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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.

*The Student Handbook is published by the
Office of Special Programs for Reavis High School District 220.
For more information, please call
Tom Witting at 708-599-7200, ext. 298.*

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:

POINT VALUES				
A+	97-100	4.000	4.667	5.000
A	93-96	4.000	4.333	4.667
A-	90-92	3.667	4.000	4.333
B+	87-89	3.333	3.667	4.000

B	83-86	3.000	3.333	3.667
B-	80-82	2.667	3.000	3.333
 				
C+	77-79	2.333	2.667	3.000
C	73-76	2.000	2.333	2.667
C-	70-72	1.667	2.000	2.333
 				
D	60-69	1.000	1.000	1.000
 				
F	Below 60	0	0	0
 				
I		NA	NA	NA
 				
W		NA	NA	NA

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, on average, 13.2 years of experience. More than 88% of the professional personnel hold a master's degree. The campus features:

- 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 75% of our student population
- 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 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 40% 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. This includes a link to our student-run internet radio station WRHS & athletic website. 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 and enter Reavis High School.

RAMS ARE RESPONSIBLE

Reavis High School provides a safe learning environment for all student academic, activity and athletic programs. The Rams are Responsible initiative highlights the values 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. 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 learning.

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 Julie Schultz, 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**

Jeff Arsenault	Ext. 254
Mark Buckle	Ext. 256
Eileen Donovanitch	Ext. 284

To reach the Attendance Office,

Dial (708) 599-7200.

When the automated operator
answers, dial "1" at any time.

To dial directly, 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 classes and schoolwork. 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. 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 RESPONSIBILITIES

Regular attendance is necessary for a student to achieve academic success. Since responsibility is a learned behavior and regular school attendance patterns encourage the devel-

opment of responsible patterns of behavior, each student is expected to make every effort possible to be in school every day. The attendance policies are meant to be educationally sound, rather than punitive in nature. The school reserves the right to request verification of reason for any 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

If needed, prompts will take you to the Polish/Arabic/Spanish attendance lines

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 consecutive 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. 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-day limit has been reached. Absences (5) and beyond 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 intervention 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.

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. Oversleeping and/or missing bus
- c. Truancy; or participation in a "cut day"
- d. Leaving class/school without proper permission
- e. Abusing passes to and from classes
- f. Tardy, over five (5) minutes to class
- g. External suspension that exceeds five (5) days absence 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. (See section G. External Suspension)
- h. 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 will be allowed to be made up if a doctor's note is 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.

In cases of plagiarism, wherein it is clear that the student has copied written work from another source without giving credit to that source, the teacher will confer with the Division Chair. If warranted, the student will receive a zero on the assigned paper. The student will not have the opportunity to make up the assignment for credit. The teacher will notify the parent by telephone.

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. **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 or their communications or work on the system or on District computers. 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 determin-

ing 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

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.

6. ***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.

7. ***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.

8. ***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.

9. *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.

10 *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.

11. *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 may give that student zero credit for the period. The teacher may give zero credit to a student with an unexcused tardy admit. Excessive tardies to a particular class may lead to removal from that class.

12. *TELEPHONES*

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

13. *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. RESPONSE TO INTERVENTION TEAM (Rti)

Response to Intervention is a multi-tiered approach to the early identification and support of students with learning and behavior needs. The Rti 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 Rti Team where members work to develop and monitor strategies and interventions to support students' success and participation in the academic learning environment. An Rti 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 Rti 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 Rti 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 INTERNAL SUSPENSION CENTER)

Reavis Internal Suspension 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.

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. Work or final examinations cannot be made up and a zero is given for each class missed. Students will be allowed to earn 50% credit for any work done during the suspension period if under the five (5) day limit. School work or final exam cannot be made and a zero is given for each class missed if it exceeds the five (5) day attendance policy. 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.

A socially suspended student may not be on 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 \$50.00. A truant's failure to pay the fine on or before the first hearing date shall cause the fine to be increased to \$100.00. In no event shall the fine for truants 13 years of age and older exceed \$100.00. 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 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 Guidance 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.

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
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<p>A. ARSON/FIRES</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>Offense:</p> <ul style="list-style-type: none"> • Ten (10) day external suspension • Referral to proper civil/criminal authorities • Referral to hearing officer and/or school board
<p>B. ASSAULT AND/OR BATTERY OR FIGHTING</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>1st offense:</p> <ul style="list-style-type: none"> • External suspension will occur resulting from Deans' investigation • Parent/guardian conference • Referral to School Resource Officer <p>2nd offense:</p> <ul style="list-style-type: none"> • External suspension will occur resulting from Deans' investigation • Parent/guardian conference • Referral to hearing officer and/or school board <p>Subsequent offenses: Will be handled by the administration</p>
<p>C. AUTOMOBILES/MOTORCYCLES</p> <p>School District #220 accepts no liability for theft or vandalism of automobiles and/or motorcycles.</p> <p>Parking Violations</p> <ol style="list-style-type: none"> 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. <p>Dangerous Driving Violations</p> <ol style="list-style-type: none"> 1. Speeding, driving in a reckless manner. 2. Screeching tires, dragging, etc. <p>Standards to Obtain Parking Permit</p> <ol style="list-style-type: none"> 1. Previous school-year fees must be paid in full <p>Students who wish to drive a car/motorcycle to school must register the car/motorcycle in the</p>	<p>Parking Violations/Dangerous Driving and other Driving Violations</p> <p>Attendance/Behavior Violations</p> <ul style="list-style-type: none"> • Possible revocation of parking privileges • Possible ticket/fine or removal of vehicle <p>(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.)</p>

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 \$15.00 for the 77th 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.

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 77th 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.
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 77th street/strip location will be lined spots on the North side of 77th 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.

<p>D. BICYCLES School District #220 accepts no liability for theft or vandalism of bikes.</p> <p>Dangerous Driving Violations Driving bicycles in an unsafe manner, reckless and unsafe driving practices.</p> <p>Parking Violations 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>1st offense:</p> <ul style="list-style-type: none"> Warning from Dean's Office <p>2nd offense:</p> <ul style="list-style-type: none"> Possible revocation of parking privileges
<p>E. BULLYING</p> <p>Bullying, intimidation, and harassment diminishing 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.</p> <p>Reavis will not tolerate any type of bullying.</p> <p>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.</p> <p>Some examples of bullying are:</p> <p>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;</p> <p>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</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>

appropriate action will be taken. Filing a complaint of bullying will not impact the reporting student's educational status.

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.

1st offense:

- Dean's detention

2nd offense:

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

3rd offense:

- Revocation of bus privileges for remainder of the school year

G. CAFETERIA REGULATIONS

1. All students must report to the cafeteria during their lunch period.

Taking food or beverages out of the cafeteria

1st offense:

- Lunch detention

2. 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.
3. Students are welcome to bring a lunch from home.
4. Under no circumstances are foods and beverages to be taken out of the cafeteria or consumed in the halls.
5. Students are expected to dispose of their rubbish after completing their meal.
6. The hallways adjacent to the cafeteria are off limits during the lunch period for visiting and gathering.
7. Students are expected to remain in the cafeteria during their entire lunch period.
8. Students must obey cafeteria supervisors and hall monitors.
9. Students who are unwilling or unable to obey cafeteria regulations will be assigned to the Temporary Modified Program (TMP) room during their lunch period.
10. Reavis High School is a closed campus, which means that students may not leave campus during the lunch period.
11. Lunch cards are non-transferable. Sharing lunch cards is a suspendable offense and may result in the loss of the lunch card.
12. 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 (3rd) offense of not having the current school I.D. the student will have the opportunity to secure a replacement ID and \$5.00 will be charged to the student's school fees.

Subsequent offenses:

- Three (3) lunch detentions

Leaving debris on/or around lunch table/ floor area

1st offense:

- Lunch detention

Subsequent offenses:

- Three (3) lunch detentions

Other cafeteria-related problems

1st offense:

- One (1) or Two (2) Lunch detention(s)

Subsequent offenses:

- Temporarily assigned to eat in the TMP room
- Parent/guardian notification

<p>H. CLASSROOM DISRUPTION Behaviors which interfere and interrupt the academic learning environment.</p>	<p>1st offense:</p> <ul style="list-style-type: none"> • Parent/guardian notification • Possible one (1) detention <p>2nd offense:</p> <ul style="list-style-type: none"> • Dean conference • Meeting with the Behavior Coach • Possible detentions <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • Response to Intervention (RtI) meeting • May result in removal from class
<p>I. CLOSED CAMPUS 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>1st offense:</p> <ul style="list-style-type: none"> • One (1) detention • Dean conference • Parent/guardian contact <p>2nd offense:</p> <ul style="list-style-type: none"> • Saturday/long Thursday detention <p>3rd offense and/or subsequent offenses:</p> <ul style="list-style-type: none"> • RISC • Possible external Suspension
<p>J. COMPUTER TECHNOLOGY & ELECTRONIC MEDIA VIOLATIONS & DAMAGES This section refers to any intentional damage to computer equipment, supplies, programs or files. 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 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. Electronic devices may not be used in any manner that disrupts the educational environment or violates the rights of others, including using the device</p>	<p>Physical Damages to Electronic Equipment All offenses will result in a Dean Conference and for financial restitution for repair/restoration/ other reimbursement for the damaged equipment.</p> <p>Electronic Media and Technology Violations</p> <p>1st offense:</p> <ul style="list-style-type: none"> • One (1) to five (5) days external suspension <p>Subsequent offense:</p> <ul style="list-style-type: none"> • Three (3) to five (5) days external suspension • Possible referral to hearing officer and/or school board for suspension or expulsion. • Referral to proper civil/criminal authorities.

<p>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>K. CULT ACTIVITY 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>1st offense:</p> <ul style="list-style-type: none"> • Five (5) day external suspension. <p>Subsequent offense:</p> <ul style="list-style-type: none"> • External suspension • Referral to hearing officer or School Board • Referral to civil/criminal authorities.
<p>L. CUTTING (SEE UNEXCUSED ABSENCES) Unauthorized absence from class, classes, detentions, or school.</p>	<p>(See Unexcused Absences.)</p>
<p>M. DETENTION DISTURBANCE Causing a disturbance during detention is strictly prohibited.</p>	<p>1st offense:</p> <ul style="list-style-type: none"> • One (1) detention or Saturday/long Thursday detention <p>2nd offense:</p> <ul style="list-style-type: none"> • Saturday/long Thursday detention or RISC
<p>N. ELECTRONIC EQUIPMENT The use of MP3 players, radios, tape recorders, CD players, video & digital recorders, cameras, electronic games, electronic pagers, cellular radio telecommunication devices, cellular phones, IPODS, IPADS, and other such devices may be used from point of entry into the school building until 7:55 a.m. (the first class bell), in the student cafeteria during lunch and RAM periods, and in the hallways during RAM. Students also may use</p>	<p>All Electronic Devices</p> <p>1st offense:</p> <ul style="list-style-type: none"> • One (1) detention • Device returned to student at end of school day <p>2nd offense:</p> <ul style="list-style-type: none"> • One (1) Saturday/long Thursday detention <p>3rd and subsequent offenses:</p>

their MP3 players and cellular phones to listen to music during passing periods, but may only have one ear bud in one ear. Large headphones are not permitted during passing periods. Students are **NOT** allowed to talk, read, or text on electronic devices during passing periods. Classroom use will be determined by each individual teacher's discretion as outlined in their syllabi. Laser pointers are prohibited.

- RISC
- Possible external suspension

<p>O. EXPLOSIVES, INCENDIARIES, & POISON GAS (POSSESSION OF)</p> <p>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>P. FALSE REPORTS</p> <p>All false reports are dangerous and illegal. Samples of false reports are:</p> <ol style="list-style-type: none"> 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. <p>Any person making a false report will be reported to the proper civil/ criminal authorities.</p>	<p>Offense:</p> <ul style="list-style-type: none"> • Police and Fire Departments are notified • External suspension • Referral to hearing officer and/or School Board
<p>Q. FLYING OBJECTS</p> <p>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>1st offense:</p> <ul style="list-style-type: none"> • Lunch/after school detention and/or RISC. <p>2nd offense:</p> <ul style="list-style-type: none"> • RISC • May result in external suspension <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • External suspension • Possible loss of cafeteria privileges
<p>R. FORGERY (OR MISUSE OF SCHOOL FORMS)</p> <p>School forms are for the use of authorized school personnel only.</p>	<p>1st offense:</p> <ul style="list-style-type: none"> • RISC • Parent/guardian notification <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • One (1) to three (3) days external suspension • Parent/guardian notification
<p>S. GAMBLING</p>	<p>Offense:</p> <ul style="list-style-type: none"> • Confiscate gambling materials/complaint signed

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.

by School Resource Officer.

<p>T. GANG ACTIVITY</p> <p>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>1st offense:</p> <ul style="list-style-type: none"> • Five (5) day external suspension. • Intermittent check-ins with SRO upon return <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • External suspension • Referral to hearing officer or School Board • Referral to civil/criminal authorities.
<p>U. HALLWAY DISTURBANCE</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>1st offense:</p> <ul style="list-style-type: none"> • One (1) dean's detention and possible escort to class <p>2nd offense:</p> <ul style="list-style-type: none"> • Lunch/after school detention for one (1) week <p>3rd offense:</p> <ul style="list-style-type: none"> • Lunch/after school detention for up to two (2) weeks <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • RISC
<p>V. HAZING/INTIMIDATION</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.</p> <p>Students will not threaten or cause another person to act against his/her will. All hazing and initiation practices are prohibited.</p>	<p>Offense:</p> <ul style="list-style-type: none"> • 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.
<p>W. ID CARDS</p>	<p>Offense:</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 Guidance 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>Student may be issued a duplicate ID and/or assessed a \$5.00 charge at the Dean's discretion. Students will be able to purchase an ID through the Dean's office.</p>
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<p>X. ILLEGAL DRUGS, INTOXICATING BEVERAGES</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>1st Offense:</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 have the opportunity during his/her suspension for the offense to enroll in a Department of Alcohol and Substance Abuse approved program and present written evidence of such enrollment to the student's respective Dean.</p> <p>The student will be allowed to return to school after the assigned suspension. The student and parent must agree to keep the district advised of his/her progress in the program. Any expense for the evaluation and/or participation in the program will be at the expense of the student and his/her family. If the student fails to comply fully with the program or ceases attending the program, 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>2nd Offense:</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>Subsequent offenses:</p> <p>Will be handled by the administration</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>Y. IMMORALITY</p> <p>Students will not participate in:</p> <ol style="list-style-type: none"> 1. Use of obscene and/or lewd remarks and gestures. 2. Sexual/immoral acts 	<p>IMMORALITY DIRECTED TOWARD STUDENTS</p> <p>1st offense:</p> <ul style="list-style-type: none"> • One (1) detention • Dean conference • Parent/guardian contact <p>2nd offense:</p>

	<ul style="list-style-type: none"> • Saturday/long Thursday detention or one (1) to three (3) day external suspension • Parent/guardian conference. <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • Five (5) day external suspension • Parent/guardian conference <p><i>IMMORALITY DIRECTED TOWARD SCHOOL PERSONNEL</i></p> <p>1st offense:</p> <ul style="list-style-type: none"> • One (1) to five (5) day external suspension • Parent/guardian conference. <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • Five (5) day external suspension • Parent/guardian conference <p><i>INDECENT EXPOSURE</i></p> <ul style="list-style-type: none"> • External suspension • Parent/guardian conference • Referral to proper authorities
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<p>Z. INSUBORDINATION</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>1st offense:</p> <ul style="list-style-type: none"> • Detention • Dean conference • Parent/guardian contact <p>2nd offense:</p> <ul style="list-style-type: none"> • RISC • Social work referral • Parent/guardian contact <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • RTI meeting • RISC or external suspension.
<p>AA. LOCKERS (IMPROPER USE OF)</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 locked with a Reavis combination lock.</p>	<p>1st offense:</p> <ul style="list-style-type: none"> • One (1) detention • Dean conference <p>2nd offense:</p> <ul style="list-style-type: none"> • Saturday/long Thursday detention <p>3rd offense:</p> <ul style="list-style-type: none"> • One (1) day RISC <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • Dean's discretion <p>A \$5.00 fee will be charged for replacement locks.</p>
<p>BB. LOITERING</p> <p>Students are encouraged not to loiter in the hallways during passing periods.</p> <p>Students are not allowed to loiter in the hallways during passing period, RAM period or after the 3:05 (end of the school day) bell.</p>	<p>1st offense:</p> <ul style="list-style-type: none"> • Verbal warning <p>2nd offense:</p> <ul style="list-style-type: none"> • Dean's detention <p>3rd offense:</p> <ul style="list-style-type: none"> • Saturday/long Thursday detention <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • Deans to handle on a case by case basis
<p>DD. MATCHES, CIGARETTE LIGHTERS</p> <p>Possession of matches, cigarette lighters, fire-works, stink bombs, or other substances, which have the potential to do damage to others, or to school or personal property, or which cause inter-</p>	<p>Offense:</p> <ul style="list-style-type: none"> • RISC or external suspension • Parent/guardian conference • Referral to proper authorities.

<p>ruption to the normal school process, is forbidden. Such acts may also be reported to the School Resource Officer.</p>	
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**EE.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. 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

1st offense:

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

2nd offense:

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

3rd offense:

- Saturday/long Thursday detention
- Parent/guardian contact

Subsequent offenses:

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

<ul style="list-style-type: none">• Tops must not be low cut or revealing• No revealing rips, tears or holes in clothing <ol style="list-style-type: none">5. 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.6. No slippers are allowed to be worn as shoes during the school day.7. No jackets, coats, or outdoor-gear garments may be worn or carried in the building during the school day.8. No sunglasses may be worn in the building during the school day (unless doctor's note is on file in the Dean's office)9. All rosaries worn as jewelry must be worn underneath clothing.10. 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.11. No non-sanctioned costumes or costume related accessories are allowed.	
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<p>FF. OUTSIDE SALES</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>1st offense:</p> <ul style="list-style-type: none"> • Verbal warning • Parent/guardian contact • Confiscated item(s) to be returned at the end of the day <p>2nd offense:</p> <ul style="list-style-type: none"> • One (1) detention • Confiscate item(s) • Parent/guardian to pick up <p>3rd offense:</p> <ul style="list-style-type: none"> • Saturday/long Thursday detention • Confiscate item(s) • Parent/guardian to pick up <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • RISC • Confiscate item(s) • Parent/guardian to pick up
<p>GG. POSSESSION OF WEAPONS</p> <p>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>HH. PUBLIC DISPLAY OF AFFECTION</p> <p>Students will not participate in:</p> <ol style="list-style-type: none"> 1. Lewd and obscene behavior on school property or at school sponsored events 2. Acts of kissing and/or embracing. 	<p>1st offense:</p> <ul style="list-style-type: none"> • Dean's conference • Parent/guardian notification <p>2nd offense:</p> <ul style="list-style-type: none"> • One (1) detention • Referral to social worker <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • RISC
<p>II. RACIAL AND ETHNIC SLURS</p> <p>Racial and ethnic slurs, either written or verbal, will not be tolerated.</p>	<p>1st offense:</p> <ul style="list-style-type: none"> • One (1) detention • Dean conference • Parent/guardian contact

	<p>2nd offense:</p> <ul style="list-style-type: none">• RISC• Parent/guardian conference <p>Subsequent offenses:</p> <ul style="list-style-type: none">• One (1) to five (5) day external suspension• Parent/guardian contact
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<p>JJ. REPEATED OR FREQUENT VIOLATION OF SCHOOL RULES</p> <p>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>1st offense:</p> <ul style="list-style-type: none"> • Parent/guardian conference. • RISC and/or external suspension. <p>Tenth (10th) offense:</p> <ul style="list-style-type: none"> • Meeting of student, parent(s)/guardian(s), dean, and counselor • Expectation for behavior and consequences will be determined <p>Fifteenth (15th) offense:</p> <ul style="list-style-type: none"> • Student record may be reviewed by the Response to Intervention (RtI) Team or by a meeting with the student's Dean <p>Any of these steps may be omitted depending on the severity of the infraction.</p>
<p>KK. REPEATED TOBACCO USE VIOLATIONS</p> <p>The Surgeon General of the United States has determined that smoking causes lung cancer, heart disease and emphysema. Students are not permitted to smoke on the campus, anywhere in the school building, or at any school function. Using tobacco 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. E-cigarettes, E-Cigs, E-Vaporizers and/or EV's or any look alike objects are not permitted in the school building at any time. Electronic cigarette devices will be confiscated and NOT returned.</p>	<p>1st offense:</p> <ul style="list-style-type: none"> • Confiscation of smoking materials • One (1) detention <p>2nd offense:</p> <ul style="list-style-type: none"> • Confiscation of smoking materials • RISC <p>Subsequent offenses:</p> <ul style="list-style-type: none"> • Police Department contacted • Ticket issued/appearance in court.
<p>LL. SCHOOL DISRUPTIONS</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>Offense:</p> <ul style="list-style-type: none"> • Clean up • Payment for damages • RISC or external suspension • Possible referral to hearing officer and/or School Board • Referral to proper civil/criminal authorities

<p>MM. SEXUAL HARASSMENT</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, or physical. Some examples of sexual harassment 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 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 will not impact the complaining student's educational status.</p>	<p>Any offenses in which a student is determined to have committed sexual harassment will be subject to discipline on a case-by-case basis up to and including expulsion.</p>
<p>NN. TARDIES</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>1st tardy:</p> <ul style="list-style-type: none"> • Verbal warning to student <p>2nd tardy:</p> <ul style="list-style-type: none"> • Teacher will notify parent by phone or email. • Teacher will log parent contact into PowerSchool <p>3rd tardy:</p> <ul style="list-style-type: none"> • RAM period assigned <p>4th tardy:</p> <ul style="list-style-type: none"> • Teacher assigns detention with dean. <p>5th tardy:</p> <ul style="list-style-type: none"> • Referral to dean • Saturday/long Thursday detention • Parent/guardian notification <p>6th tardy:</p> <ul style="list-style-type: none"> • Referral • 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.
<p>OO. THEFT/DAMAGED PROPERTY</p> <p>Students will not vandalize, damage, deface, de-</p>	<p>1st offense:</p> <ul style="list-style-type: none"> • RISC or minimum one (1) day external sus-

<p>stroy, 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>pension</p> <ul style="list-style-type: none"> • Parent/guardian conference <p>2nd offense:</p> <ul style="list-style-type: none"> • RISC or one (1) to five (5) day external suspension <p>3rd offense:</p> <ul style="list-style-type: none"> • Ten (10) days external suspension • Possible referral to hearing officer/school board • Reported to proper civil and or criminal authorities <p>All offenses will be reported to proper civil/criminal authorities</p>
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<p>PP. TRESPASSING</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>1st offense:</p> <ul style="list-style-type: none"> Warning letter sent to parent/guardian(s). <p>2nd offense:</p> <ul style="list-style-type: none"> Referral to SRO (School Resource Officer)
<p>QQ. UNAUTHORIZED PRESENCE INSIDE OR OUTSIDE THE BUILDING</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>1st offense:</p> <ul style="list-style-type: none"> Detention <p>Subsequent offenses:</p> <ul style="list-style-type: none"> RISC or External Suspension Possible referral to hearing officer/School Board
<p>RR. UNEXCUSED ABSENCE (CUTTING)</p> <p>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:</p> <ol style="list-style-type: none"> unauthorized absence from class/classes or school; oversleeping and/or missing bus; truancy or participating in a "cut day;" leaving class or school without proper permission abusing passes to and from classes; tardy, over five (5) minutes for periods 0-7; 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; unauthorized absence from detention; repeated absences may result in a fine or 	<p>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</p> <p>MULTIPLE PERIOD/FULL DAY TRUANCIES</p> <p>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 RtI meeting)</p> <p>SATURDAY/LONG THURSDAY DETENTION</p> <p>1st offense:</p> <ul style="list-style-type: none"> Two (2) Saturday/long Thursday detentions <p>2nd offense:</p> <ul style="list-style-type: none"> One (1) day external suspension.

<p>community service per Burbank ordinance #7-7-11</p>	<p>3rd offense:</p> <ul style="list-style-type: none"> Two (2) days external suspension. <p>Subsequent offenses:</p> <ul style="list-style-type: none"> Three (3) days external suspension.
<p>SS. VANDALISM</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.</p>	<p>1st offense:</p> <ul style="list-style-type: none"> Clean up Payment for damages RISC or external suspension Possible referral to hearing officer and/or School Board. Referral to proper civil/criminal authorities. <p>2nd and subsequent offenses:</p> <ul style="list-style-type: none"> Clean up Payment for damages External suspension Possible referral to hearing officer and/or School Board Referral to proper civil/criminal authorities
<p>TT. VANDALISM ITEMS</p> <p>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.</p>	<p>1st offense:</p> <ul style="list-style-type: none"> One (1) detention Parent/guardian contact Confiscation of item(s) <p>2nd offense:</p> <ul style="list-style-type: none"> One (1) Saturday/long Thursday detention Confiscation of items <p>Subsequent offenses:</p> <ul style="list-style-type: none"> RISC Confiscation of item(s)

REAVIS HIGH SCHOOL SONG

We're loyal to you, Reavis High.

We're navy and white, Reavis High.

We'll back you to stand

Against the best in the land,

For we know you have stance,
Reavis High.
So back up those plays, Reavis High.
Let's go win this game, Reavis High.
With you as our staunch protector,
We're sure to be the victor.
Victory for you,
Reavis High!

REAVIS TRADITIONS

Reavis High School is proud of its many traditions; they are described below and on the next several pages:

BLUE-WHITE DAY

Each Friday that school is in session, all students and faculty members are encouraged to wear blue and white. This tradition promotes school spirit and increases awareness of Reavis extracurricular activities.

CARL THOKEY AWARD

The Carl Thokey Award is presented to the senior who has given the most service to the National Honor Society. The award is named in honor of Carl Thokey, Reavis High School's first superintendent.

CLASS GIFTS

Starting with the Class of 1953, it has been traditional for the senior class to raise funds to purchase a gift of lasting quality for the school.

COMMENCEMENT EXERCISES

Only those students who have completed all graduation requirements may participate in commencement exercises. Students who participate in commencement exercise will be required to adhere to all rules and regulations.

DAVE WALERY MEMORIAL HALL OF FAME

The Dave Walery Memorial Hall of Fame is dedicated to a former Reavis head football coach and athletic director. The selection criteria include all-state recognition in any sport, being named the Athlete of the Year, and/or earning an individual conference championship.

DIVISIONAL AWARDS

Outstanding students are recognized for their academic achievement in specific areas of study

at the annual Senior Awards Night.

GILBERT SNOW AWARD

The Gilbert Snow Award is presented to the junior who has given the most service to the National Honor Society during his/her membership term. The award is named in honor of Gilbert Snow, former head of the Social Studies Department and organizer of the Guidance Department.

HICKORY STICK AWARDS

The Reavis Hickory Sticks were given to the school by Dr. William Claude Reavis and are made of wood from his Indiana farm. Before his death, Dr. Reavis visited the school many times and stipulated that the two sticks be awarded to a graduating boy and girl who most supported Reavis High School during their four-year term.

"Just as the hickory walking stick supports a man, so these sticks should go to the students on whom the school has leaned most," commented Dr. Reavis.

The Hickory Sticks are not awarded for athletics or scholarship, although these activities may play a part in the life of an all-around good student.

HONOR FLAG

The Reavis Honor Flag is flown when an individual or a group achieves excellence or receives outstanding recognition for Reavis. The original Honor Flag was designed by Bob Bonarigo (Class of '62) and was purchased by the Class of 1964. A new Honor Flag was purchased by and given to Reavis by the Class of '96.

HONOR ROLL

To be eligible for placement on the honor roll, students must be enrolled in a minimum of four half-credit classes. After each grading period, honor rolls are compiled based upon non-weighted grades. Students earning grade point averages in the 3.0 to 3.49 range are placed on the honor roll. Students having an average of 3.5 or better are placed on the high honor roll.

JOHN FITZGERALD COMMUNITY SERVICE AWARD

This honor awarded at the commencement ceremony to the senior who has been active in community service for over four years.

OUTSTANDING SENIOR ATHLETE AWARDS

Outstanding Senior Athlete Awards are presented annually to the two students-one boy and one girl-who have excelled in athletics and sportsmanship during their four years at Reavis High School. Winners are selected by the Reavis coaching staff.

SALUTATORIAN

The salutatorian is the student who has the second highest academic average in the graduating class at the end of the eighth semester. If two or more students tie, each will be designated a salutatorian. In order for a transfer student to be considered for this honor, the student must have completed a minimum of two consecutive semesters at Reavis.

VALEDICTORIAN

The valedictorian is the student who has the highest academic average in the graduating class at the end of his/her eighth semester. If two or more students tie, each will be designated a

valedictorian. In order for a transfer student to be considered for this honor, the student must have completed a minimum of two consecutive semesters at Reavis.

*Our school colors
are navy blue and white,
and our mascot is
the Reavis Ram.*

1ST SEMESTER TRADITIONAL SPECIAL EVENTS

- ***August: OPEN HOUSE***

During Open House parents may visit the school, tour the facilities, and meet informally with the faculty.

- ***September/October: HOMECOMING***

Homecoming includes an all-school pep assembly, a large parade through the community on Saturday morning, luncheon for all parade participants, and the “big game” on Saturday afternoon.

A Homecoming court is selected, and the queen and king are crowned at the Homecoming Dance on Saturday evening.

- ***November: FALL MUSICAL***

The fall musical is presented by drama and music students. A Broadway musical, complete with live orchestra, is presented for the community's enjoyment.

- ***November: FALL SPORTS AWARDS NIGHT***

Sports Awards Night is held to honor Reavis' student-athletes. Sports evenings are attended by students, parents and coaches. The Most Valuable Player and Most Improved awards are presented for the fall sports season.

- ***November: SENIOR BREAKFAST***

On the last day of school before Thanksgiving break, members of the Senior Class join together to share memories at this annual event. The breakfast includes a program of entertainment, hosted by Senior Class Officers.

- ***December: WINTER CONCERT***

The winter concert is sponsored by the Fine Arts Department.

2ND SEMESTER TRADITIONAL SPECIAL EVENTS

- ***January: STEP UP DAY***

Reavis welcomes 8th grade students to their annual orientation program.

- ***February: HONORS NIGHT***

Our Honors Night recognizes students named to the first semester high honor roll and honor roll.

- ***February: TURNABOUT DAY***

On Turnabout Day, Reavis students assume positions of leadership within the school and community. The experience gives students an opportunity to see adult leaders in real-life work situations and ultimately helps students make better career decisions.

- ***February: ALL SCHOOL TALENT SHOW***

This annual event showcases our most talented students.

- ***March: DODGEBALL TOURNAMENT***

The Frosh/Soph Class sponsors this annual tournament open to all students and staff.

- ***March: CONTEST PLAY/GROUP INTERPRETATION***

These productions are designed for interscholastic competition and were the 2007, 2011 & 2013 IHSA State Champions in Drama.

- ***March: WINTER SPORTS AWARDS NIGHT***

Sports Awards Night honors Reavis' student athletes. Sports evenings are attended by students, parents and coaches. The Most Valuable Player and Most Improved awards are presented for the winter sports season.

- ***April: EDUCATIONAL FOUNDATION SCHOLARSHIP DINNER***

The purpose of the Educational Foundation Scholarship Dinner is to award community scholarships to high achieving students and to recognize community members and organizations for their contributions to Reavis High School.

- ***April: NATIONAL HONOR SOCIETY INDUCTION BANQUET***

During a candle lighting ceremony, qualified juniors and seniors are inducted into the National Honor Society (NHS).

Inductees must have academic averages of 3.5 or better, receive teacher recommendation, and

earn the required amount of honor points with the NHS.

- ***April: PROM***

Prom is the social highlight of the year for juniors and seniors. This formal dinner and dance honors the senior class and is hosted by the junior class.

- ***May: SENIOR AWARDS NIGHT***

The Senior Awards Night is held to recognize academically talented students. Most of the honors and scholarships are focused around members of the senior class. However, among those honored are the top 15 members of each class.

- ***May: SPRING PLAY***

An all school theatrical production is presented for the community's enjoyment.

- ***May: ART FAIR***

The Art Fair is held in conjunction with the spring play. Outstanding student projects in a variety of media, including pottery, sculpture, jewelry and printmaking are on display.

May: BAND AWARDS NIGHT

Band Awards Night is dedicated to all students who have participated in the musical events of the year. Major letters, numerals and state awards are presented, along with special awards such as the John Phillip Sousa Award.

May: DRAMA/THESPIAN DINNER

The Drama/Thespian Dinner recognizes the students who contributed to the success of Reavis High School's drama program. Many awards are presented, including Most Dedicated Thespian, Most Dedicated Technician, and Most Promising Performer.

- ***May: SPRING SPORTS AWARD NIGHT***

Sports Awards Night is held to honor Reavis' student athletes. Sports evenings are attended by students, parents and coaches. The Most Valuable Player and Most Improved Awards are presented for the spring sports season.

- ***May: COMMENCEMENT***

Commencement is held on a Saturday morning in May. The Valedictorian, Salutatorian and Hickory Stick recipients are announced at the ceremony. Admission is by **ticket only** to ensure that the students' guests and family members can be seated.

MEDIA/WEBSITE/PUBLICATIONS AGREEMENT

Reavis High School reserves the right to print the names and photographs of any enrolled student in order to promote the positive achievements of the student body and school. The Office of Special Programs/School and Community Relations will photograph all special events for such reasons. Reavis High School also contracts a yearbook photography company to provide photos of all students and events. Any photographs on file may be used for purposes of promoting Reavis High School in the future.

"You must give some time to your fellow people. Even if it is a little thing, do something for others – something for which you get no pay but the privilege of doing it."

– Albert Schweitzer

FACILITIES AND SERVICES

BOOKSTORE

Students may purchase paper, pens, notebooks, locks, gym clothes and other school supplies at the bookstore. The store, which is in the Commons, is open before school and during lunch.

CAFETERIA SERVICES AND THE STUDENT COMMONS

Reavis has a closed campus. Cafeteria services are provided by our own cafeteria staff. Students may purchase or bring a lunch to school. All students must eat their lunch in the cafeteria unless granted special permission by the deans. Under no circumstances may food or beverages be taken out of the cafeteria. After finishing their lunches, students must clean their table and dispose of their trash.

CAREER INFORMATION

The Guidance Department can provide information for students regarding all jobs as described by the U.S. Department of Labor. A wide range of career materials are available in the Career Center. Students are encouraged to use the many available resources as an aid in making post-secondary pathway.

A career information program is presented to freshmen-seniors during select homeroom dates. Guest speakers from various occupations, internet workshops, and "mini" in-service sessions are part of the program.

For more information, please contact your Guidance Counselor.

CLASS RINGS

Sophomores may order class rings in the spring. Delivery usually occurs the second week of the junior year. The practice aims to give students time to work and save for their rings over the summer.

Rings are ordered and delivered through the Office of Special Programs. Jostens is Reavis' official ring company.

DAILY ANNOUNCEMENTS

Daily announcements are an important part of school life because they inform students and staff about school events. Student announcements are posted on the district website for the convenience of students and staff.

GRADUATION SERVICES

Seniors pay a non-refundable graduation fee for their cap, gown, tassel and diploma cover. Reavis purchases these items from Oak Hall Industries, L.P. More graduation information may be obtained by contacting the Guidance Department or the Office of Special Programs.

GUIDANCE SERVICES

Reavis' guidance counselors assist students in choosing programs of study, encouraging participation in school activities and programs, applying for scholarships, planning for college entrance or job placement, and generating solutions to personal problems.

Other services include registration, testing and credit evaluation. College materials, vocational information, scholarship announcements, and registration forms are available in the Guidance Office.

HEALTH CENTER SERVICES

The Student Health Center is located in the south wing, directly opposite the main office. The nurse's office is open on school days from 7:45 a.m. to 3:15 p.m. The following rules apply to its use:

1. With the exception of an emergency, students must obtain a hall pass from their teacher before visiting the nurse's office.
2. All medication must be kept in the nurse's office (prescription and over-the counter). Medication permission form must be completed by physician and parent. The prescription must be brought to school in a properly labeled container bearing the student's name, dosage and name of medication. ***No medication will be administered unless this information is clearly stated on the label.***
3. All injuries are to be reported to the school nurse within 24 hours.
4. Insurance forms are available in the nurse's and athletic trainer's offices. Injuries covered by school insurance must be reported as soon as possible and forms must be returned to the insurance company before 30 days have lapsed.
5. Any student may request a hearing and/or vision screening if they have concerns. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. All transfer and special education students are screened annually. You may write a letter re-

fusing this screening.

6. Public Act 95-671, effective **January 1, 2008**, requires that all children enrolling in an Illinois school the first time shall have an eye examination.

7. Coaches and students are to report athletic injuries no later than the first day after the injury.

8. Students who are under the care of a physician for a specific condition or injury must obtain a release from their physician to participate in athletics.

9. Any athlete or student planning to participate in any sport at Reavis must have a physical examination. Medical forms are available in the athletic director's office or in the athletic trainer's office.

10. Students who are absent from school two or more consecutive weeks due to illness may request homebound through their counselor. To establish this service, parents must submit a medical certification form from the student's physician.

INSURANCE

Students are provided with a supplemental insurance policy for accidents incurred on school property during school hours.

LIBRARY

The Raymond G. Erbes Library opened its doors in the fall of 1968. Since the library was first organized in 1950, it has occupied an integral place in the academic life of Reavis students. In 2013, the library underwent a major renovation and now is a state-of-the-art, two-story facility. The Library is open daily from 7:30 a.m. to 4 p.m., and students are invited to use the Library before and after school. Students must present a pass and identification card for admission between 1st and 7th hour periods. An ID card is required for admission during RAM.

The Library Media Center houses a collection of approximately 40,000 items including books, videos, CDs, DVDs, cassettes and popular magazines. Computers provide access to the Internet, word processing and educational software. Through the Library homepage, students can access high-quality online subscriptions of magazines, newspapers, and books. These resources can be used both from school and from home. Because Reavis High School is a full member of the Metropolitan Library System, students and staff have quick, easy access to millions of items via interlibrary loan.

- **Circulation Policies**

The loan period for most books is three weeks. The loan period for supplementary texts (S.T.s) is usually four weeks. Magazines and PBS videos are loaned for one week. The fine for most overdue items is 10 cents per day excluding weekends and holidays. Fines on videos and magazines are higher. If items are not returned, students will be billed for the cost of the item plus fines.

- **Conduct**

Students are encouraged to ask any member of the library staff for help. Students can expect the staff to do its best to assist in supporting academic success; in helping find, access and evaluate the information that is needed; and in treating each student with respect.

Students are requested to please be courteous to other students and library staff, and to respect the needs of others to use the library as a place for study by not engaging in loud or distracting behavior. Finally, students are expected to return materials on time and in good condition so that they can be used by all members of the Reavis community. Students will be billed for the cost of items that are returned damaged.

LOCKER SERVICE

All students are assigned lockers to store their clothing, gym attire, books and related school items.

Students may *not* share lockers. Lockers are the property of the school district and school officials may access them at any time. There will be a \$5.00 fee for a replacement lock.

The school district is not responsible for items lost or stolen from lockers. No alcoholic beverages, drugs of any kind, weapons, incendiaries or explosives of any type, or materials unrelated to school may be stored in student lockers.

The following letters are used to identify the locations of lockers: "E" – lockers between Auto Shop and Pool Area/Band, Tech area, Wrestling Gym, Math Science Wing to Math/Science office. "G" – lockers in Art Wing, "M" – lockers between Attendance office, through History hallway back to Principals Office, "N" – Business, English and Foreign Language, "S" – Multi-purpose hall, Little Theatre/Nurse hall, Math Wing. The letter is followed by a 1 or 2, indicating first or second floor and, in a few instances, 3 for third floor.

LOST AND FOUND SERVICE

The Lost and Found area is in the Deans' Office. **Students should never bring valuables or large amounts of cash to school.**

STUDENT ACTIVITY PASSES

As a cost-saving measure to parents and to encourage student participation in school events, students may purchase a Student Activity Pass for \$20. The pass entitles the holder to 75% off the regular cost of admission to a full year of athletic and other extracurricular events, including the school musical. While the activity pass is not required, students are urged to purchase one and participate in the total educational experience.

STUDENT CENTER

The Student Center is located on the first floor in the Student Commons and is open during 4th period. Students who have questions about student government, school events or other

school-related concerns are welcome. Please see one of our Student Council Advisors.

SUMMER SCHOOL SERVICES

Summer school courses are provided not only for those who wish to take a course they have failed, but also for those who wish to complete a required course in their planned program. This allows more time during the regular school year for enrichment courses that are not offered in summer school.

The length of the summer program is six weeks. A half credit may be earned for each of the two three-week sessions.

TELEPHONES

Public telephones for student use are available in the Deans Office only.

TEXTBOOK FEES AND REPLACEMENT COSTS

Each student pays a basic textbook rental fee. Students taking courses requiring special supplies pay an additional fee.

A listing of fees is sent to each student well in advance of the beginning of the school year and are listed in The Curriculum Guide. Fees are due when students pick up their new schedules in August.

Textbooks are owned by the school district and rented to the students. Teachers distribute the books in their classrooms on the first day of school.

Reavis students and/or parents are responsible for all textbooks and manuals. Should a student lose, damage or destroy a textbook or manual, he/she must replace the item at its full replacement cost.

TRANSPORTATION SERVICES

According to state law, bus transportation shall be provided free of charge to all students residing one and one-half or more miles from Reavis High School.

Students who live less than one and one-half miles from school may obtain bus service for an annual fee.

WORK PERMITS

Work permits are required by many employers who hire students. Students may apply for permits in the Guidance office.

This is a free service to students and satisfies state law and prospective employers' needs.

Extracurricular Activities and Sponsors

Ambassador Club.....	Alicia Romig/Rachael Pearson/Carol Kraus
<i>Aries</i> Yearbook.....	Lindsay Slade/Kelly O'Malley
Art Club.....	Katie Kalus
Auto Club.....	Hal Gabrielsen
Band.....	Andrew Davis/Brandon Faust
Bass Fishing.....	Tony Del Alcazar
<i>Blueprint</i> Newspaper.....	Kelly Klein
Book Share Club.....	Tammy Mueller
Chess Club.....	Tom Gadomski
Class Sponsors	
(Senior Class).....	Julie Jooste/Jen Annel
(Junior Class).....	Kelly Wielgos
(Frosh/Soph Class).....	Jennifer Keller
Color Guard.....	Elizabeth Van Wormer
Communications Club.....	Brandon Faust/Joe Illichman
Computer Club.....	Rich Nichols
Drama	
(Head Coach).....	Dennis Anastasopoulos
Drama Club.....	Dennis Anastasopoulos/Christine Haines
(Spring Play).....	Dennis Anastasopoulos
(Group Interp Directors).....	Dennis Anastasopoulos/Christine Haines
(Contest Play Directors).....	Erika Banick/Tom Witting
(Stage Director-Fall).....	Joe Illichman
(Stage Director-Spring).....	Dennis Anastasopoulos
Environmental Club.....	Katie Cunningham/Monica Manzke
FCCLA (Family, Career, & Community Leaders of America).....	Carole Williams/Katie Conley
Mathletes	
(Head Coach).....	William Smiles

(Assistants).....	Iwona Mierzwa/ Vera Corrigan/Bernadette Zajac
National Honor Society.....	Therese Schoder/Sandie Bartolotta
Outdoor Club.....	TBA
<i>Rampage</i> Literary Magazine.....	Brian Murphy
Scholastic Bowl Team.....	Brian Hurley
(Assistant).....	Jeff Mazzone
Science Club.....	Kelly O'Malley
Speech (Co-Head Coaches).....	Dennis Brumirski/Kate Szczudlo
(Assistants).....	Andrew Terleckyj/Stacy Scheiner
Student Council.....	Abby Montes/Rosa Jutzi
Ultimate Frisbee Club.....	Joe Illichman
World Languages Club.....	Heather Burnette

Clubs, Organizations and Activities

Students are strongly encouraged to participate in extracurricular activities. Extracurriculars challenge students to utilize their individual talents, expand their personal and intellectual interests, and participate in many hands-on learning experiences. Reavis offers a wide range of programs, so there's sure to be something for everyone. More program information is available from the Office of Special Programs.

AMBASSADOR CLUB – Members of the Ambassador Club serve in a role-model capacity as ambassadors of Reavis High School. Students take an active role in many key events. For instance, they serve as guides and greeters during gatherings to which parents and community members are invited. They help organize various theme weeks, such as Red Ribbon and Safe Prom Week. Membership is open to sophomores-seniors. More information can be found in the Office of Special Programs, or call 708-599-7200, ext. 205. Ambassadors also serve as mentors to transfer students throughout the year. They also volunteer on a regular basis at the Animal Welfare League and many fundraisers for other non-profit organizations.

ARIES STAFF – *Aries* is the title of Reavis High School's yearbook. Each year the *Aries* staff chooses a theme for the yearbook, organizes the book's contents, and decides how the year's events will be recorded through words and pictures. Staff members have an excellent opportunity to use their creative skills to produce a unique record of the year's events.

Those interested in joining the staff may contact the club's sponsor. Meetings are held during homeroom.

ART CLUB/NATIONAL ART HONOR SOCIETY – Art Club is designed for students in grades 9-12 who are interested in developing their artistic and art appreciation skills. Students will participate in a variety of art service projects. Students who choose to join the National Art Honor Society will earn points for their participation and have leadership and scholarship opportunities.

AUTO CLUB – If carburetors and cams are your passion, then you'll want to join Auto Club. Members receive training in automotive service and repair, become familiar with the latest developments in automotive technology, explore careers within the industry, and participate in social activities.

BASS FISHING - You will be hooked on this new IHSA Activity offered in the Spring and Fall. On the water practices in the Fall are meant to lure you in and give you the experience you need. The Spring season try-outs determine the invitational and IHSA team members looking to catch IHSA advancement. No experience required but students must have some of the necessary equipment.

BLUEPRINT STAFF – If you'd like to learn the fundamentals of news gathering, writing, layout and design, and photo-journalism, consider joining the staff of the *Blueprint*, Reavis High School's student newspaper. Reporters and photographers are needed to cover the important events that are happening at Reavis. Staff members meet during *Blueprint* homeroom. Students not enrolled in *Blueprint* homeroom meet every week before or after school.

BOOK SHARE CLUB – Do you have a passion for Reading and getting lost in the world of Literature? This club focuses on reading the latest "Great Books". Students read a monthly chosen title and share their experiences while reading that chosen book. Exciting and educational field trips are also planned around those reading experiences.

CHESS CLUB – Students looking to be the next Bobby Fischer should search out this competitive club. This educational activity will compete at the SSC and IHSA state competition.

CLASS OFFICES AND CABINETS – Class officers and cabinet members use their leadership skills and school spirit to promote cohesiveness among their classmates.

These students organize a variety of events. The Senior Class plans the homecoming dance, the senior breakfast and many more events. Two primary duties of the Junior Class are planning homecoming events and the junior-senior prom. The Frosh/Soph Class takes responsibility for the homecoming and the Dodgeball Tournament. Sophomore, junior and senior class officers are elected in May. Students may volunteer to serve as cabinet members, or they may be chosen by class sponsors/officers.

COLOR GUARD – The Color Guard performs during all home football games, parades and competitions, and is the exciting visual complement to the Marching Band. Whether dancing or twirling flags, the Color Guard is always an impressive sight.

Auditions are held during the spring. Incoming freshmen through seniors are invited to audition. More information is available in the Band Room.

COMMUNICATIONS CLUB - Love music? Want a chance to showcase your talent to a school-wide audience? Then the Communications Club is for you. Interested in video broadcasting and other areas of media communication? This club provides an opportunity for Reavis students to experience the varied tasks and talents it takes to broadcast events and create promotional videos. Students can highlight their talents on-air or behind-the-scenes, and have lots of fun while doing so. The Communications Club meets most days after school.

COMPUTER CLUB – Interested in computers? The Computer Club has it all! Computer broken – we can fix it. Home networks – we can set them up. Interest in gaming – learn more here. This high-tech group meets bi-weekly to increase your knowledge and to socialize with like minds.

DRAMA CLUB – Many talented people are needed to execute a successful stage production from actors and actresses to set directors and makeup artists. You can put your talents to work in the Drama Club. And not only will you feel proud when the final curtain falls, you'll also develop your leadership skills and obtain a deeper appreciation for the theater arts.

Students who accumulate 100 or more hours of theater work are encouraged to join Thespians, an internationally recognized organization for high school drama students.

Drama Club sponsors many field trips to see both professional and college stage productions. Trips are also planned for students to participate in theater workshops.

ENVIRONMENTAL CLUB – Students who want to increase their knowledge and awareness of the many environmental problems and issues facing contemporary society will want to join the Environmental Club.

Club members host and participate in Environmental Week. The highlight of the spring event is an Environmental Fair, featuring displays and projects on air and water pollution, the depletion of the rain forests, thermal energy, animal extinction and other topics. Also, students hear special presentations from various experts who work to protect the environment. Past speakers have been from Waste Management, Inc., Greenpeace, and the Environmental Protection Agency.

Field trips are also part of the club's activities, and there are no dues.

FCCLA (Family, Career, and Community Leaders of America) – This club covers many interests. If you like to cook, work with children, fashion, or interior decorating we have something for you. In this organization you get to participate in several leadership roles, compete at the regional and state level (with professionals in the industry, such as chefs, fashion designers, etc), and have fun while building skills on tasks you enjoy. The competitions give you the opportunity to be awarded with scholarships and a chance to also compete at the national level. Come and join FCCLA to experience a rewarding and fun filled experience. To learn more, visit www.fcclainc.org.

INTRAMURALS – Intramurals are for students who enjoy sports but aren't interested in inter-scholastic competition. Reavis offers a wide variety of activities, including girls' and boys' basketball, lifesaving techniques, soccer, volleyball and weight training.

JAZZ ENSEMBLE – Playing jazz, pop and commercial music, the Jazz Ensemble performs at the annual music concerts and attends college and high school music festivals. Auditions are held in mid-October. Membership is open to qualified saxophone, drum, trumpet, trombone, bass, guitar and piano players. More information is in the Band Room or call 708-599-7200, ext. 219.

MARCHING BAND – The Reavis Marching Band is one of the most visible school activities that Reavis High School has to offer. Students perform at home football games, pep assemblies, parades and contests throughout the Chicago area. The Marching Rams are known as one of the top marching bands in their competitive class.

This group begins meeting in August and maintains a competitive schedule through October. Students with instrumental experience are welcome to be a part of this organization.

More information is available in the Band Room.

MATHLETES – Put your enjoyment of numbers and your problem-solving skills to good use by joining the Reavis Math Team.

Mathletes compete in five SSC Conference contests from September through December. Team members may choose from seven levels of competition, so there's sure to be a math topic in your area of strength. Reavis Mathletes have won 10 of the last 11 conference championships!

NATIONAL HONOR SOCIETY – Membership in the National Honor Society (NHS) is based upon scholarship, leadership, service and good character. To be considered for membership, students must have a minimum academic average of 3.5, which must be maintained for continued membership. NHS' national constitution details further membership requirements. Students are selected by a faculty council.

Each year the NHS presents an award to a junior and senior who have given the most service to NHS. Students who violate school or NHS rules may be dismissed from the organization.

For more information, see the NHS advisor or call 708-599-7200, ext. 298.

OUTDOOR RECREATION CLUB – Unique opportunities to explore and appreciate the great outdoors await students who join the Outdoor Recreation Club. Activities, which are contingent upon student interest, may include camping, orienteering, fishing, cycling or cross-country skiing. Membership in this club is an excellent way for students to apply their knowledge of ecology and environmental science and develop a lifelong appreciation for all our natural resources.

RAMPAGE LITERARY MAGAZINE – The Rampage is the Reavis High School annual student fine arts magazine. This exciting new club meets regularly. Creative students interested in writing, page layout and design, and graphic art should serve on the Literary Magazine staff.

This is an excellent opportunity for any students interested in careers in print media, art and design, or writing.

SCHOLASTIC BOWL TEAM – Do you enjoy playing Jeopardy? If so, then the Scholastic Bowl Team needs you. Knowledgeable quick-thinkers participate in SSC contests, invitationals and the IHSA State Tournament. Reavis earned the SSC and IHSA Regional Championships in 2013. Academic trivia buffs practice two times a week from November through March. Contests are held on Wednesdays and Saturdays.

SCIENCE CLUB – Don your lab coat when you join the Science Club because members increase their knowledge of science and scientific research methods by participating in the SSC Science Fair and by attending lectures. Club members also discuss current issues in science and their effects on modern man. Meetings are held twice a month.

SPEECH TEAM – Members of the Speech Team compete individually and collectively in one or more dramatic, interpretive or public address events at invitational, conference, and IHSA events. Tryouts are held in October and are open to all students. The season ends with the state speech contest in February. In the past, the Speech Team has won first-place awards in both regional and sectional competition, finished third in the state, and has produced numerous state champions and three national finalists.

STUDENT COUNCIL – Student Council plays an important role in making Reavis a quality high school. Members voice the concerns of the student body and serve as an information network to their classmates. Students coordinate various activities, including fund-raisers, School Spirit Week and Homecoming, and serve as ushers for school events.

Student leaders who care about the needs and interests of their classmates are urged to seek a seat on the Student Council.

THEATER PRODUCTIONS – The Drama Department and the Drama Club sponsor three theater productions a year. All students are invited to audition for a role or apply for a technical position on any of the shows.

The fall production is a musical. The second slot is for the contest play and group interpretation mounted for IHSA competition. Reavis has earned state championships in 2007, 2011, 2013 and 2016. The grand finale of the year is the spring drama production.

ULTIMATE FRISBEE CLUB – This unique sport is one of Reavis' newest clubs. Students learn to play the game throughout the year and enter into the tournament season in the Spring. No prior experience required.

WORLD LANGUAGES CLUB – The World Languages Club enriches students' knowledge of the languages and customs of the Spanish and German speaking world. Club members participate in World Languages Week and Homecoming, take field trips to the Ballet Folkórico and/or German restaurants, and celebrate the holiday season with the two cultures. Club members honor other holidays in traditional ways as well. Membership is open to all students.

The Extracurricular Program gives students many opportunities to apply their

knowledge and skills to situations outside the classroom.

SUMMER SCHOOL

All regular school regulations concerning student behaviors, as outlined in the *Rights and Responsibilities* booklet, are in effect during summer school. However, because of the intensified nature of summer school, consequences of misbehavior are likewise intensified. Thus, students who do not comply with school regulations can be dropped immediately **without refund of fees**.

Reavis summer school is a closed campus. After students enter the building in the morning, they may not leave until dismissal time without the Summer School Director's permission. No one is to leave the building during break time. Violators of the closed campus policy will be dropped from summer school without refund or credit.

Smoking is not allowed on campus. If a student is found smoking on the Reavis campus, he/she will be dropped immediately from summer school without refund or credit.

It is imperative that the summer school student has a good attendance record. The maximum number of absences is one day per semester. A tardy of more than ten (10) minutes to the first or second period will count as a half-day of absence. Two (2) tardies of less than ten (10) minutes each count for half-day of absence. Students who are truant or have excessive absences and/or tardies will be dropped from summer school and will forfeit both tuition and credit.

CREDIT RECOVERY PROGRAM

The Credit Recovery Program has been created to help students earn the required number of credits to graduate. This program is designed for seniors who will be eligible to graduate on time if they successfully complete the required core courses. Core courses (English, Math, Social Studies and Science) will be offered one day each week from 3:30 p.m. – 6:30 p.m., Monday-Thursday. These classes are in addition to the regular school schedule. The following criteria will be used for the Credit Recovery Program:

- The RTI Team will recommend eligible students for the Credit Recovery Program.
- Enrollment must have ten (10) students for class to run
- Students will be assessed a fee of \$150.00 per class each semester.
- Students can earn up to two (2) credits in the Credit Recovery Program per school year. Only two (2) classes may be taken per semester.

- Students must be on time. Four (4) tardies will equal one (1) day of absence.
- Any student leaving class after break time, will be charged for ½ day of absence
- A student cannot miss more than two (2) days per class. Upon the third (3) absence, student will be dropped from the program with no refund.
- Students are expected to follow all rules and regulations according to the 2016-2017 Reavis Student Handbook. Violation of these rules may result in dismissal from the Credit Recovery Program without a refund.
- Students must have attended and completed the previous year's summer school program to be eligible for the Credit Recovery Program.

ALTERNATIVE EDUCATION PROGRAM

The Alternative Education Program offered at Reavis High School is a substitute for the regular school program or in lieu of expulsion under School Board Code 7.190. The Alternative Education Program is held at Reavis High School from 3:30 p.m. - 6:30 p.m., Monday-Friday. Students are expected to enter and exit the building through Door H. The Alternative Education Program curriculum consists of the core courses (English, Math, Social Studies and Science). Class size will be limited to ten (10) students per section. For further information on the Alternative Education Program, please call Mr. Jeff Arsenault at 708-599-7200, extension 254.

Extracurricular Code of Conduct

Reavis High School District 220 offers a comprehensive sports/extra-curricular program and places that program in proper perspective to the overall educational philosophy of the District.

Athletic/extra-curricular participation at Reavis High School is a privilege – not a right. Participation in sports and extra-curricular activities means more than regular practices, competition between schools and setting personal goals for a single season. Learning the value of respecting others, being responsible for your actions and focusing on positive results are just a few of the vitally important life skills that are reinforced through participation. With these goals in mind, this handbook has been formulated for the use of all concerned. As the conduct of a student is closely observed in many areas of life, it is important that the participant's behavior be above reproach at all times.

Philosophy of Reavis High School Athletics

& Extra-Curricular Activities

- Participating in athletic/extra-curricular programs carries with it certain responsibilities. Students owe it to themselves to strive for the best possible educational experiences while at Reavis High School. Educational, athletic and extra-curricular experiences prepare students for future endeavors.
- Team spirit and unity begins and ends with each individual in the school. Students must be proud and happy about school, team or club accomplishments. Success is built around students who are unselfish toward their teammates in and out of school. It is imperative that students support the "team" concept by putting the group before self-interests.
- Students are responsible first to their academic studies. Responsible students would never use the excuse that they are not doing well in the classroom because athletics/extra-curriculars take up too much time; nor would they use the excuse that academic work keeps them from fulfilling commitments to the school.
- Students and parents need to understand that the Reavis High School *Student Code of Conduct* covers all incidents both in and out of school. In season or out of season, students need to live up to the "**Code of Conduct**" at all times.

General Rules and Regulations

1. In athletics, a valid physical must be on file with the Athletic Office. Physicals are valid for one calendar year. Each student athlete/participant must be medically screened prior to participation in any sport/activity. This medical screening is general in nature and limited in its scope and does not indicate or assure that the child is completely free of impairments, which may be affected by participation.
2. A signed student/parent permission code of conduct form must be on file with the athletic/activities director for each sport/extra-curricular activity of participation. This form also serves as permission to accompany the team on trips during the current school year.
3. The student needs to be in attendance for at least half of the school day to perform in a game/event on that same day. A student needs to be in school at least half of the school day the last day of the week to perform in a game/event that weekend. A half-day is defined as at least four periods in the school day. Administration will be consulted on an "as needed" basis for any emergency absence that will affect a student's eligibility.
4. The student who is removed from a team/activity for disciplinary reasons may not be allowed to participate in another sport/activity during that same period. Administration will be consulted on an "as needed" basis to determine a student's eligibility.
5. The student agrees to abide by all the rules and regulations of the Illinois High School Association, the SSC and the Reavis High School District 220 Student Handbook.
6. The student must be passing twenty (20) credit hours, 2.0 credits, to be eligible. This means four (4) subjects that meet five days a week. Athletes/participants must be passing

four classes every week they are in season to be eligible.

7. The Athletic/Extra-Curricular Student Code of Conduct penalties do not limit the authority of the School District to apply appropriate discipline, but rather are applied in addition to administrative consequences as cited in the Student Rights & Responsibilities Handbook.

8. The student athlete/participant who is not in season, but violates this code of conduct and is found guilty, will be subjected to the same penalties as the in-season athlete/participant would be and will fulfill the consequences in the next season in which the student participates.

Consequences for Violating the Code of Conduct

Use/Possession of Drugs or Alcohol (In School)

- **Note:** Any student found to be in violation of this part of the *Code of Conduct* while in school, on school property or at a school sponsored event will be subject to discipline as defined in the Rights and Responsibilities section of the Reavis High School Handbook. Parent and student will need to meet with Reavis High School's administration to determine if the student will be re-enrolled in the athletic/extra-curricular programs.

1st Offense (Outside of School)

- Parent will be notified.
- Student will be suspended for no less than ten percent (10%) of the total contests/events.
- Student will need to enroll in a school approved drug/alcohol program.
- Student remains suspended from any and all contests/events until he/she enrolls into the approved program.

2nd Offense (Outside of School)

- Parent will be notified.
- Student will be suspended for no less than fifty percent (50%) of the total contests/events.

3rd Offense (Outside of School)

- Parents will be notified.
- Student will be suspended from athletics/extra-curricular for no less than one (1) year from the time of the infraction.
- Parent and student will meet with Reavis High School's administration to determine if

the student will be re-enrolled in the athletic/extra-curricular programs.

Use/Possession of Tobacco Products

1st Offense

- Parent will be notified.
- Student will be warned about possible suspension of contests/events for future infractions.
- Student will attend and be responsible for the cost of a Reavis High School Smoking Clinic.

2nd Offense

- Parent will be notified.
- Student will be suspended for no less than twenty percent (20%) of contests/events.
- Student will attend and be responsible for the cost of a Reavis High School Smoking Clinic.

3rd Offense

- Parent will be notified.
- Student will be suspended for fifty percent (50%) of contests/events.
- Parent and student will meet with Reavis High School's administration to determine if the student will be re-enrolled in the athletic/extra-curricular programs.

Serious Misconduct Violations

Examples of these violations would include but not be limited to illegal activities, activities that are deemed serious violations by school authorities and/or would bring disrespect to the Reavis High School athletic/extra-curricular programs. In such cases, parent and student will meet with Reavis High School's Administration and his/her respective coach to determine on a plan for the student's possible enrollment in the athletic/extra-curricular programs.

NOTE: If any percentage of suspended contests/events cannot be fulfilled within the current season/period, the student will serve the remaining suspended contests/events in the next sport/event the student participates in, even if this means the following season.

INTERSCHOLASTIC ATHLETIC COMPETITION SCHEDULE

BOYS' SPORTS

Cross Country	Basketball	Baseball
*Football	Swimming	Tennis
Golf	*Wrestling	Track & Field
Soccer	Bowling	Volleyball

GIRLS' SPORTS

Cross Country	Basketball	Badminton
Swimming	Bowling	Softball
Tennis	Cheerleading	Track & Field
Volleyball	Dance	Soccer
Cheerleading	--	--

Philosophy

Reavis High School seeks to provide a broad and varied program of interscholastic athletics that will meet the needs and interests of athletically talented students.

The administration and the coaching staff are primarily concerned with assisting students in acquiring the educational values inherent to a fine athletic program.

Athletic participation serves as an integral part of a student's educational experience. Athletic experiences contribute greatly to the knowledge, skills and emotional growth of a student. It is our belief that students are provided the potential for becoming better persons and citizens through athletics.

The athletic program is administered under the guidelines and jurisdiction of the Illinois High School Association, South Suburban Conference (SSC), and ultimately by the Reavis High School administration and Board of Education.

Eligibility

All students participating in a sport program at Reavis must:

- have passed and received credit for four full credit subjects in the previous semester.
- maintain a passing grade of D or better in four full credit subjects during the current semester.
- meet all Illinois High School Association (IHSA) requirements.

Objectives

1. To select activities that are appropriate for the age, sex, and physical capacity of the participants and meet students' current needs and interests.
2. To provide skilled coaching and instruction in all sports.
3. To place the welfare of the participants above any and all other considerations.
4. To provide proper medical supervision in all facets of the sports program.
5. To provide equipment that fits properly, is specifically designed for the particular sport, and gives maximum protection as well as freedom of movement.
6. To provide official facilities which offer optimum health and safety standards.
7. To provide a continuous program of school-community relations emphasizing the values of athletics as an integral part of the total education experience.
8. To provide equitable competition in a broad variety of interscholastic athletics.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of each participant.

10. To encourage students to participate in a variety of sports.

Athletic banned-substance drug testing policy

Beginning in 2008, the IHSA adopted a drug testing program at all of its state series. In conjunction with the new IHSA policy, Reavis High School has consented to have any of our student athletes drug-tested at a sport's state playoffs. **Any athlete and their parents must consent by signing the IHSA Drug Testing Consent Form in order to participate in the IHSA state tournaments. Failure to consent will result in a disqualification and that athlete will not be able to compete in the state tournament.**

A complete list of substances that are considered banned by the IHSA can be found on the IHSA's website, www.ihsa.org.

***** It is the student athlete's responsibility to check this list to see if he or she is putting any of them into their body. *****

PROTECTION OF PUPIL RIGHTS

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) —
 1. Political affiliations or beliefs of the student or the student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others;
 4. Releasing student information to the United States Military Branches for the purposes of the recruitment.
 - *Inspect*, upon request and before administration or use –
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Reavis High School District #220 has developed and adopted policies in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Reavis High School District #220 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Reavis High School will also *directly* notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

PPRA Notice and Consent/Opt Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Reavis High School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that

concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

If a student wishes to opt out, please contact Julie A. Schultz, Director of Student Services, at Reavis High School, 6034 W. 77th Street, Burbank, Illinois 60459.

ANNUAL NOTIFICATION REGARDING ASBESTOS CONTAINING MATERIALS FOR AHERA COMPLIANCE

The AHERA Management Plan identifies the asbestos containing materials (ACM) and assumed ACM in Reavis High School. The Management Plan is available for review in the school district administrative office.

REAVIS HIGH SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, OR HANDICAP

At Reavis High School, unlawful discrimination will not be practiced in any area or program and equity in employment opportunities will be provided to all employees.

It is the policy of this School District not to discriminate on the basis of race, color, creed, national origin, sex, or handicap in any program, activity, service, or benefit.

Employees, students or their parents/guardians, board members, or community members may file a grievance in accordance with the following grievance procedures if they believe there has been a violation of their rights as guaranteed by the State or Federal Constitution, State or Federal Statutes, or board policy. A Grievance Manager will be appointed to coordinate the im-

plementation of regulations, to investigate any complaints, and to supervise compliance at Reavis High School. An individual filing a grievance in good faith will not be subject to discipline or other adverse action.

Grievances to be reviewed under this policy include, but are not limited to, those arising under the following:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Claims of sexual harassment under the Illinois Human Rights Act;
- Title VII of the Civil Rights Act of 1964;
- Claims alleging discrimination by the School District on the basis of sex in the provision of any employee program, activity, service, or benefit.

Procedures for submitting grievances are as follows:

1. If a grievance cannot be resolved informally, a grievance should be submitted in writing to the grievant's immediate supervisor. The grievance will be forwarded to the Grievance Manager, who will investigate the grievance. In the event a grievance is made against the designated Grievance Manager, another qualified person will be appointed to undertake the investigation. The grievance or identity of the grievant will not be disclosed except (1) as required by law, or (2) as necessary to fully investigate the grievance, or (3) as authorized by the grievant.

2. The Grievance Manager or other appointed qualified person must arrange for an investigation. The Grievance Manager or the appointed qualified person shall make a written response.

3. If a problem still exists after receiving the written response, the grievance may be appealed to the Superintendent outlining the problem and the reason(s) for the grievance. In the event the grievance is made against the Superintendent, another qualified person will be appointed to undertake the investigation. A meeting with the Superintendent or other appointed qualified person will be held. The Superintendent or the appointed qualified person shall make a written response.

4. If the grievance is not satisfactorily resolved after receiving the written response as prescribed in Step 3, the grievance may be appealed to the Board of Education. The Board of Education will consider the grievance in as timely a fashion as the schedule of board meetings and the agendas permit. This step shall not be construed to grant an individual a right to a full hearing before the Board. The Board's decision will be final unless reversed by a court or appropriate administrative agency.

5. For grievances alleging discrimination by the School District on the basis of sex in the

provision of any employee program, activity, service, or benefit, the grievant may appeal the decision of the Board of Education to the Regional Superintendent of the appropriate Regional Office of Education. The grievant may appeal the decision of the Regional Superintendent to the Superintendent of the State Board of Education.

SEXUAL HARASSMENT

It is illegal and against Board of Education Policy for any employee, student, volunteer, or board member, or other person, male or female, to sexually harass another employee, student, volunteer, or board member by:

- A. making unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's continued employment, or a student's academic status;
- B. making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or
- C. creating an intimidating, hostile or offensive working or educational environment by such conduct.

An employee engaging in sexual harassment will be subject to discipline up to and including termination. A board member engaging in sexual harassment will be subject to discipline up to and including removal from board. A student engaging in sexual harassment will be subject to discipline up to and including expulsion. A volunteer or other person may be excluded from District property.

Employees are encouraged to report any allegations of sexual harassment to their immediate supervisor or another member of the Reavis High School administration. An investigation of the alleged violation will occur and appropriate action will be taken. All complaints and investigations will be conducted by the procedures outlined above. Any employee making a good faith report of sexual harassment will not be disciplined.

Reavis Phone Directory

This directory contains voice mailbox and extension numbers for Reavis High School faculty members and departments.

Callers will find Reavis High School's voice messaging system easy and convenient to use. When phoning the school, callers will hear a recorded message. At any time during the message, callers may dial the three-digit extension number of the department or person they wish to reach. (Extension numbers are listed in this directory.)

If the person you are trying to reach cannot take your call, you may record a message. Your recorded message will receive a prompt reply.

Administrative Departments

Superintendent

Dr. Daniel J. Riordan.....Ext. 247

Assistant Superintendent for Business & Finance

Raymond Negrete.....Ext. 239

Assistant Superintendent for Facilities & Operations

Timothy J. Smith.....Ext. 233

Director of Educational Technology

Don Erickson.....Ext. 302

Director of Curriculum

Dr. Heather McCurdy.....Ext. 238

Athletic Director

Eric Novak..... Ext. 225

Director of Student Services

Julie Schultz..... Ext. 252

Director of Fine Arts and Student Activities

Thomas Witting.....Ext. 298

Audio/Visual

Bob Rybczyk.....Ext. 249

Media Center

TBA.....Ext. 243

School Resource Officer

Victor Villanueva.....Ext. 271

Dean's Office

Note: *Dean's assignments are made according to the first letter of students' last names.*

Jeff Arsenault.....Ext. 254

AA - GUI

Eileen Donovitch.....Ext. 284

GUJ-PAQ

Mark Buckle.....Ext. 256

PAR - Z

Guidance Department

Julie Schultz, Director.....Ext. 252

Note: *Counselor's assignments are made according to the first letter of students' last names.*

Alicia Romig Ext. 205

AA - CRU

Rachael Pearson Ext. 211

CRV - HIL

Katrina Arnold Ext. 267

HIM – MIT

Tim Zasada Ext. 206

MIU - SALD

Lindsay O'Donnell Ext. 203

SALE - Z

Psychologist

Victoria Schwarz Ext. 278

Social Workers

Molly Francis Ext. 217

Michael Kovacs Ext. 237

Margaret O'Brien Ext. 215

Trainer/Therapist

Lionell Siert *Ext. 270*

School Nurse

Maureen Carey *Ext. 248*

Transcripts

Andrea Frausto *Ext. 252*

Career Counselor

TBA *Ext. 272*

Behavior Coach

Megan Wozniak *Ext. 257*

Academic Departments

Business Education

Robert Morack, Div. Chair. *Ext. 231*

Ernest Kuehl

Barbara Norway

English

Erika Banick, Div. Chair *Ext. 234*

Jason Bever

Dennis Brumirski

Ruth Cavallo

Rafael Contreras

Lisa Duesing

Janet Duszak

Jacklyn Hanik

Michael Henry

Frank Keller

Jennifer Keller

Meg Kelly

Kelly Klein

Jeff Mazzone

Tammy Mueller

Brian Murphy

Bernadette Poulos

Kate Szczudlo

ELL

Julie Schultz, Div. Chair. Ext. 252

Rafael Contreras

Rosa Jutzi

Krystyna Nasinska

Teresa Zoltek- Kwak

Family & Consumer Sciences

Robert Morack, Div. Chair. Ext. 231

Katherine Conley

Sarah Ventrella

Carole Williams

Fine Arts

Thomas Witting, Div. Chair. Ext. 298

Philip Basile

Brandon Faust

Andrew Davis

Julie Jooste

Katherine Kalus

Richard Kunz

Abby Montes

Industrial Education

Robert Morack, Div. Chair. Ext. 231

Edward Gabrielsen

John Jones

Charles Meyer

Richard Nichols

William Ragan

Kathryn Ryan

James Ward

Mathematics

Michael LaMantia, Div. Chair Ext. 202

Dennis Anastasopoulos

Elizabeth Cavazos

Vera Corrigan
Ryan Flood
Michelle Fox
Joseph Illichman
John Larocca
Patricia LoVerde
Roger McCann
Iwona Mierzwa
Erik Scheiner
Laurie Schoenfeld
William Smiles
Bernadette Zajac

Physical Education/Health/Driver Education

Robert Morack, Div. Chair Ext. 231

Jennifer Annel
Nicholas Bouhoutsos
Jamie Johnson
Jake Juracka
Jeffrey Kreil
Joe Madsen
Charles Manning
Anthony Pape
Jenny Shupryt
Jeffrey Smith

Steve Stearns

Susan Williams

James Young

Science

Michael LaMantia, Div. Chair. Ext. 202

Sandra Bartolotta

Antonio DelAlcazar

Paige Derbas

Thomas Gadomski

David Grecek

Kirsten Hock

Brian Hurley

Maria Manaves

Monica Manzke

Angel Martin

Kimberly Mendoza

Kelly O'Malley

Therese Schoder

Social Studies

Erika Banick, Div. Chair. Ext. 234

Katy Cunningham

Craig Hickey

Bill Lauer

James McDonough

James Meskill

David Ostendorf

Robert Wielgos

Adam Zawada

Special Education

Julie Schultz, Div. Chair *Ext. 252*

Leslie Schall, Coordinator *Ext. 209*

William Breheny

James Ficaro

Nicole Ficaro

Colleen Glynn

Mark Gniadek

Carol Kraus

Kyle McKinley

Bridget O'Dowd

Krystin Rockett

Amanda Shewmaker

Lindsay Slade

Bogdan Zagata

World Languages

Erika Banick, Div. Chair. *Ext. 234*

Heather Burnette

Rafael Contreras

Christina Huddleston

Matthew Moran

Kristin Thirion

Kelly Wielgos

Resource Center

Stacy Scheiner – Literacy Coach

Jeff Grider – Numeracy Coach

Mike Jebens – Data Specialist

***IN CASE OF AN
EMERGENCY***

Dial 911

Burbank Fire Department

(non-emergency)

599-7766

Burbank Police Department

(non-emergency)

499-0440

To report an absence

(708) 430-1121

For emergency bulletin information

(708) 599-7200,

Ext. 523

MONTHLY CALENDAR

Keeping track of homework assignments and their due dates, as well as important appointments, is a lot easier if you regularly consult the monthly calendar that follows in this handbook.

Use your monthly calendar to:

- Write down homework assignments, project deadlines, and exam dates.
- Prepare an after-school study schedule that keeps pace with homework assignments.
- Stay reminded of school obligations, such as library book due dates, payment dates for various school fees, and registration deadlines for school activities.
- Maintain an accurate timeline of school, social, and sporting events.
- Record brilliant ideas.

Remember: Take pride in all of the work that you do; it is a reflection of who you are!

**“Always bear in mind that your own resolution to success
is more important than any other thing.”**

-- Abraham Lincoln