

Reseda High School Law and Public Service



Student Manual



Reseda High School

LAW AND PUBLIC SERVICE MAGNET

18230 KITTRIDGE STREET, RESEDA, CA 91335

TELEPHONE (818) 758-3739 Fax (818) 758-3649

Student Code of Integrity

Reseda High's Law and Public Service Magnet has adopted the following code of Academic Integrity and all students are expected to adhere to its letter and spirit:

Reseda High's Law and Public Service Magnet, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenges posed by the world, agree to accept the responsibilities for honorable behavior in all academic activities, to assist one another in maintaining and promoting personal integrity, and to follow the principles and procedure in this Code of Academic Integrity.

Violation of the Code of Academic Integrity may take several forms. Cheating of any kind is obviously a violation of the Code, whether a student is cheating for him or herself, is working in groups on an individual assignment, or is helping another student cheat.

In addition, plagiarism is a violation of the Code. Any of the following, without full acknowledgement of the debt to the original source, counts as plagiarism:

- Direct duplication, by copying (or allowing to be copied) another's work, whether from a book, article, web site, another student's assignment, etc., without proper citation or notification.
- Duplication in any manner of another's work during an exam.
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained.
- Piecing together sections of the work of others into a new whole.
- Submitting one's own work which has already been submitted for assessment purposes in another subject.
- Producing an assignment in conjunction with other people (e.g. another student, a parent, a tutor) which is expected to be your own independent work.

For examples of acceptable and unacceptable uses of sources in writing, visit the following websites: www.oregonstate.edu/admin/stucon/plag.htm or [www.libraries.rutgers.edu/rul/libs/roberson lib/flashpresents/text plag.htm](http://www.libraries.rutgers.edu/rul/libs/roberson_lib/flashpresents/text_plag.htm)

Note: Students are responsible for clarifying expectations and following the Code with respect to all assignments and in all disciplines.

Consequences for Violation of the Code of Academic Integrity:

First Offense:

- A fail on the assignment or 5% of course grade (whichever is greater)
- A double “U” in the class
- A 500 word essay on why cheating is wrong (due the next day of issuance)
- Probation from all activities for ten weeks
- Parent call home (by witnessing teacher)
- An explanation to the law staff

Second Offense:

- A fail on the assignment or 5% of course grade (whichever is greater)
- A double “U” in the class
- A 1000 word essay on the definition of personal integrity (due the next day of issuance)
- Probation from all activities for a semester
- A formal parent conference with coordinator, counselor and administrator
- In-school suspension (plant management detail)

Third Offense:

*Varies from failure of the course to removal from the program.

“I have read over and reviewed the Student Code of Integrity Policy with my son/daughter, and understand the consequences involved with such integrity issues.”

Parent Name _____ Date _____

Parent Signature _____ Date _____

Student Name _____ Date _____

Student Signature _____ Date _____



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Student Code of Ethics

Reseda High’s Law and Public Service Magnet has adopted the following code of Ethics and all students are expected to adhere to its letter and spirit:

Reseda High’s Law and Public Service Magnet was established to serve students interested in law and civics and it is our expectation that you are in our program because you are interested in a law and/or public service career. We also expect that you will demonstrate exceptional character that is based on strong morals and ethics, showing that you have respect for yourself, others and reverence for the law.

This means that you will in no way jeopardize your reputation by consciously choosing to do any one of the following:

- Stealing from another
- Buying stolen property
- Defaming or threatening any person on a social network
- Shoplifting (regardless of price)
- Ditching School
- Using or selling drugs
- Drinking or selling alcohol
- Huffing

Or any other act that breaks the law.

Violation of any of the above is cause for removal from the program

“I have read over and reviewed the Student Code of Ethics Policy with my son/daughter, and understand the consequences involved with such actions.”

Parent Name _____ Date _____

Parent Signature _____ Date _____

Student Name _____ Date _____

Student Signature _____ Date _____

Los Angeles Unified School District
Reseda High Law and Public Service Magnet
Reseda High School ~ 18230 Kittridge St., Reseda California 91335 ~ (818) 758-3739

COMMUNITY SERVICE REQUIREMENTS

Each student enrolled in the Law and Public Service Magnet at Reseda High School needs to complete a community service requirement. The community service requirement is part of your child's permanent record here and is necessary for graduation and the prestigious graduation medallion.

MISSION STATEMENT: Community service provides character development, personal growth, and helps students recognize their connection to the community at large.

Service hours are also highly beneficial as a component in student portfolios that are evaluated for post-secondary education. Universities and scholarship organizations regard community service as an essential portion of a student's experience.

The following guidelines may help you in completing the requirements

- Each student in the program must have a minimum of **30 hours** completed for each year a student is enrolled in the program. At least 5 hours each year must be law enforcement related.
- Students may be compiling hours in May for the following year. Each year, all hours are due on **May 1st**.
- Hours are turned in on your service sheet to the Magnet Office.
- A verification letter **must** accompany service hours done for a non-school sponsored activity on organization letterhead.
- Students may refer to the service bulletin board outside the Magnet office for service opportunities.
- Students and parents are to keep a record of service hours completed. If there is a discrepancy, you will need the service sheet. Make photocopies of your service hour sheets.

Hours may be earned for the following types of activities:

- Service hours are to benefit the community in some way. Service hours are **NOT** earned when pay is received for the same job or when the service is part of the work in an academic course. (See below)
- Up to five service hours are earned per year for participation in the following school activities or **courses**. Hours must be approved and signed off by sponsor. Number of hours earned are at the discretion of the sponsor.
 - RHS sports teams
 - Spirit Squads
 - Performing arts, stage crew
 - Leadership
 - Yearbook, journalism
 - Club Office (Club meetings do not count)
- Service projects conducted by other service clubs. (Key Club, BSU, Debate Club, etc.)
- One-on-one tutoring. Peer tutoring, magnet mentor programs (overseen by a teacher)
- Involvement in community or civic projects

VERTIFICATION OF PATRICIPATION

Students need to be signed off by an authorized representative on the day of the event or **within one week** of the event. The event sponsor is not required to keep records for these activities. A verification letter, printed on organizational letterhead, **MUST** be attached to this service hour sheet if any non-school sponsored service project is completed. These letters are excellent letters of recommendation for your portfolio, your college applications, or your scholarship requests. These records need to be kept in a safe place with your important papers.

COMPLETION OF HOURS

Upon completion of your year's hours, please bring the completed service record to the Law and Public Service Magnet Office. Make copies of all service hour sheets for your records before turning them in. Service hour sheets are available in the Magnet Office, or on our web site.

“We both have read over the contract and are aware of the requirements.”

Student's name _____ Grade level _____

Student's Signature _____ Parent's Signature _____



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LAW & PUBLIC SERVICE DRESS FOR SUCCESS

Students in **Reseda's Law and Public Service Magnet** are required to participate in **Dress for Success** every Tuesday as part of their magnet graduation requirement. Dress code days also count towards class participation points in all classes. This dress code also applies to the students who attend field trips and special magnet events. Professional dress is conservative and required for the law world.

Dress Shirt (iron all clothes)

- Solid colored. Button down dress shirt either short or long sleeve
- Dress Pants (Men)
- Solid color dress slacks that must be pressed (no jeans or dockers)
- Shirt tucked into pants
- Belt required (black, brown or navy)

Dress Pants/Skirts (Women)

- Skirts, dress slacks, or professional capris pants (no stretch jeans, no khack pants)
- Skirts must be knee length (no short tube skirts)
- Blouses must be button down or of a professional, conservative style
- Skirts must be solid but can be any color
- Ladies can wear nylons or tights, but solid color (no crazy patterns)
- NO leggings or Black jeans

Footwear (Women)

- Do not wear platform or high heel shoes
- Heels: 3 inches or less
- Flats are acceptable. Make sure you wear dark, dress socks (not white)
- Any professional dress shoes or sandals
- No flip flops, tennis shoes, or casual sandals

Dress Shoes (Men)

- Solid color (black or brown)
- Black socks

Accessories:

Hair must be neatly groomed (no crazy colors or styles while dressed for success). Jewelry is acceptable as long as it is conservative

“I have read over and agree to the following law dress code rules.”

Student name (print) _____ Student Grade _____

Student Signature _____

Parent Name (print) _____ Parent Signature _____