to the detention room. Tardiness will result in an assignment of a Saturday or long Thursday detention. Students must bring their I.D. and school books to detention. They must study and remain silent the entire time.

Students who have been assigned detention for more than ten (10) separate incidents will not be assigned additional detentions. Instead, subsequent incidents, which would normally call for after school detention, will be dealt with through Saturday detention, RISC program, or external suspension at the discretion of the dean. A detention can only be changed once. If a change of detention date is necessary, that change can only be made by seeing the dean prior to 1:00 p.m. No changes will be made after 1:00 p.m.

#### **C. SATURDAY AND LONG THURSDAY DETENTIONS**

A Saturday morning detention session meets from 8:00 a.m. to 11:00 a.m. A long Thursday detention meets from 3:10 p.m. to 5:50 p.m. Both of these are assigned by a Dean of Students. Student must be on time, bring their ID and school books, study and remain silent for the entire time. Failure to attend a Saturday or long Thursday detention will result in additional consequences.

#### **D. TEMPORARY MODIFIED PROGRAM (TMP)**

In the Temporary Modified Program, a student is assigned to a supervised detention room for a specific amount of time (anywhere from part of a period to an entire school day). The student must bring schoolbooks and work for the entire session.

#### **E. MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)**

**MTSS, Multi-leveled Systems of Support** is a multi-tiered approach to the early identification and support of students with learning and behavior needs within a problem-solving framework. The MTSS process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress, are closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. Students not meeting school expectations in the areas of academics, social-emotional, or behavior may be referred to an MTSS Team where members work to develop and monitor strategies and interventions to support students' success and participation in the academic learning environment. An MTSS meeting is held, including, but not limited to, general education teachers, Director of Student Services, guidance counselor, social worker, dean, psychologist, Behavior Coach, and parents/guardians. The MTSS team discuss the concerns and develop further strategies and interventions to implement. Staff responsible for implementing the interventions will document interventions, which will be reviewed at the four to six week MTSS follow-up meeting. The goal is to intervene with any student showing at-risk tendencies to assist them to meeting appropriate academic and behavioral benchmarks.

#### **F. RISC (REAVIS INTERVENTION SUPPORT CENTER)**

Reavis Intervention Support Center is an intervention program for students who pose a problem to others or who interfere with the educational process. Students, at the discretion of the dean, can be assigned to RISC for disciplinary problems. The program will provide necessary supervision during the school day for a minimum of one (1) day and up to three (3) days at a time. Students will be given the opportunity to do work and obtain credit for their individual classes while assigned to the RISC program. It is the student's responsibility to collect assignments from teachers, bring necessary material to the RISC program and turn in all work complete while in RISC. Any test or quiz missed while in RISC must be made up during RAM period by the student scheduling an appointment with his/her teacher. Students in this program must also complete an assignment for the dean's office that allows them to focus on their various behaviors and responses to situations to teach them to better succeed academically and socially.

All cell phones **MUST** be turned into the Dean's office prior to entering RISC. Cell phones will be placed in a locked cabinet. Student can collect the phone from the Dean's office at the end of the school day.

#### **G. EXTERNAL SUSPENSION**

External suspension is an exclusion from school for gross disobedience or misconduct for a designated time period not to exceed ten (10) days. A student is not to be on school property while under external suspension. Students will be allowed to earn 100% credit for any work done during the suspension period if under the five (5) day limit. External suspensions will count toward the five (5) day absences.

A student who is externally suspended will not be allowed to attend or participate in any school-related function or activity either at home or away (Social Suspension). When a student is issued an external suspension from school, the parents/guardians of that student shall be sent by mail an official notification of the suspension and the reason for such. The deans shall also make every effort to notify the student's parents/guardians by phone prior to the beginning of the suspension assignment.

When a student is externally suspended from school, it may be required for the student and his/her parent to arrange a formal conference with the Dean who issued the suspension. This conference must be held prior to the student returning to school.

A student who violates an external suspension policy by returning or staying on school property will incur additional day(s) external suspension from school. In addition, a trespassing notice will be filed with the police department.

#### **H. SOCIAL SUSPENSION**

A student may be placed on social suspension as a disciplinary measure whether or not any other form of discipline is imposed. Social suspension may be imposed for periods of time up to one (1) calendar year. Any student who has been externally suspended is automatically placed on social suspension for the length of the external suspension or a specific length of the school term.

Any student accruing six (6) or more tardies to an individual class period or missing nine (9) days in a given semester, without medical documentation, may be placed on social suspension. Students will be removed from social suspension if they attend five (5) to thirty (30) school days in a row without a tardy or absence as determined by the Dean of record. If a student fails to obtain this goal they may complete the remainder of their social suspension. Students who meet the goal of five (5) to thirty (30) days tardy/absence free will be removed from social suspension, but may have social suspension reinstated if negative attendance behaviors resume. Parents/Guardians will be notified when a student is placed on social suspension for behavioral or attendance issues.

A socially suspended student may not be on a school property nor attend or participate in any school functions while serving the social suspension (i.e. games, activities, dances, elected offices, field trips, etc.)

#### **I. EXPULSION**

Expulsion occurs when the Board of Education removes a student for gross misconduct or disobedience from attendance at school for a period of time greater than ten (10) school days. An expulsion shall be for a period of time up to two (2) calendar years as determined by the Board of Education in accordance with state law. As required by law, the expulsion term for a student possessing or using a weapon on a school bus, on school grounds or at school-sponsored or school-related events shall be for a minimum of one (1) calendar year. In lieu of expulsion, students may be recommended for alternative education placement.

#### **J. TRUANCY: BURBANK ORDINANCE #7-7-11 SECTION 9-84**

It shall be unlawful for any person subject to compulsory school attendance within the City of Burbank to abstain from attendance at his/her school without the permission of a legal guardian for valid cause, or by the school in which the minor is enrolled.

Consequences for being truant from school will be handled by Reavis High School for the first two offenses. The third offense will result in the enforcement of Burbank Ordinance #7-7-11 section 9-84.

Emergency or unforeseen absences due to illness or other causes beyond the person's control shall not be deemed a violation of this section if a legal guardian submits valid cause for the absence in writing to the local school authorities within 24 hours following the next regular school day subsequent to the absence. Penalties for truancy are:

1. Any person who is over 13 years of age and adjudged to be truant under the truancy ordinance shall be subject to a fine or community service or both. Both the person alleged to be a truant and his/her legal guardian shall be provided notice and an opportunity to be heard. The fine for a violation of the truancy ordinance by a person 13 years or older, shall be \$100.00 per incident. A truant's failure to pay the fine on or before the first hearing date shall cause the fine to be increased to \$150.00 per incident. In no event shall the fine for truants 13 years of age and older exceed \$150.00 per incident. Hours for community service shall be at the discretion of the hearing officer but, in no event, shall they exceed 80 hours. Community service will be administered by the truant's school working in conjunction with the City's School Resource Officer.

#### **K. STUDENT I.D. CARDS**

**All students must possess a valid Reavis ID card and must be on their person while in attendance at Reavis High School.** Students must present the ID card upon request of any school employee. Each student will be issued a Reavis High School ID card. This identification card will be used during the school day, as well as for admittance to all other after school

activities. Failure to possess an ID properly may result in a referral to the Deans' Office. The student ID is also used as a meal debit card. A student without an ID is not prepared for school and will be addressed accordingly by the Deans' Office. There will be \$5.00 charge for any student who loses their ID or does not provide it upon request from a Reavis staff member. New ID's can be obtained in the Dean's Office. ID cards are non-transferable. Failure to provide a current school year ID for lunch upon the third (3<sup>rd</sup>) offense will result in a \$5.00 charge to the student's school fees.

## ACTIONS AND CONSEQUENCES

Misconduct will result in dean's action and failure to timely report misconduct by other students may result in such action. Misconduct that results in dean's action automatically results in parent/guardian notification. The deans and administration reserve the right to determine appropriate disciplinary actions for offenses that are not contained in the following lists. Referral to the RISC program is within the discretion of the deans. Similarly, the deans and administration reserve the right on a case by case basis to deviate from the specified disciplinary actions when such deviations are determined to be necessary for the proper and efficient operation of the school. Students are expected to cooperate with deans and administrators during an investigation. **Any infraction, depending on the surrounding circumstances, may warrant discipline up to and including expulsion.** Misconduct includes, but is not limited to, the following:

INFRACTION	Outcomes
<p><b>A. ARSON/FIRES</b></p> <p>Students will not set fire to any substance unless in a supervised in a classroom activity and/or setting. The starting of, or any attempt to start a fire on school property, which would endanger the physical and psychological well-being of students and school personnel, will be reported to the School Resource Officer.</p>	<p><b>Offense:</b></p> <ul style="list-style-type: none"> <li>• Ten (10) day external suspension</li> <li>• Referral to proper civil/criminal authorities</li> <li>• Referral to hearing officer and/or school board</li> </ul>
<p><b>B. ASSAULT AND/OR BATTERY OR FIGHTING</b></p> <p>Students will not threaten, bully, strike, or cause harm to students, personnel, board members, or guests of school.</p> <p>The Deans' Office will investigate and consult with the School Resource Officer. In case of self-defense, dean discretion will be used.</p>	<p><b>1st offense:</b></p> <p>RISC and/or External suspension will occur resulting from Deans' investigation</p> <ul style="list-style-type: none"> <li>• Parent/guardian conference</li> <li>• Referral to School Resource Officer</li> </ul> <p><b>2nd offense:</b></p> <ul style="list-style-type: none"> <li>• RISC and/or External suspension will occur resulting from Deans' investigation</li> <li>• Parent/guardian conference</li> <li>• Referral to hearing officer and/or school board</li> <li>• Possible Alternative Placement</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• Will be handled by the administration</li> </ul>

### **C. AUTOMOBILES/MOTORCYCLES**

School District #220 accepts no liability for theft or vandalism of automobiles and/or motorcycles.

#### **Parking Violations**

1. Parking in the reserved teachers or designated area.
2. Parking in auto designated area MUST have a current issued auto pass
3. Smoking in the car while parked on school property.
4. Illegally parking in a designated handicapped area or fire lane.
5. Illegal parking on the strip without proper parking permit.
6. Any student during the course of the school year that does not meet the qualifications will have his/her sticker/parking privileges revoked.

#### **Dangerous Driving Violations**

1. Speeding, driving in a reckless manner.
2. Screeching tires, dragging, etc.

#### **Standards to Obtain Parking Permit**

1. Previous school-year fees must be paid in full

Students who wish to drive a car/motorcycle to school must register the car/motorcycle in the Deans' Office before it can be brought on school property. A parking permit will be issued only after the following criteria are observed:

2. Refrain from excessive acts of inappropriate behavior (less than 10 referrals from the preceding year).
3. Follow the attendance policy (less than 5 days of excused absence per semester).
4. Do not receive excessive number of suspensions.
5. Only one (1) sticker will be issued per family for the school year.
6. Priority will be given to upperclassmen.
7. The sticker fee for the school year will be \$60.00 for the Austin Avenue lot and \$20.00 for the 77<sup>th</sup> Street/Strip lot.
8. A processing fee of \$5.00 will be charged to students who need a replacement sticker due to a damaged or sold car.
9. Students who obtain a parking permit but fail to comply with items 1 – 8 listed above will have their parking sticker revoked for the remainder of the school year without financial reimbursement.

The student-parking sticker must be affixed directly to the **lower left** corner of the front windshield for students with Austin lot parking and the upper back part of the window for the 77<sup>th</sup> street/strip lot. Students are permitted to park in the Austin Avenue parking lot in specified areas only. These areas are:

1. Along the fence on the east side of the lot. Student parking spots are indicated by white lines.
2. In the section between the swimming pool and the North Gym.  
(The area at the far north end of the lot is reserved for faculty.)

Parking for students on the 77<sup>th</sup> street/strip location will be lined spots on the North side of 77<sup>th</sup> street. (This parking goes from the West Entrance of the campus past the tennis courts).

Once a car/motorcycle is parked in the lot, it must not be taken from the lot until the student has completed his/her day's schedule and is ready to leave the premises. Students may not return to their cars/motorcycles during regular school hours without permission from the dean.

### **Parking Violations/Dangerous Driving and other Driving Violations**

#### **Attendance/Behavior Violations**

- Possible revocation of parking privileges
- Possible ticket/fine or removal of vehicle

(Reavis High School has a working agreement with the Burbank Police Department. Serious driving violations will be reported and may subject a student to prosecution.)

#### **Illegal parking on the Strip**

##### **1<sup>st</sup> offense:**

- Long Thursday or Saturday detention
- Refer to SRO
- Parent/guardian conference

##### **2<sup>nd</sup> offense:**

- RISC or External suspension
- Refer to SRO
- Possible ticket or car towed
- Parent/guardian conference

##### **Subsequent offenses:**

- Will be handled by the Dean's office and Burbank Police.

<p><b>D. BICYCLES</b>  School District #220 accepts no liability for theft or vandalism of bikes.</p> <p><b>Dangerous Driving Violations</b>  Driving bicycles in an unsafe manner, reckless and unsafe driving practices.</p> <p><b>Parking Violations</b>  All bicycles must be locked and parked in the designated areas. Bike racks are provided for the convenience of our students. Bicycles are not allowed in the building.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Warning from Dean's Office</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Possible revocation of parking privileges</li> </ul>
<p><b>E. BULLYING</b>  Bullying, intimidation, and harassment diminishes a student's ability to learn and a school's ability to educate; preventing students from engaging in these disruptive behaviors is an important district goal. Reavis will not tolerate any type of bullying. Bullying is defined as unwanted personal attention that is coercive or offensive to another person.</p> <p>Bullying can be verbal, visual, physical, or through electronic media. Some examples of bullying are:  Unwelcome comments, phrases, sexually offensive language or pictures; derogatory or sexually based humor; disparaging remarks to a person about his/her gender or orientation. Suggestive references about a person's appearance; Unwanted notes, calls, posts on social media sites or electronic equipment.</p> <p>Reavis High School encourages all members of the school community, including, parents, volunteers and visitors to report alleged acts of bullying, intimidation, harassment and other acts of actual or threatened violence.</p> <p>Students are to report any allegations of bullying to their appropriate counselor, dean, school nurse, social worker, classroom teacher, support staff member, hall monitor, administrator or coach. an investigation of the alleged violation will occur and appropriate action will be taken. Filing a complaint of bullying will not impact the reporting student's educational status.</p>	<p>Students determined to have committed an act of bullying will be handled on a case-by-case basis and subject to discipline and interventions. The severity of the situation may result in expulsion.</p>

## F. BUS REGULATIONS

1. All school rules & regulations apply to bus stops and travel.
2. Students must board the bus at the stop designated for their area. They are to be at the bus stop on time and are expected to remain at the stop for a reasonable length of time. If for some reason a bus does not come or if a student misses the bus, it is the responsibility of the student to make a reasonable attempt to get to school.
3. Students must not, under any circumstances, put their heads or arms out of bus windows. It is prohibited to throw any object(s) out of the bus. Students must remain seated and are not permitted to change seats while the bus is in motion.
4. Students are to enter and exit only by the front door. The rear door is for emergency use only.
5. Any infraction of the school rules which is observed by a bus driver, including damage to private property, is subject to the disciplinary action prescribed in the ***Rights & Responsibilities: A Student Code of Behavior*** booklet, and includes suspension of bus service.
6. A student must have a valid school ID in order to ride the bus. A student must show the ID to the bus driver upon request. Failure to have a valid ID or to show the ID upon request will result in a student's being denied transportation on the bus
7. In the event of a bus accident, the bus driver will provide instructions for the students. All students should remain on the bus, unless the bus driver indicates other directions. If there is a threat of fire, students may be instructed to move to a safe location, at least 100 feet from the side of the roadway, if possible.

### 1<sup>st</sup> offense:

- Dean's detention

### 2<sup>nd</sup> offense:

- Suspension of bus privileges for five (5) days
- One (1) Saturday/long Thursday detention
- Warning letter to parent/guardian

### 3<sup>rd</sup> offense:

- Revocation of bus privileges for remainder of the school year

<p><b>G. CAFETERIA REGULATIONS</b></p> <ol style="list-style-type: none"> <li>All students must report to the cafeteria during their lunch period.</li> <li>Students are not to be tardy to lunch. All students must be in the cafeteria by the time the tardy bell has rung. Students should form orderly, single file lines at the lunch counter.</li> <li>Students are welcome to bring a lunch from home.</li> <li>Under no circumstances are foods and beverages to be taken out of the cafeteria or consumed in the halls.</li> <li>Students are expected to dispose of their rubbish after completing their meal.</li> <li>The hallways adjacent to the cafeteria are off limits during the lunch period for visiting and gathering.</li> <li>Students are expected to remain in the cafeteria during their entire lunch period.</li> <li>Students must obey cafeteria supervisors and hall monitors.</li> <li>Students who are unwilling or unable to obey cafeteria regulations will be assigned to the Temporary Modified Program (TMP) room during their lunch period.</li> <li>Reavis High School is a closed campus, which means that students may not leave campus during the lunch period.</li> <li>Lunch cards are non-transferable. Sharing lunch cards is a suspendable offense and may result in the loss of the lunch card.</li> <li>Students must have their current school I.D. to purchase items from the cafeteria. Students who fail to have their current school year I.D. are allowed to purchase lunch, however, upon the third (3<sup>rd</sup>) offense of not having the current school I.D. the student will have the opportunity to secure replacement ID and \$5.00 will be charged to the student's school fees.</li> </ol>	<p><b>Taking food or beverages out of the cafeteria</b></p> <p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>Lunch detention</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>Three (3) lunch detentions</li> </ul> <p><b>Leaving debris on/or around lunch table/ floor area</b></p> <p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>Lunch detention</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>Three (3) lunch detentions</li> </ul> <p><b>Other cafeteria-related problems</b></p> <p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>One (1) or Two (2) Lunch detention(s)</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>Temporarily assigned to eat in the TMP room</li> <li>Parent/guardian notification</li> </ul> <p><b>Sharing Lunch Cards:</b></p> <ul style="list-style-type: none"> <li>RISC and/or External Suspension</li> <li>Parent/guardian notification</li> </ul>
<p><b>H. CLASSROOM DISRUPTION</b></p> <p>Behaviors which interfere and interrupt the academic learning environment.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>Dean's Conference</li> <li>Parent/guardian notification</li> <li>Possible one (1) detention or Lunch Detention</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>Dean conference</li> <li>Mandatory meeting with the Behavior Coach</li> <li>MTSS Meeting</li> <li>Up to two (2) detentions or lunch detentions</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Saturday/long Thursday detention and/or RISC</li> <li>May result in removal from class</li> </ul>
<p><b>I. CLOSED CAMPUS</b></p> <p>Reavis High School is a closed campus. All visitors during the school day must check into the security office located at the front of the school on 77th street. Students are not allowed to leave the building once they have arrived without permission from the Deans/Attendance office.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>One (1) detention</li> <li>Dean conference</li> <li>Parent/guardian contact</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>Saturday/long Thursday detention</li> </ul> <p><b>3<sup>rd</sup> offense and/or subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>RISC</li> <li>Possible external Suspension</li> </ul>

<p><b>J. COMPUTER TECHNOLOGY &amp; ELECTRONIC MEDIA VIOLATIONS &amp; DAMAGES</b></p> <p>This section refers to any intentional damage to computer equipment, supplies, programs, files or fellow students work. Disrupting any I.T. infrastructure or network services using technology, including, but not limited to, scripts, tools, programs, or applications. It also includes any unauthorized use of programs, program materials and files, use of restricted access codes, and addition, deletion or alteration of programs or files. This includes any interference with telecommunication networks, or duplication of programs or files of students, staff, or the School District. Electronic Media Violations also include any release of confidential information, any disruption to school record keeping functions, and other similar acts of computer violations, alterations or vandalism. Any unauthorized use of a computer program or computer equipment is also strictly prohibited. Students will not “cyber-bully” any student, school employee, staff member, or board member.</p> <p>Electronic devices may not be used in any manner that disrupts the educational environment or violates the rights of others, including using the device to communicate, take photographs/videos in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Electronic devices may not be used for publishing or transmitting private information, including photographic, video, and audio depictions of others without authorization. Other prohibited conduct includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Any electronic device may be searched upon reasonable suspicion of sexting or criminal activity.</p>	<p><b>ALL OFFENSES WILL RESULT IN:</b></p> <ul style="list-style-type: none"> <li>• Dean conference</li> <li>• Financial restitution</li> <li>• RISC and/or external suspension</li> <li>• Possible referral to hearing officer and/or School Board suspension or expulsion</li> <li>• Referral to proper civil/criminal authorities</li> </ul>
<p><b>K. CULT ACTIVITY</b></p> <p>Students will not participate in cult or satanic activities or display symbols which interfere with the educational activities of the school. The school will not tolerate any symbol relating to cult and/or satanic activity.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Five (5) day external suspension</li> </ul> <p><b>Subsequent offense:</b></p> <ul style="list-style-type: none"> <li>• External suspension</li> <li>• Referral to hearing officer or School Board</li> <li>• Referral to civil/criminal authorities</li> </ul>
<p><b>L. CUTTING (SEE UNEXCUSED ABSENCES)</b></p> <p>Unauthorized absence from class, classes, detentions, or school.</p>	<p>(See Unexcused Absences.)</p>
<p><b>M. DETENTION DISTURBANCE</b></p> <p>Causing a disturbance during detention is strictly prohibited.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• One (1) detention or Saturday/long Thursday detention</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Saturday/long Thursday detention or RISC</li> </ul>

## **N. ELECTRONIC EQUIPMENT**

The term electronic equipment refers to cell phones, computers or any other device that allows electronic communication or social networking. Although these devices may be incorporated into the learning process by teachers, there are prohibited uses of these devices.

### **ELECTRONIC EQUIPMENT REGULATIONS:**

1. Devices must be powered off and may not be visible in any Athletic/P.E. locker room, bathroom or detention/in-school suspension area or the Alternative education program.
2. Students are prohibited from using personal cell phones or other electronic devices to record (video or audio) any staff member, student, school activity, event, or school-related work without the consent of the supervising teacher/sponsor/coach.
3. Students are prohibited from posting or sharing pictures or video taken in school without the consent of the supervising teacher.
4. Over-the-ear headphones and bluetooth speakers are prohibited.
5. For safety purposes and so students are aware of their surroundings, ear buds must only be worn in one ear.
6. Ringers must be set to "silent" or "vibrate".
7. Students are **NOT** allowed to TALK, READ, TEXT, VIDEO CHAT on any electronic device during passing periods.
8. Laser pointers are prohibited.
9. Devices can be used in the classroom (with teacher consent), in the hallways before 7:55a.m. and after 2:34p.m., and in the cafeteria during lunch. Students may listen to music on their electronic device during passing periods.
10. Students are personally responsible for the security of their electronic communication device. The school staff is **NOT** required to search for devices that were not properly secured, for example: electronic devices that are not secured in locker rooms.
11. Using a cell phone, video recording device, or other electronic device in any manner that disrupts the educational
12. environment or violates the rights of theirs, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. This included video/digital recording or images of illegal or illicit behavior. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, or receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cell phone.
13. Any cell phone may be searched upon reasonable suspicion of sexting and/or criminal activity. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the SRO (school resource officer), police and reporting suspected child abuse or neglect when appropriate.

## **All Electronic Devices**

Violation of this policy could result in confiscation of the device.

### **1<sup>st</sup> offense:**

- One (1) detention or Lunch detention
- Device returned to student at end of school day

### **2<sup>nd</sup> offense:**

- One (1) Saturday/long Thursday detention

### **3<sup>rd</sup> and subsequent offenses:**

- RISC
- Possible external suspension

### **Digital Recording:**

- RISC and/or external suspension
- Referral to School Resource Officer

<p><b>O. EXPLOSIVES, INCENDIARIES, &amp; POISON GAS (POSSESSION OF)</b>          Possession, use, transfer or display of explosives, incendiaries, or poison gas, which has the potential to do damage to others, or to school or personal property, or which causes interruption to the normal school process is forbidden.</p>	<p>All offenses result in external suspension and referral to hearing officer and/or School Board for expulsion and/or reported to proper civil/criminal authorities. Expulsion will be for one (1) calendar year or more, as authorized by State and Federal law.</p>
<p><b>P. FALSE REPORTS</b>          All false reports are dangerous and illegal. Samples of false reports are:          1. Improper release of a school fire alarm/defibrillator.          2. Tampering with or discharging fire extinguisher or fire hose.          3. Bomb threats.          4. Any report which may cause interruption to the normal school process.          5. Making unnecessary 911 calls.          Any person making a false report will be reported to the proper civil/criminal authorities.</p>	<p><b>Offense:</b></p> <ul style="list-style-type: none"> <li>• Police and Fire Departments are notified</li> <li>• External suspension</li> <li>• Referral to hearing officer and/or School Board</li> </ul>
<p><b>Q. FLYING OBJECTS</b>          Students will not engage in throwing or propelling any food, paper objects, snowballs, rocks, bottles etc. which may cause injury to persons or property while on school grounds or in school vehicles.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Lunch/after school detention and/or RISC</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• RISC</li> <li>• May result in external suspension</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• External suspension</li> <li>• Possible loss of cafeteria privileges</li> </ul>
<p><b>R. FORGERY (OR MISUSE OF SCHOOL FORMS)</b>          School forms are for the use of authorized school personnel only.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• RISC</li> <li>• Parent/guardian notification</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• One (1) to three (3) days external suspension</li> <li>• Parent/guardian notification</li> </ul>
<p><b>S. GAMBLING</b>          Students are not allowed to initiate or perpetuate any type of gambling activity (i.e., parlay cards, dice or card games) on school property or at school sponsored events.</p>	<p><b>Offense:</b></p> <ul style="list-style-type: none"> <li>• Confiscate gambling materials/complaint signed by School Resource Officer.</li> </ul>
<p><b>T. GANG ACTIVITY</b>          Gang activity is any behavior which exhibits evidence of membership in or affiliation with any gang. This includes both verbal and non-verbal communication (gestures, handshakes, earrings, drawings, photographs, graffiti, etc. as well as wearing of symbols, jewelry, emblems, or other adornments associated with a gang or clothing characteristics associated with a gang). Gang activity includes any effort to recruit for or further the interests of a gang or to intimidate any other student on behalf of a gang. Students who engage in gang activity shall be suspended, and for repeated offenses, recommended for expulsion and referred to the local police authorities.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Five (5) day external suspension</li> <li>• Intermittent check-ins with SRO upon return</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• External suspension</li> <li>• Referral to hearing officer or School Board</li> <li>• Referral to civil/criminal authorities</li> </ul>

<p><b>U. GROSS MISCONDUCT</b></p> <p>1. Sexual and/or lewd Acts</p> <p>2. Indecent Exposure</p>	<p>Offenses will be subject to discipline on a case-by-case basis up to and including expulsion. Referral to proper authorities</p> <p><b>INDECENT EXPOSURE</b></p> <ul style="list-style-type: none"> <li>• External suspension</li> <li>• Parent/guardian conference</li> <li>• Referral to proper authorities</li> </ul>
<p><b>V. HALLWAY DISTURBANCE</b></p> <p>Students are requested to show concern for safety for all educational activities in progress. Running, loitering, creating excessive noise, blocking traffic, and littering are unacceptable behaviors in the hallways.</p>	<p><b>1st offense:</b></p> <ul style="list-style-type: none"> <li>• One (1) dean's detention and possible escort to class</li> </ul> <p><b>2nd offense:</b></p> <ul style="list-style-type: none"> <li>• Lunch/after school detention for one (1) week</li> </ul> <p><b>3rd offense:</b></p> <ul style="list-style-type: none"> <li>• Lunch/after school detention for up to two (2) weeks</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• RISC</li> </ul>
<p><b>W. HAZING/INTIMIDATION</b></p> <p>When any student involved in a school-related activity (on or off campus) is subject to verbal or physical harassment, mental or physical abuse, discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activity by any individual student or groups of students, it will be deemed hazing. Staff and students are required to report acts of hazing. Non-athletic extra-curricular offenses will be reported to the dean. Athletic-related incidents will be reported to the Athletic Director. Students will not threaten or cause another person to act against his/her will. All hazing and initiation practices are prohibited.</p>	<p><b>Offense:</b></p> <ul style="list-style-type: none"> <li>• Acts of hazing will be investigated. Students determined to have committed acts of hazing or intimidation will be handled on a case-by-case basis up to and including expulsion</li> </ul>
<p><b>X. ID CARDS</b></p> <p>All students must possess a valid Reavis ID card and must be on their person while in attendance at Reavis High School. Students must present the ID card upon request of any school employee. Each student will be issued a Reavis High School ID card and a school approved lanyard. This identification card will be used during the school day, as well as for admittance to all other after school activities. Failure to possess an ID properly may result in a referral to the Deans' Office. The student ID is also used as a meal debit card. A student without an ID is not prepared for school and will be addressed accordingly by the Deans' Office. There will be \$5.00 charge for any student who loses their ID or does not provide it upon request from a Reavis staff member. New ID's can be obtained in the Chrome Depot office. ID cards are non-transferable. Failure to provide a current school year ID for lunch upon the third (3rd) offense will result in a \$5.00 charge to the student's school fees.</p>	<p><b>Offense:</b></p> <p>Student may be issued a duplicate ID and/or assessed a \$5.00 charge at the Dean's discretion.</p> <p>Students will be able to purchase an ID through the Chrome Depot office.</p>

<p><b>Y. ILLEGAL DRUGS, INTOXICATING BEVERAGES</b></p> <p>Students will not attend school or school sponsored events while under the influence of controlled substances including alcohol. Students will not possess, use, distribute, sell, or attempt to distribute or sell these substances (including drug related paraphernalia and/or look-alike drugs) on school property or at school sponsored events. Students will not use controlled substances for purposes other than that for which they were intended. Prior arrangements must be made with the school nurse before prescription/over the counter drugs can be brought to school. These drugs must be retained by the nurse and administered under her supervision. Students should report to the nurse before school to make arrangements for taking medication. Any student who is under the influence of, or is found to possess, use, sell, distribute or attempt to distribute controlled substances and/or alcohol is subject to discipline as follows: 1) suspension; 2) a period of social probation; 3) potential placement in the alternative education program and/or recommendation for expulsion to the School Board.</p>	<p><b>1<sup>st</sup> Offense:</b></p> <p>The student will receive a suspension of five (5) to ten (10) days. A mandatory parent meeting will be held prior to the student returning to school. The student will be required to actively participate in an 8 (eight) week drug and alcohol rehabilitation program provided by Presence Behavioral Health. The cost of this program will be the responsibility of both the district and the parent/guardian. Parents/guardians will pay a portion of the cost. If the student fails to comply fully with the program or ceases attending the program, they will be recommended to a higher level of care from Presence Behavioral Health. The cost of higher level care will be the responsibility of the family. Failure to comply will result in the recommendation for additional discipline including expulsion will be considered by the administration and Board of Education.</p> <p>Enrollment in a Department of Alcohol and Substance Abuse program will only be utilized for a first-time offense.</p> <p><b>2<sup>nd</sup> Offense:</b></p> <p>Drug possession and/or use of a controlled substance or alcohol will result in suspension up to ten (10) days and/or placement in an alternative education program, recommendation to the Reavis High School Board of Education for up to two (2) years expulsion.</p> <p><b>Subsequent offenses:</b></p> <p><b>Will be handled by the administration</b></p> <p><i>The option of DASA participation is not available to any student distributing, selling, or attempting to sell illegal substances.</i></p>
<p><b>Z. INSUBORDINATION</b></p> <p>Insubordination will be defined as a failure by a student, while on school property or at a school-sponsored event, to obey the requests or directions of, cooperate with, or show respect for person(s) acting in an official school capacity.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Detention</li> <li>• Dean conference</li> <li>• Parent/guardian contact</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Saturday/Long Thursday detention</li> <li>• Social work referral</li> <li>• Parent/guardian contact</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• RISC and/or External Suspension</li> <li>• MTSS meeting with Parent/Guardian</li> </ul>
<p><b>AA. Intimidation/Threatening Staff Members</b></p> <p>Intimidation or threats will be defined as having a hostile or deliberate and frightening quality or manner. Intentionally causing the feeling of vulnerability and fear of bodily harm.</p>	<p>Threat Assessment will be conducted</p> <p>Any offense in which a student is determined to have committed a threat to the safety of the school environment will be subject to discipline on a case-by-case basis up to and including expulsion.</p>

<p><b>BB. LOCKERS (IMPROPER USE OF)</b></p> <p>Lockers remain the property of the school and are provided to students without charge. The school is authorized to open lockers and to examine the contents at any time, without notice. Students are personally responsible for all contents in their lockers and shall have no expectation of privacy in the lockers or their contents.</p> <p>Students are prohibited from sharing their lockers with other students.</p> <p>Locker combinations must not be given to another student for security purposes.</p> <p>All hall lockers must be properly secured and locked. Non authorized locks are prohibited on all school lockers and will be cut at the cost of the student.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• One (1) detention or Lunch detention</li> <li>• Dean conference</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Saturday/long Thursday detention</li> </ul> <p><b>3<sup>rd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• One (1) day RISC</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• Dean's discretion</li> </ul> <p>A \$5.00 fee will be charged for replacement locks.</p>
<p><b>CC. LOITERING</b></p> <p>Students are encouraged not to loiter in the hallways during passing periods.</p> <p>Students are <b>not</b> allowed to loiter in the hallways during passing period, RAM period or after the 3:05 (end of the school day) bell.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Verbal warning</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Dean's detention or Lunch detention</li> </ul> <p><b>3<sup>rd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Saturday/long Thursday detention</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• Deans to handle on a case by case basis</li> </ul>
<p><b>DD. MATCHES, CIGARETTE LIGHTERS</b></p> <p>Possession of matches, cigarette lighters, fireworks, stink bombs, or other substances, which have the potential to do damage to others, or to school or personal property, or which cause interruption to the normal school process, is forbidden. Such acts may also be reported to the School Resource Officer.</p>	<p><b>Offense:</b></p> <p>Students in possession of these will be handled on a case-by-case basis and subject to discipline and interventions. The severity of the situation may result in expulsion.</p>
<p><b>EE. NICOTINE VIOLATION / VAPING</b></p> <p>Students are not permitted to smoke/vape on the campus, anywhere in the school building, or at any school function. Use of nicotine of any type, in any manner, is prohibited at all times. This includes chewing, smoking (cigars, cigarettes or pipe) or holding cigars, cigarettes, or pipes, lit or unlit. The possession or use of electronic nicotine delivery system (ENDS) including but not limited to: E-Cigs, E-Vaporizers and/or JUULs or any look alike objects, including nicotine free devices are not permitted in the school building at any time. ENDS devices will be confiscated and NOT returned.</p> <p>Please be advised that liquids/waxes from Dab Pens, Vape Pens, JUULs or similar devices will be tested for content. Not all ingredient labeling is accurate on packaging. If contents of the product tests positive for illegal substances, school discipline and consequences will apply. This is including but not limited to liquid THC.</p>	<p>Consequences for use in school possession and/or use:</p> <p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• One (1) Saturday/long Thursday detention</li> <li>• Parent/guardian contact</li> <li>• Confiscation of item(s)</li> <li>• Possible ticket under Burbank ordinance</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Two (2) Saturday/long Thursday detention</li> <li>• Parent/guardian contact</li> <li>• Confiscation of items</li> <li>• Possible ticket under Burbank ordinance</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• RISC/External suspension</li> <li>• Confiscation of item(s)</li> <li>• Ticket under Burbank ordinance</li> </ul>

<p><b>FF. OBSCENITIES</b></p> <p>Use of obscene and/or lewd remarks and gestures.</p>	<p><b>DIRECTED TOWARD STUDENTS</b></p> <p><b>1st offense:</b></p> <ul style="list-style-type: none"> <li>• One (1) detention</li> <li>• Dean conference</li> <li>• Parent/guardian contact</li> </ul> <p><b>2nd offense:</b></p> <ul style="list-style-type: none"> <li>• Saturday/long Thursday detention or one (1) to three (3) day RISC and/or external suspension</li> <li>• Parent/guardian conference.</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• Three (3) to Five (5) day RISC and/or external suspension</li> <li>• Parent/guardian conference</li> </ul> <p><b>IMMORALITY DIRECTED TOWARD SCHOOL PERSONNEL</b></p> <p><b>1st offense:</b></p> <ul style="list-style-type: none"> <li>• RISC and/or External suspension</li> <li>• Parent/guardian conference.</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• Five (5) day RISC and/or External suspension Parent/guardian conference</li> </ul>
<p><b>GG. OUTSIDE SALES</b></p> <p>Students are not allowed to sell NON Reavis related items for personal gain, such as but not limited to: candy, raffle tickets, candles, etc.</p>	<p><b>1st offense:</b></p> <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Parent/guardian contact</li> <li>• Confiscated item(s) to be returned at the end of the day</li> </ul> <p><b>2nd offense:</b></p> <ul style="list-style-type: none"> <li>• One (1) detention</li> <li>• Confiscate item(s)</li> <li>• Parent/guardian to pick up</li> </ul> <p><b>3rd offense:</b></p> <ul style="list-style-type: none"> <li>• Saturday/long Thursday detention</li> <li>• Confiscate item(s)</li> <li>• Parent/guardian to pick up</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• RISC</li> <li>• Confiscate item(s)</li> <li>• Parent/guardian to pick up</li> </ul>

## HH. PERSONAL APPEARANCE/WEARING OF

An individual's dress, personal appearance, and cleanliness, as well as his/her behavior, demonstrate his/her sensitivity to and respect for others. Reavis High School recognizes a student's individual appearance is mainly the responsibility of the student and parent. However, dress and grooming should be clean, not indecent, and not obnoxious. Feet must be protectively covered at all times. Accessories such as necklaces, bracelets, belts, chains, etc., that could be used as weapons are expressly forbidden. If in the judgment of the school officials, modes of dress or appearance are distracting or disturbing to the process of the educational program, the student and parent will be notified, and the student will be required to change clothing. The dress code is always in effect inside the building and it is the discretion of the Athletic department regarding hats in the building. All dress code regulations are open to staff discretion at school functions on school grounds, i.e. sporting events, extra-curricular activities.

1. All hats/caps must be kept in your locker during school hours (7:55-3:05)
2. No garments depicting beer, alcohol, liquor, tobacco, or drugs may be worn at school.
3. No garments with messages or symbols that have inappropriate language, violent overtones, or sexual actions on them may be worn in school.
4. Blankets/Snuggies may not be carried or worn in the building.
5. No clothing considered to be revealing will be allowed on males or females:
  - Pants must be worn at the waist with top attire touching bottom attire.
  - All undergarments must be covered by outer apparel
  - See through attire is not permitted
  - Skirts or shorts must extend below the fingertips/arms hanging at side (same rule applies to slits in skirts)
  - Tops must cover shoulders and back
  - Spaghetti straps are not allowed
  - Tops must not be low cut or revealing
  - No revealing rips, tears or holes in clothing
6. Rubber bands, hair bands or other items used to tie around the bottom of pants will not be allowed. Bottom of pants may not be secured by socks or shoe laces.
7. No slippers are allowed to be worn as shoes during the school day.
8. No jackets, coats, or outdoor-gear garments may be worn or carried in the building during the school day.
9. No sunglasses may be worn in the building during the school day (unless doctor's note is on file in the Dean's office)
10. All rosaries worn as jewelry must be worn underneath clothing.
11. Any accessory worn on one's head must have a functional purpose. D-rags, skull caps, head-wraps, hairnets and bandanas may not be worn as a head covering or accessory.
12. No non-sanctioned costumes or costume related accessories are allowed.

### 1<sup>st</sup> offense:

- Dean's conference
- Change clothing
- One (1) detention
- Possible TMP

### 2<sup>nd</sup> offense:

- Dean's conference
- Change clothes
- One (1) Saturday/long Thursday or three (3) detentions
- Parent/guardian contact
- Possible TMP

### 3<sup>rd</sup> offense:

- Saturday/long Thursday detention
- Parent/guardian contact

### Subsequent offenses:

- Parent/guardian contact
- Student will be sent home
- Possible suspension

<p><b>II. POSSESSION OF WEAPONS</b>  Possession, use, transfer or display of a weapon or any reasonable facsimile is forbidden. Such acts will be reported to the proper civil/criminal authorities. The School Resource Officer will be consulted when signing a police complaint. State and federal laws involving use and possession of weapons will be enforced.</p>	<p>Any offense will result in external suspension and referral to hearing officer and/or School Board for expulsion/referral to proper civil/criminal authorities. Expulsion will be for a minimum of one (1) calendar year, as authorized by State and Federal law.</p>
<p><b>JJ. PUBLIC DISPLAY OF AFFECTION</b>  Students will not participate in:  1. Lewd and obscene behavior on school property or at school sponsored events  2. Kissing, embracing, sexual acts.</p>	<ul style="list-style-type: none"> <li>• Students determined to have committed an act of Public Display will be handled on a case-by-case basis and subject to discipline and interventions.</li> </ul>
<p><b>KK. RACIAL AND ETHNIC SLURS</b>  Racial and ethnic slurs, written, verbal or through the use of electronic devices or any social media.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• One (1) detention</li> <li>• Dean conference</li> <li>• Parent/guardian contact</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• RISC</li> <li>• Parent/guardian conference</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• One (1) to five (5) day external suspensionParent/guardian contact</li> </ul>
<p><b>LL. REPEATED OR FREQUENT VIOLATION OF SCHOOL RULES</b>  When a student is unwilling or unable to adapt to school regulations, and/or his/her continued presence constitutes a threat to the safety or health of himself/herself or others, and/or his/her behavior interferes with the education of others, the student will be subject to the consequences listed in the Reavis High School Student Handbook, and may include suspension and/or expulsion.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian conference.</li> <li>• RISC and/or external suspension.</li> </ul> <p><b>Tenth (10th) offense:</b></p> <ul style="list-style-type: none"> <li>• Meeting of student, parent(s)/guardian(s), dean, and counselor</li> <li>• Student record may be reviewed by the MTSS Team or by a meeting with the student's Dean</li> </ul> <p><b>Fifteenth (15th) offense:</b></p> <ul style="list-style-type: none"> <li>• Expectation for behavior and consequences will be determined</li> </ul> <p>Any of these steps may be omitted depending on the severity of the infraction.</p>
<p><b>MM. RISC Violations</b>  Students will adhere to the RISC Referral Contract outlined by the Dean of Students. Rules include but not limited to:  No personal electronic devices including phones are allowed in RISC. All electronic devices are to be left in the safe in the Dean's office while you are in the RISC room, and can be picked up in the Dean's office at the end of the school day. Any electronic violations can result in external suspension. Students must work on academic classes while in RISC.   All Reavis High School Handbook rules apply in the RISC program. Inappropriate behavior will be referred to the Dean's office for further disciplinary action. Absolutely no candy, gum, or pop is allowed.</p>	<ul style="list-style-type: none"> <li>• The Reavis Intervention Support Center is a consequence in place of an external suspension. Any and all violations of the RISC policy could result in further RISC and/or external suspension.</li> </ul>

<p><b>NN. SAFETY THREAT TO SCHOOL ENVIRONMENT</b></p> <p>Any incidents indicating a possible safety threat to the student body, staff or building will be thoroughly investigated by the Deans office and SRO (school resource officer). Use of verbal, written or any form of internet/social media communication showing possible intent to evoke panic, harm, damage, or violence to themselves or others will result in disciplinary action.</p>	<p>Threat Assessment will be conducted by official school personnel. Any offense in which a student is determined to have committed a threat to the safety of the school environment will be subject to discipline on a case-by case basis up to and including expulsion.</p>
<p><b>OO. SCHOOL DISRUPTIONS</b></p> <p>Students will not incite, participate in, or perpetuate forms of civil/criminal disobedience, such as sit-ins, walkouts, boycotts, or other disruptions of the normal operation of the school. Avenues of legitimate protest are available to parents and students. Under no circumstances should dissent interfere with the health, safety, or educational opportunities of members of the school community. Students will not provoke or participate in disruptions at another school building or school site.</p>	<p><b>Offense:</b></p> <ul style="list-style-type: none"> <li>• Clean up</li> <li>• Payment for damages</li> <li>• RISC or external suspension</li> <li>• Possible referral to hearing officer and/or School Board</li> <li>• Referral to proper civil/criminal authorities</li> </ul>
<p><b>PP. SEXUAL HARASSMENT /SEXUAL ASSAULT</b></p> <p>Reavis will not tolerate any type of unwelcome personal attention that is coercive or offensive to another person. It is a form of sex discrimination, which can be verbal, visual, (considered harassment) or physical (considered assault). Some examples of sexual harassment/assault are: unwelcome touching, patting, or pinching; sexually offensive language or pictures; derogatory or sexually based humor; disparaging remarks to a person about his/her gender; suggestive references about a person's appearance; unwanted notes, calls or requests for dates or sexual favors. Students are to report any allegations of sexual harassment/assault to their appropriate Counselor, Dean, School Nurse, or Social Worker. An investigation of the alleged violation will occur and appropriate action will be taken. Filing a complaint of sexual harassment/assault will not impact the complaining student's educational status.</p>	<p>Any offenses in which a student is determined to have committed sexual harassment/assault will be subject to discipline on a case-by-case basis up to and including expulsion.</p>

<p><b>QQ. TARDIES</b></p> <p>Students are expected to be in the classroom when the bell rings at the beginning of a class period.</p> <p>If a student is more than five (5) minutes late to class periods 0-7, it counts as an unexcused absence, and the teacher may give that student zero credit for the period.</p>	<p><b>1<sup>st</sup> tardy:</b></p> <ul style="list-style-type: none"> <li>• Verbal warning to student</li> </ul> <p><b>2<sup>nd</sup> tardy:</b></p> <ul style="list-style-type: none"> <li>• Teacher will notify parent by phone or email.</li> <li>• Teacher will log parent contact into PowerSchool</li> </ul> <p><b>3<sup>rd</sup> tardy:</b></p> <ul style="list-style-type: none"> <li>• RAM period assigned</li> </ul> <p><b>4<sup>th</sup> tardy:</b></p> <ul style="list-style-type: none"> <li>• Teacher detention</li> </ul> <p><b>5<sup>th</sup> tardy:</b></p> <ul style="list-style-type: none"> <li>• Referral to dean</li> <li>• Saturday/long Thursday detention</li> <li>• Parent/guardian notification</li> </ul> <p><b>6<sup>th</sup> tardy:</b></p> <ul style="list-style-type: none"> <li>• Referral to dean</li> <li>• Dean meeting to develop a tardy contract with possible consequences and not limited to: subsequent detentions including possible lunch detention, reduction in grade, and/or removal from class.</li> </ul>
<p><b>RR. THEFT/DAMAGED PROPERTY</b></p> <p>Students will not vandalize, damage, deface, destroy, or steal property belonging to the school or to staff members or students. Victims of vandalism or theft must report such act to the Deans' Office. At the dean's discretion, the matter may be referred to the School Resource Officer. Students will be expected to return or pay restitution for item(s) stolen or damaged.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• RISC or minimum one (1) day external suspension</li> <li>• Parent/guardian conference</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• RISC or one (1) to five (5) day external suspension</li> </ul> <p><b>3<sup>rd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Ten (10) days external suspension</li> <li>• Possible referral to hearing officer/school board</li> <li>• Reported to proper civil and or criminal authorities</li> </ul> <p>All offenses will be reported to proper civil/criminal authorities</p>
<p><b>SS. TRESPASSING</b></p> <p>Any person, adult and/or youth, commits criminal trespass when he/she enters school property after being notified that such entry is forbidden, or remains on this property after receiving notice to leave. Police complaints will be signed against a person who is trespassing. The School Resource Officer will be consulted when signing a police complaint for trespassing.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Warning letter sent to parent/guardian(s).</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Referral to SRO (School Resource Officer)</li> </ul>
<p><b>TT. UNAUTHORIZED PRESENCE INSIDE OR OUTSIDE THE BUILDING</b></p> <p>Unauthorized presence is defined as finding any student in a campus location without authorization, on district property, or attending any district event. Reavis students are not allowed to bring non-Reavis individuals onto campus without administrative approval, unless attending a Reavis High School extracurricular event.</p>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Detention or Lunch detention</li> </ul> <p><b>Subsequent offenses:</b></p> <ul style="list-style-type: none"> <li>• RISC or External Suspension</li> <li>• Possible referral to hearing officer/School Board</li> </ul>

**UU. UNEXCUSED ABSENCE (CUTTING)**

In the case of an unexcused absence, teachers enter a grade of zero for each class missed. There will be no make-up privileges and no credit for class work, laboratory experiments, tests (including final exams), or homework collected or completed in class on that day. The following list of reasons for absence from school would normally fit into the "unexcused" classification:

- a. unauthorized absence from class/classes or school;
- b. oversleeping and/or missing bus;
- c. truancy or participating in a "cut day;"
- d. leaving class or school without proper permission
- e. abusing passes to and from classes;
- f. tardy, over five (5) minutes for periods 0-7;
- g. external suspension that exceeds (five) 5 days absent per semester. Students will be allowed to earn 50% credit for any work done during the suspension period if under the five (5) day limit;
- h. unauthorized absence from detention;
- i. repeated absences may result in a fine or community service per Burbank ordinance #7-7-11

- 1st cut:** One (1) detention
- 2nd cut:** Two (2) detentions
- 3rd cut:** Saturday/long Thursday detention
- 4th cut:** Saturday/long Thursday detention
- 5th cut:** Possible removal from class

**Subsequent offenses:**

- MTSS Meeting/Attendance contract
- Possible loss of privilege (social events/privileges)
- Possible removal from class

**MULTIPLE PERIOD/FULL DAY TRUANCIES**

- Two (2) classes:** Three (3) detentions
- Half-day:** Four (4) detentions
- Full day:** Two (2) Saturday or two (2) long Thursday detentions
- Teacher detention:** Two (2) detentions
- Dean's detention:** Saturday/long Thursday detention  
(Additional cutting may result in MTSS meeting)

**SATURDAY/LONG THURSDAY DETENTION**

- 1st offense:**
  - Two (2) Saturday/long Thursday detentions
- 2nd offense:**
  - One (1) day of RISC
- 3rd offense:**
  - Two (2) days of RISC
- 4th offense:**
  - Three (3) days of RISC
- 5th offense:**
  - Four (4) days of RISC
- Subsequent offenses:**
  - External suspension/Possible Social Suspension

**VV. VANDALISM**

Students will not vandalize, damage, deface, destroy, or steal property belonging to the school or to staff members or students. Victims of vandalism or theft must report such act to the Deans' Office. At the dean's discretion, the matter may be referred to the School Resource Officer.

- 1st offense:**
  - Clean up
  - Payment for damages
  - RISC or external suspension
  - Possible referral to hearing officer and/or School Board
  - Referral to proper civil/criminal authorities
- 2nd and subsequent offenses:**
  - Clean up
  - Payment for damages
  - External suspension
  - Possible referral to hearing officer and/or School Board
  - Referral to proper civil/criminal authorities

**WW. VANDALISM ITEMS**

Banned items include any items associated with the application of graffiti. These items include, but are not limited to: magic markers, shoe polish dauber, high grit sandpaper, glass etching solutions and spray paint.

**1<sup>st</sup> offense:**

- One (1) detention
- Parent/guardian contact
- Confiscation of item(s)

**2<sup>nd</sup> offense:**

- One (1) Saturday/long Thursday detention
- Confiscation of items

**Subsequent offenses:**

- RISC
- Confiscation of item(s)