



**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT IN PARTNERSHIP
WITH THE SACRAMENTO POLICE DEPARTMENT**

**JOHN F. KENNEDY HIGH SCHOOL
CRIMINAL JUSTICE MAGNET ACADEMY**



2016-2017 CADET CONTRACT AND MANUAL

Academy Vision Statement:

The vision of the Criminal Justice & Community Service Academy is to strive, through teamwork, to promote higher academic achievement, develop marketable career skills, encourage continued education, and enhance the quality of life in our community.

Academy Mission Statement:

The mission of the Criminal Justice & Community Service Academy is to have cadets academically prepared to attend a four-year college, behave professionally and respectfully at all times, be physically active, and be useful, productive members of their community. Cadets will be held to a higher standard of behavior and academics at all times.

Expectations

Sacramento Police Department Magnet Cadets do not lie, cheat, or steal, nor do they tolerate those who do

Core Values

- **Pride**
- **Professionalism**
- **Respect**
- **Teamwork**

The Academy instills the P.P.R.Ts in our cadets. We also focus on hard work, positive attitudes, maturity, and determination. We expect a high level of discipline, total loyalty, and sustained focus from all of our cadets. Graduates are goal-oriented and ready for any career or college they choose.

Lying, stealing, cheating, drug use (including tobacco), and fighting are not tolerated and will be dealt with in the harshest terms possible, including dismissal from the Academy.

Foundational Principles

- **Instill Academic Rigor**
- **Institute a Tutoring Culture**

- Enhance Life Skills
- Develop Career Skills
- Establish Education and Life Goals

Appearance

Cadets must report to the Academy well groomed in appropriate civilian attire, which is neat, clean, and free of offensive or questionable graphics. Any gang related clothes, jewelry, etc. will not be tolerated and will result in dismissal from the Academy. The dress code, as described in JFK's Student Handbook, will be enforced for both females and males.

Male cadets will have hair neatly trimmed, off the collar, with sideburns extended no lower than the bottom of the ear. Hairstyles shall not extend beyond one inch from the scalp. Mustaches shall not extend beyond ¼ inch past the corner of the mouth and not below the corner of the mouth. The rest of face must be clean shaven.

Female cadet's hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time when in uniform. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so no free-hanging hair is visible.

All cadets shall maintain an ongoing personal hygiene program that will maintain professional appearance.

Citizenship

Exemplary classroom demeanor, respect and professionalism are mandatory at all times in and out of school. Respect is one of the most important principles of the Criminal Justice Academy, thus this includes respect at home. Failure to follow this standard may result in removal from the program.

Academic Requirement

Cadets are required to meet the following standards:

- 2.0 Grade Point Average (G.P.A.) with no grade below a C.
- Satisfactory citizenship grade in ALL CLASSES.
- 90% attendance in ALL CLASSES.
- 50 Hours Community Service per year.

- Adhere to Academy guidelines at all time.

Cadets who are placed on probation and fail to correct the problem by the end of the quarter will be subject to removal from the program. Cadets placed on academic probation will be required to attend the after-school program for extra tutoring and academic support.

Community Service

Each cadet is required to serve a total of 50 (45 hours for 1st year cadets) hours of community service each year. That is the minimum of hours expected, but most cadets achieve many more hours. Cadets performing community service outside of the Academy will need prior approval by Academy staff.

Community service sheets must be completed and turned in by the end of each month. Hours are due on the last day of each month; it is the cadet's responsibility to keep up with his or her own hours and the due dates. **A minimum of 3 hours a month is required** (no exceptions). If a cadet signs up for a Community Service Event and for some reason cannot attend, it is the cadet's responsibility to find a replacement. If the cadet fails at this task, does not show up without an attempt to notify the Academy Staff within 24 hours or does not meet the three-hour minimum requirement, the cadet will be penalized. The cadet will also write a memo explaining his/her failure to attend the event and his/her failure to notify academy staff. A parent signature is required on the memo.

Magnet Cadet Code of Conduct Conduct/Classroom Rules

- Cadets shall at all times be **respectful** to academy instructors, school personnel, guest speakers, visiting police personnel, and other cadets.
- Cadets shall follow orders, so long as they are not illegal, immoral or unethical.
- Never question your superiors in a disrespectful way in public.
- If you disagree with an order, discuss it with your superiors in private, and if they don't change their decision, you must support their original orders.
- Insubordination will lead to possible removal from the Academy.
- All adults, instructors, school personnel, guest speakers, or visiting police personnel will be addressed as "**Sir**" or "**Ma'am**".
- Cadets must bring all necessary materials, pens, paper, books, etc., to class. No one will be excused to go back to lockers for materials.
- All bags, purses, books, etc., will be stored beneath the desk.

- Cadets will **remain attentive** throughout the class period.
- Any behavior or activity that is distracting or presents a danger to any other cadet, teacher, or adult will not be tolerated.
- Cadets will not belong to or participate in gang activities.
- Cadets will not use any illegal narcotics, including cigarettes.
- Cadets will present themselves professionally at all times (no sagging)
- Inappropriate images or sayings on shirts, too tight or skimpy clothing, wearing gang colors, etc. will not be tolerated.
- Cadets shall ask questions by raising their hand and waiting to be called.
- Once called upon the cadet will stand and begin each question by stating their last name followed "Sir" or "Ma'am." The cadet will stand up quickly and maintain good posture.
- Cadets will not disrupt class by talking. Any cadet talking during class will have his/her seat moved away from other cadets. No playing around in class will be tolerated. This is a learning classroom and not a playground.
- Passes will not be given during lectures.
- Cadets will be on time to all classes. Tardiness is not acceptable in any class.
- Cadets will not engage in any illegal activities.
- The staff will determine seating chart.
- Pushups, or other forms of physical training, will be assigned to individual cadets or the entire class as corrective measures.
- Chewing gum in class will result in 50 pushups for the cadet, and a requirement that they remove gum from desks in the classroom during lunch.
- Cell phones are never allowed out, unless directed by staff.
- Fourth-year cadets are not allowed to date first-year cadets under any circumstances.
- Cadets are not allowed to access their Academy lockers while Law class is in session.

Program Organization

All cadets are required to complete A-G requirements to be University of California (U.C.) or California State University (C.S.U.) eligible. In addition, cadets are required to take Physical Training (P.T.) all four years of the program. Exceptions to the P.T. requirements will only be made if cadets want to take Advanced Placement (A.P.) classes or other academic classes that will make them more competitive to get into college.

Law class is the academic class that cadets take all four years. The curriculum is closely aligned with the curriculum taught at the Sacramento Police Department's

academy, and mirrors Peace Officers Standards and Training (P.O.S.T) requirements.

Academics

This following is a typical schedule for a cadet. If cadets are advanced, we encourage them to take A.P. or college level classes, and their schedule will be adjusted accordingly. Government and Economics are handled by passing all four years of Law class and Independent Study.

9 th Grade	10 th Grade	11 th Grade	12 th Grade
English	English	English	English
Algebra (Geometry)	Geometry (Algebra 2)	Algebra 2 (Pre Calculus)	Chemistry (Physics)
Physical Science (Biology)	Biology (Chemistry)	U.S. History	Art (Usually handled in summer school)
P.T.	P.T.	P.T.	P.T.
Law I	Law II	Law III	Law IV
Geography	World History	Foreign Language	Foreign Language

Law Class

Law class is required all four years. The curriculum is designed to mirror the technical and academic training a Sacramento Police Department (S.P.D.) cadet receives in the S.P.D. academy. The text is the P.O.S.T. approved Learning Domains (L.D.), which is supplemented with other texts as needed.

Law I - This is the first year course in a four-year sequence of classes and is really two classes. Cadets are required to attend Law I during the day and ALL Law I cadets are REQUIRED to attend the after school program which runs from 15:28 to 16:40 Monday through Wednesday to get academic support as well as participate in other Academy activities. Cadets will learn to live and abide by the rules, values, and behavioral expectations of the academy. Academically, during the first semester, cadets will study the history, ethics, and professionalism of the police, community policing and American law enforcement today. The second semester the course will include crime and its consequences, the process of American justice, and general aspects of criminal law. Cadets will be required to complete a 3 page research paper and several projects throughout the year.

- Law II -** The second year course focuses on the applied aspects of policing and criminal justice. The first semester starts with computer technology – Word, Excel, Power Point, and Access. Cadets will also study career options within the criminal justice field. As we move into the second semester, the curriculum will mainly focus on driver's education, vehicle code violations, driving while under the influence of alcohol, vehicle/felony vehicle stops and general driving patrol techniques. The cadets will also be responsible for competing in Quiz Bowl and participation is mandatory. Cadets will be required to complete a 5 page research paper and several projects throughout the year.
- Law III -** The third year course focuses on the courts and delves deeper into specific aspects of the law. Academically, the first semester will include units on the power to arrest, the juvenile justice process, search and seizure, and protection and collection of evidence. The second semester starts with a Mock Trial competition, where we compete against other schools in the region. All cadets are required to participate and must attend the competition trials, of which there are usually 4. Again, attendance at the competition trials is mandatory. We will build on the work during the first semester and focus on crime scene investigation, forensic science, courtroom testimony and demeanor, and tactical communications. Cadets will participate in a significant amount of small group work-stressing analytical problem solving. Role-playing and scenario training will be utilized to increase the cadets' practical knowledge. Cadets will be required to complete a 7 page research paper and several projects throughout the year. During the summer between Law III and Law IV all cadets are required to either have an internship or a paid job to get real work skills.
- Law IV -** The fourth year course emphasizes report writing and college level curriculum. Units of crimes against persons, crimes against property, weapons violations, domestic violence, sex crimes, and multicultural relations are college level themes and will require steadfast commitment. We will also focus on field investigation and report writing of particular crimes. Scenarios training and role-playing will be used extensively. Cadets will also participate in workshops to help them compete successfully for job testing in the law enforcement field. Finally, cadets are required to train for and participate in CSI Sacramento. Participation is mandatory. Cadets will be required to complete a 10 page research paper and several projects throughout the year.

College Counseling

All cadets are required to meet the A-G requirements to be eligible to apply to the U.C. or C.S.U. systems. A college counselor will work the cadets once a month for the cadet's career in the Academy. Juniors are required to attend Scholastic Aptitude Test (S.A.T.) preparation, which will be provided by the Academy, free of charge. The S.A.T. test is used by colleges to determine admissions. The S.A.T. preparation program is **mandatory** and will be offered after school during the Fall and Spring semesters. Cadets will receive a grade for participating.

After School Program

All first-year cadets are required to attend the after-school program the first semester in the program to get academic support as well as participate in other Academy activities. The program runs Monday through Wednesday from 15:28-16:40. Tutors in math and other subjects will be available. Any cadet who is below a 2.0 grade point average (G.P.A.), either overall or semester, will also be required to attend the after-school program until they bring up their grades. Cadets will receive 5 elective credits if they complete the program successfully and are required to be on time, focused, and hard-working.

Cadets who are in sports may be allowed to attend their team's after-school program on a case-by-case basis.

Physical Training

Cadets are required to take the academy physical training course for 4 years while you are enrolled in the program. This is mandatory. Exceptions to the P.T. requirements will only be made if cadets want to take Advanced Placement (A.P.) classes or other academic classes that will make them more competitive to get into college. P.T. will include units in First Aid, CPR, Weaponless Self-Defense, Arrest & Control Techniques, as well as physical fitness (i.e., aerobics, weight training, team sports, circuit training, and much more.)

Grades and Testing

It is the general purpose of the Sacramento Police Department Administration, Staff and School District to support, assist and evaluate your performance in the Academy. During your time in the academy you will be evaluated in all areas of training. It is your individual effort in each phase of training that will determine your success.

Grading Policy

Grades are divided in categories (see below). If, for example, you fail to complete your monthly community service requirement, then the highest grade you can get is an 80%, irrespective of the grades in the other categories. ***Keep all papers pertaining to your grade.*** It is your responsibility to prove any discrepancies with the grade book. Cadets and parents are encouraged to get a password to Infinite Campus so they can follow their grade at all times.

- Inspections = 15%
- Community Service = 15%
- Tests/Quizzes = 20%
- Final = 20%
- Homework = 10%
- In Class/Projects = 20 %

- 90-100 = A (passing grade)
- 80-89 = B (passing grade)
- 70-79 = C (passing grade)
- 60-69 = D (not passing grade for college purposes)
- 0-59 = F (not passing grade)

- **Community Service Grade**
 - Each cadet will get a community service grade each month. This grade is 15% of their overall grade, and it is difficult to pass the class without the community service. There will be some months where the cadet will have find their own community service.
 - 6 hours and above = A+ (passing grade)
 - 5 hours = A (passing grade)
 - 4 hours = B (passing grade)
 - 3 hours = C (passing grade)
 - 2 hours = D (not passing grade)
 - Below 2 hours = F (not passing grade)

Late/Missing Work Policy

Homework, tests, or projects turned in late will result in half the points for the assignment.

Absences

A cadet will have one day for each day of excused absences to turn in make-up work and still get full credit. If the cadet fails to turn in the missed work within the prescribed period then the work will be considered late (see Late Work Policy). If a cadet is absent on uniform inspection day, they must wear their uniform the first day back. Failure to wear their uniform the first day back will result in the same consequences listed under "Consequences for Not Wearing Class "A" Uniform Correctly."

Tardy Policy

When the tardy bell rings, all cadets **will be** at attention at their desk. If cadets are not at attention, the whole class will be held responsible. This can be in the form of writing a memo explaining why that cadet was not at attention, and/or doing push-ups.

Never come to class late. ONE SECOND LATE IS LATE. Not standing at attention by your desk is considered late. Tardiness will not be tolerated. The following will occur if a cadet is tardy:

- 1st Tardy: Cadet assigned to detention
Cadet notifies parent (in front of instructor) of his/her detention
- 2nd Tardy: Same as above
- 3rd Tardy Cadet assigned to Saturday School
POSSIBLE LETTER GRADE REDUCTION
POSSIBLE REMOVAL FROM ACADEMY

Protocol when Entering the Office

Proper protocol will be used when the cadet wants to enter the Academy Staff's office.

1. Stand at the doorway.
2. Knock three times with command presence.
3. Await the Academy Staff to acknowledge you.
4. Then say, "Ma'am/Sir, Cadet (your last name) request permission to enter your office."

P.T. Uniforms

The academy will issue each cadet a P.T. Uniform (at no cost to the cadet). However, any other additional uniform attire (for spare) may be purchased from the academy. The cadet is responsible for taking care of the uniform including cleaning and mending as needed. **If the cadet loses the uniform, he/she will have to replace it at their own cost.**

The P.T. Uniform will be worn as follows:

- Shirts will be tucked in.
- Pants will be pulled up to at least the top of the hips (no sagging) and legs will be pulled down to the shoe.
- No jewelry allowed (including watches) on the P.T. Uniform except if it is a medical bracelet or a religious item. If item is of religious nature, a memo with a parent/guardian signature is to be submitted to the P.T. Instructor notifying him/her of the item being worn.

Upperclassmen may wear their uniform from previous years. It must be clean, and free of noticeable wear and tear.

Additional P.T. Uniform Requirements Not Furnished:

- One pair of jogging shoes. Example of acceptable jogging shoes: Adidas, Reebok, New Balance. Failure to wear appropriate running shoes will result in a non-suite.
- Select a style that will give you solid foot and ankle support. You should try to run in these shoes a few weeks prior to the beginning of the school year to break them in. This will allow you to get used to the shoes and prevent getting painful blisters during physical training.

Criminal Justice Academy Class "A" Uniform

The Academy will issue each cadet a uniform at no cost. This uniform is the property of the Sacramento Police Department. Each cadet is responsible for the uniform issued to him or her. If the uniform is damaged or lost, the cadet will be required to pay for its replacement.

1. The uniform will be worn in a specific manner. See Uniform and Grooming Standards handout.
2. Freshman will wear the community service uniform.
3. The Uniform patch will remain covered during travel time to and from school using the assigned blue jacket, which is purchased by the cadet from the Academy. Cadets are allowed to wear the uniform uncovered on

- campus only, or for an off-campus activity only at the direction of the advisor.
4. Cadets may not wear any uniform item that is not issued, without the prior consent of the advisor.
 5. Response Gear 6" Delivery II Men's or Women's Work Boot. Boot must be clean and free of debris. A picture will be provided.
 6. Hair will be groomed (Male-short, neat and above ear. Female-long hair to be worn up against the head neatly in a bun, hair accessories must match hair color. Short hair above collar and behind ears.)
 7. No colored nail polish allowed while in uniform. Nails must be trimmed, short and neat.
 8. No jewelry or piercings allowed while in uniform.
 9. No jewelry except a watch, a medical bracelet, items of a religious nature. If item is of religious nature, a memo along with a parent/guardian signature is to be submitted to the Commanding Officer notifying him/her of the item.
 10. No headphones or ear buds while in uniform.
 11. No public displays of affection (P.D.A.) while in uniform.
 12. No chewing of gum while in uniform.
 13. If a cadet removes part of the uniform during school hours, it will be treated as a failure to wear the uniform correctly, with the same consequences.
 14. The only acceptable cover while in uniform is the blue jacket that all cadets are required to purchase. (see Additional Uniform Requirements Not Furnished)

Additional Uniform Requirements Not Furnished

1. Response Gear 6" Delivery II Men's or Women's Work Boot. Boot must be clean and free of debris. A picture will be provided from Big 5 on Florin. Mention the Academy and get 10% off.
2. Plain black socks
3. Cadets are required to purchase a blue jacket from the Academy at \$20. The jacket is the only acceptable cover for the uniform when in public or at school.

Consequences For Not Wearing Class "A" Uniform Correctly

1. Failure to wear uniform:
 - a. First offence: 0 for inspection and detention
 - b. Second offence: 0 for inspection and Saturday School
 - c. Third offence: 0 for inspection and possible removal from Academy
2. Cadets may also be required to write a memo explaining their failure to wear the uniform correctly.

Promotions/Chain of Command

Cadets in the Criminal Justice Academy may have the opportunity to be promoted to Corporal, Sergeant, Lieutenant, Captain, or Company Commander. The following criteria will be considered in order to qualify for application.

- Acceptable Academic standing
- Satisfactory citizenship grades in all classes
- Must be a positive role model and leader to cadets

Program Incentives and Motivation

As a member of the Criminal Justice Academy, cadets will have an opportunity to attend and participate in a wide variety of extra high school events. Cadets attend academically oriented field trips that are exciting and stimulating mentally, physically and emotionally. In a nut-shell, the trips are fun and most high schools in general cannot offer an array of trips that support learning and keeping cadets motivated.

- Sacramento State Tour/Team Building Activities
- Sacramento State Advanced Rope Course Activities
- Leadership camp – overnight camping trip
- Aquatic Center
- Alcatraz/Angel Island – Historical examination of the prison system
- Sly Park weekend training
- Laser Tag
- Paint Balling
- Week long Senior Trip to Washington D.C.
- Sacramento Police Department Driving Course – cornering, skid pad, etc.
- Career Day at the Sacramento Police Department Communication Center
- End of Year trip for those who maintained GPA and attendance
- College tours (every year for every grade level)

**Memorandum
Sacramento Police Criminal Justice Academy**

TO: Academy Staff

FROM: _____
(Print cadet name)

SUBJECT: Academy Equipment Loan

I understand that any equipment I receive from the Sacramento Police Academy is to be considered "on loan", and will be returned to the Academy staff by me upon completion of training, dismissal, or upon demand from the Academy Staff.

I also understand that I am responsible for the safe return of Academy equipment/Honor Guard equipment and that I am to maintain the equipment in good condition while it is in my care. I understand that I am responsible for the reasonable value for the equipment if it is not returned in the same condition in which it was provided to me.

Furthermore, I understand that my certificate of graduation may be withheld until all loaned equipment has been returned to a member of the Academy Staff. The following is a list of items that will be furnished to each cadet and must be returned back to the Academy once the cadet graduates or leaves the program.

Cadet Signature: _____

Parent/Guardian Signature: _____

Date: _____

**Memorandum
Sacramento Police Criminal Justice Academy**

TO: Academy Staff

FROM: _____
(Print cadet name)

SUBJECT: Memorandum of Understanding

I hereby acknowledge receiving a copy of the Sacramento Police Department's Criminal Justice Academy Cadet Contract and Manual. I understand I am required to be familiar with and obey all Rules & Regulations while enrolled in the Academy. I further understand that if I fail to complete the prescribed course of training, or obey the policies, procedures and expectations in the Manual, I may receive disciplinary actions up to, and including dismissal from the Academy.

*School of Attendance area: _____

*To cadets who are attending through open enrollment or permit: If you leave or are dismissed from the Criminal Justice Academy Program, you will be transferred back to the school to which you are assigned to based on your home address as soon as possible.

Cadet Signature: _____

Parent/Guardian Signature: _____

Date: _____

Criminal Justice & Community Service Academy

Cadet Information

DIRECTION: Each cadet will complete this form as accurately as possible. Print all information neatly and clearly in black ink, capital letters only. For any additional comments, use the section at the end of this form. If information is not applicable to you, indicate with "N/A".

CADET

Name: _____

Address: _____

Cell Number: _____

E-mail: _____

PARENTS/GUARDIANS

Mother's Name: _____

Father's Name: _____

Guardian: _____

Address: _____

Home Phone: _____

Work Phones:

- Mother's: _____

- Father's: _____

- Guardian's: _____

Cell Phones:

- **Mother's:** _____
- **Father's:** _____
- **Guardian's:** _____

E-mails:

- **Mother's:** _____
- **Father's:** _____
- **Guardian's:** _____