

**RESEDA HIGH SCHOOL
POLICE ACADEMY MAGNET**

Est. 1998



CADET CONTRACTS HANDBOOK



Reseda High School

POLICE ACADEMY MAGNET

18230 KITTRIDGE STREET, RESEDA, CA 91335

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

Student Code of Integrity

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

Reseda High's Police Academy 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/lib/roberson lib/flashpresents/text_plag.htm](http://www.libraries.rutgers.edu/rul/lib/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
- Demotion from rank
- Parent call home (by witnessing teacher)

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, administrator and police officer
- 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 Police Academy Magnet has adopted the following code of Ethics and all students are expected to adhere to its letter and spirit:

Reseda High’s Police Academy Magnet was created to serve students who wanted to serve their communities. As a high school police academy cadet, it is our expectation that you are in our program because you are interested in a law enforcement and/or a law enforcement career and will demonstrate exceptional character; one 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 offense that is a violation of the law

Violation of any of the above is possible 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 _____

RESEDA HIGH SCHOOL POLICE ACADEMY COMMUNITY SERVICE REQUIREMENTS

Each student enrolled in the Police Academy 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

VERIFICATION OF PARTICIPATION

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 Police Academy Magnet Office. Make copies of all service hour sheets for your records before turning them in. Service hour sheets are available in the Police Academy Magnet Office, or on our web site.

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

Cadet’s name _____ Grade level _____

Cadet’s Signature _____ Parent’s Signature _____



Police Academy Grooming Standards Reseda High School Police Academy Magnet

Grooming (applies to Inspection Day, PT or designated special events)

1. A clean, neat appearance is a must. Boys must be clean-shaven.
(neatly shaven, small moustache O.K. for seniors only)
2. Hair must be natural color, neat and groomed and not to extend below collar line
Ladies must wear their hair in a bun. Gentleman must have their hair neatly cut and neatly groomed.
3. Fingernails must be clean and trimmed. Girls may wear a conservative shade of polish with no ornamentation on the nails (no polish for inspection days).
4. Female Cadets: No earrings or jewelry (class ring only for seniors)
Male Cadets: No piercing or earrings.
5. Bracelets, necklaces or conspicuous rings may not be worn with uniform.
6. Shirts should be clean and neatly pressed
7. Pants should be neatly pressed
8. Shoes/boots must be Black leather and able to keep a polish.
9. Socks should be black.

As a representative of the Police Academy program, it is expected that you conform to the standards of the program. If in doubt about how you should look, check with your on-site police officer.

Student Conduct

As a student in this program, you are expected and required to conduct yourself in a respectful and professional manner at all times. Not only are you a role model to other students, you are a representative of the Los Angeles Police Academy Magnet School, and also of your community. You are the key to making and keeping a good, solid reputation for yourself, your school and for this program. The following rules shall be adhered to at all times. Violation of these rules may result in exclusion from the program, and will result in exclusion from activities including field trips, assemblies, internships, etc.

Each student shall:

1. Maintain good attendance in every class. Ten absences and/or five tardies, with or without a note, are cause for exclusion.
2. Maintain a 2.0 grade point average. Students who receive below standard marks during any report card will be placed on academic probation and may be a cause for exclusion from Police Academy activities and the program itself.
3. Arrive in class prepared to work, with all necessary materials. (Pens, pencils, paper, books, PT gear, etc.)
4. Address all adults properly. (Sir/Ma'am)

5. Raise your hand, and wait to be called on before speaking.
6. Stand at attention when any adult enters the magnet classroom, until you are put at ease.
7. When asking a question to a visitor or guest speaker you shall:
Raise your hand and wait to be called on.
Identify yourself, "Sir/Ma'am, Cadet officer".
Ask your question
Take your seat
8. Give your full attention to any person giving a presentation in class.

UNIFORM DRESS

One day each week, students will be required to wear their issued uniforms. We will have inspection on this designated uniform day. Uniform requirements are as follows:

- 9th graders—Blue polo shirt, dark blue uniform pants.
- 10th – 12th graders—Light blue button-up shirt, dark blue uniform pants. (No jeans)

While in uniform, students shall adhere to grooming guidelines.

MERITS AND DEMERITS

Merits points will be awarded for outstanding performance, uniform appearance and effort. Full participation in the program will lead to many MERIT opportunities (i.e. student of the month, commendations, certificates, helping with classroom tasks, etc.).

Demerit points will be issued when a student fails to demonstrate acceptable performance, behavior, effort, and has a poor uniform appearance. If a student accumulates more than 2 demerits in one week, he or she will be excluded from the next field trip. If a student accumulates more than 20 demerits in one year, all privileges will be withdrawn.

Merits points can be used to cancel demerit points.

RIBBONS AND AWARDS

Students have many opportunities to earn ribbons for excellence. These ribbons are awarded periodically and reflect achievement in different areas. Ribbons are to be worn on your uniform. Following is a list of ribbons:

1. **ACADEMIC PERFORMANCE**
Academic Excellence Award (3.5 GPA)
Academic Merit Award (3.0 GPA)
2. **PHYSICAL FITNESS**
Physical Fitness Excellence Award
Physical Fitness Merit Award
Physical Fitness Award
3. **SERVICE**

- Meritorious Service Award
- Community Service Award
- 4. CONDUCT
 - Good Conduct Award
- 5. CITIZENSHIP
 - Good Citizenship Award

RANK

Each class will have one class leader and squad leaders. The class leader is responsible for calling the class to attention when necessary, organizing the class and providing leadership in and out of the classroom. The squad leaders will be responsible for each of their squads. If the class leader is absent or otherwise occupied, a squad leader shall assume leadership responsibilities. Class and squad leaders will be chosen based upon leadership abilities, academic performance and attitude. If a class or squad leader's grades fall below an acceptable level, they will be stripped of their rank and a replacement shall be appointed. Class leaders shall be examples and capable of participation in all aspects of the program including the training program and physical activities. Students should be expected to show good citizenship, behavior and morality both in and out of school.

This program is designed to bridge the gap between wanting and achieving. We are here to help you reach your goals. With this comes an understanding that in life, there are things that we don't necessarily want to do, but we must do them anyway. Accepting direction is the first step in this process, commitment is the next. Everything that we do in this program is designed to ultimately help you achieve success. Students must do a minimum of 30 voluntary community service hours each school year or will be excluded from Police Academy activities.

I understand and accept my obligations and responsibilities

Cadet's Name (print) _____

Signed by Cadet _____

Signed by Parent _____



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ACKNOWLEDGEMENT OF RISK AND INFORMED CONSENT FOR RESEDA HIGH SCHOOL POLICE ACADEMY PHYSICAL TRAINING

We are aware that play/participation in any sport or physical activity including the Police Academy Physical Training Program (including obstacle course participation) can be a dangerous activity involving MANY RISKS OF INJURY. We understand that the dangers and risks of participating in physical activities include the high cost of medical care and impairment of the student’s future ability to earn a living and to engage in other business, social, and recreational activities.

Recognizing these risks, we consent to the participation of:

_____ (Print Student’s Name)

in the Police Academy Physical Training Program at Reseda High School. Because of the dangers of participating in these activities, we recognize the importance of following the teachers and coaches instructions regarding techniques, training and other safety rules, as well as following such rules.

BOTH THE APPLICANT STUDENT AND A PARENT OR GUARDIAN MUST READ CAREFULLY AND SIGN. IF THERE ARE QUESTIONS CONTACT THE PROGRAM COORDINATOR OR THE ADMINISTRATOR IN CHARGE.

_____ Student Name (Print Legibly)

_____ Signature of Parent

_____ Date

_____ Signature of Student

_____ Date