



# STUDENT & PARENT

## Policy and Procedures

### 2008-09

Public Safety Academy  
1494 E. Art Townsend Dr., San Bernardino, CA 92408 Phone: (909) 382-2211/Fax:  
(909) 382-2202

*"Nothing great in the world has been accomplished without passion."*

Dear Students and Families enrolled at the Public Safety Academy,

Welcome to all new and returning students!

As the new school year gets underway, we excitedly anticipate the high quality work that students at our schools will produce this year. Public Safety Academy is a place where students can find and develop their passions. Our overriding goal at Public Safety Academy is for students to produce high quality work for a real audience.

To help ensure a safe and respectful community, we have developed a number of important policies, which are articulated in this handbook. Both parents/guardians and students must abide by all of the policies, including the acceptable use policy. Please familiarize yourselves with all of this information.

Please note that on the application form and on the registration form you signed a statement that your family is familiar with, and will abide by, all of the policies included in this handbook.

We look forward to another exciting school year!

Sincerely,

Michael E. Dickinson, CEO

Jeff Brieten, COO

***\*\*Please sign the tear-off indicating receipt and acknowledgement of the school policy and procedures set forth within this handbook and return to your child's school.***

## **CLOSED CAMPUS POLICY**

*PSA is a closed campus. PSA hours are the following, during which all students must remain on campus unless on an approved field trip.*

*7:00 a.m. - 2:40 p.m.*

**Students must be present at and on time for all of their classes.**

### **Written Permission**

Students cannot leave campus during the school day without prior written consent from their parents or guardians. This permission form or written note may be given in advance to the front desk staff. An early dismissal slip is needed for students to leave school before the end of the day. The only exception to this closed campus rule is the academic internship program, which requires different approval forms for liability purposes.

### **Sign Out**

Parents/guardians must sign their students out at the front desk when students leave campus before the end of the school day. Students must check in at the front desk for a tardy slip, when they return from a midday appointment or when arriving late for school. (Please see Attendance Information).

### **Student Drivers**

Students who drive their own vehicles to and from school must comply with the following rules. Failure to follow these rules will result in an immediate disciplinary meeting. *Please note: We have an allocation of parking spaces, and students must obtain permission to use one of those spaces.*

Students who drive to and from school will be asked to provide the following information:

- Name of student and signature
- Student's Driver's License number
- Parent and/or Guardian name and signature
- Car make and model and license plate number of each vehicle the student may be driving Automobile Insurance Policy Number and expiration date

### **Parking**

Students will be issued parking permits for parking spaces on a space available basis.

## **Student Passengers**

Students who drive to and from school may not drive other PSA students in their vehicle during the school day without written permission, in advance, from the parents of any student who may be a passenger. Students are not allowed to drive other students to their public safety internships.

## **ATTENDANCE**

The project-based nature of the PSA program makes attendance extremely important. Significant absences due to illnesses, repeated unexcused absences or tardiness will lead to academic and disciplinary consequences.

PSA requests that families schedule vacations or special programs so as not to conflict with school. In particular, the final two weeks of any semester are critical, as they culminate in the student exhibitions and presentations upon which faculty base their final assessments.

Any student who is absent three days or more for a reason other than illness must fulfill the commitments of a CIS (Student Contract for Independent Study). Any student who misses three or more consecutive days for a reason other than illness may not pass any course they are enrolled in without having satisfied this CIS requirement. **For more information about how to request a CIS, please call the main office.**

Furthermore, any student who has missed five consecutive days of school without any contact between their family and the school may be withdrawn from the school. Any student, who has missed fifteen consecutive days of school, even with contact from their family to the school, may be withdrawn from the school.

In the event of a necessary absence, the attendance staff needs your assistance in providing us with the following information:

Please call the main office when your child is absent. Student absences will be verified by a call home.

We encourage you to schedule appointments before or after school. However, we understand that sometimes missing school cannot be helped. If your child needs to be excused early due to a doctor or dental appointment, let the attendance office know before the appointment, either by a call or a note. Your child will be given an early dismissal slip to be excused from class. Parents/guardians please come in to the office and sign your child out of school at the front desk, and provide us with a doctor's excuse, which can be brought in the following school day.

When your child is late for school, a call is preferred but not required.

## **MEDICATION (Prescribed or Over-the-Counter)**

PSA does not have a nurse on staff. The main office staff will have first aid kits and will be your *health center* point of contact. We can store a supply of prescription medicines for your son/daughter to keep on hand in case of an emergency. There is a form to complete and all medication must be in its original container clearly marked with the name of student, the name of medicine and appropriate dosage instructions as prescribed by your doctor. Students may keep inhalers for asthma conditions, over-the-counter medicines, i.e. Tylenol, Motrin, etc. and supplements like glucose tablets in their possession.

## **TRANSFERABILITY OF CREDITS**

PSA core courses are approved or are in the process of being approved by the University of California. We have seen that courses offered at PSA are as transferable as those of a traditional district high school to other schools, and are recognized as such by colleges and universities.

## **MINIMUM GRADE REQUIREMENTS FOR CORE COURSES**

PSA requires that students receive a C- or higher in all core academic courses. No D's or F's

## **CODE OF ACADEMIC INTEGRITY**

The students of PSA, 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 procedures in this Code of Academic Integrity

### ***Definition***

Violations of the Code of Academic Integrity may take several forms. Any of the following, without full acknowledgment 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.;
- 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 assignments in conjunction with other people (e.g. another student, a tutor) which should be your own independent work

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

Examples:

This page gives examples of acceptable and unacceptable uses of sources in writing.

[www.oregonstate.edu/admin/stucon/plag.htm](http://www.oregonstate.edu/admin/stucon/plag.htm)

This brief guide from the Paul Robeson Library provides an excellent overview.

[www.libraries.rutgers.edu/rul/lib/robeson\\_lib/flash\\_presents/text\\_plag.html](http://www.libraries.rutgers.edu/rul/lib/robeson_lib/flash_presents/text_plag.html)

Consequences for not following the academic code of conduct may include receiving a zero on the assignment, failing the course, and/or expulsion from the school.

## **INTERNET AND ELECTRONIC MAIL USAGE POLICY**

We are pleased to offer the students of PSA access to the school computer network for electronic mail and the Internet.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, PSA supports and respects each family's right to decide if their child should not have Internet access, and relies on the family to inform us of that choice.

### **Internet and E-Mail Rules**

Students are responsible for good behavior on school computer networks just as they are everywhere in the school environment. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.

Individual users of the computer networks are responsible for their behavior and communications over these networks. It is presumed that users will comply with school standards. Beyond the clarification of such standards, PSA is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be accessed by network administrators to review files and communications, maintain system integrity and ensure that users are using the system responsibly. Students should have no expectation of personal privacy in any matters stored in, created, received, or sent over the school computer networks, computers, e-mail system, the intranet, internet or any other school equipment ("I.T."). These are subject to

review by the schools at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian. The school reserve the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, e-mail system or any other school equipment, without notice and without the permission of any user. Moreover, to protect the integrity of the our I.T. systems and the users thereof against unauthorized or improper use of these systems, the schools reserve the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the school director or his/her designee.

Students are prohibited from using I.T. for any unauthorized or unlawful purpose. Using I.T. to send, save, view, forward or create harassing or offensive content or message is strictly prohibited. Offensive material includes, but is not limited to pornographic, obscene, or sexually explicit material, sexual comments, jokes or images that would violate the school policies. The school policies against harassment and discrimination apply to the use of I.T.

Students must respect all copyrights and licenses to software and other on-line information, and may not upload, download, or copy software or other material through I.T. without the prior written authorization of the director of I.T. or his/her designee.

Within reason, freedom of speech and access to information will be honored.

The following are some of the actions that are not permitted, and violations may result in a loss of access as well as other disciplinary or legal action, including expulsion.

- Any attempt to guess passwords, break in to other accounts, or gain unauthorized access to administrator accounts
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

### **Respect for Self and Others**

***Behavior:*** PSA students, parents/guardians and staff are expected to respect others and support teaching and learning. Prohibited behavior by any member of this community, students, parents and staff alike, includes using offensive language, ignoring a staff request, employing intimidation, threatening another with physical or other harm, slander, sexual harassment or misconduct, lying, theft, and fighting. Anyone engaging in prohibited behavior may be subject to discipline including the possibility of being subject to an expulsion hearing. Willfully causing physical harm to another member of the PSA

community will lead to an expulsion hearing. Any student who steals from the school, another student, or staff member will be subject to an expulsion hearing.

**Vandalism**: No one is to injure, destroy, deface or trespass on school property. Since we have recently remodeled school buildings and because a clean environment is important to all, vandalism will be dealt with severely. All Students and Staff are urged to treat the building with care and respect.

**Weapons**: Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, and anywhere on the premises. Violations will lead to expulsion. Items that appear to be weapons are prohibited as well.

**Drugs, alcohol, and tobacco**: Drugs, alcohol, and smoking are prohibited in the school, on the campus, and at off-campus school functions. Violations can lead to suspension or in some cases an expulsion hearing.

**Personal electronics**: Cell phones; pagers and/or beepers must be off during school hours. In the event that a student is caught using their device during school hours it will be confiscated for five days and only be returned to a parent or guardian. Further violations of this rule will result in removal of the device till the end of the semester. **Walkmans, Ipods, MP3 Players, and all similar electronic devices are not allowed.**

**Computer games**: Playing computer games or video games on campus is unacceptable at any time.

### **Disciplinary Consequences**

The purpose of disciplinary action at PSA is to ensure that individual students, their parents/guardians and the PSA community stay focused on growth and learning. Prompt resolution of the problem or issues is expected. Discipline may include a warning to the student, parent/guardian notification, and a written commitment by the student to improve his/her behavior and/or performance. In addition, depending on the nature of the infraction and the student's past performance, any or all of the following consequences may be appropriate:

**Academic consequences**: Infractions that are primarily academic in nature, such as non-participation in class or turning in an assignment late, may result in students receiving a lower grade.

**Suspension**: A student may be suspended from school as deemed necessary. Academic make-up work is required. Return to school is contingent upon submission of a written essay addressing the issue at hand and stating how the student intends to move forward.

**Expulsion**: After a proper investigation and hearing, a student may be expelled from PSA.

The following forms of behavior by a student, parent or guardian represent mandatory grounds for expulsion:

- The threat, causation or attempted causation of physical injury to another person, including sexual assault.

- Possession of a weapon (e.g., firearms, knives or explosives) or possession of a replica firearm.
- Unlawful possession, use, sale, offer or being under the influence of any controlled substance, alcoholic beverage or any intoxicant.

The following forms of behavior by a student, parent or guardian represent that may result in expulsion and/or the loss of an invitation to return to the schools in the following academic year:

- Theft or attempted theft of school or private property.
- Destruction or attempted destruction of school or private property.
- Any attempt to guess passwords, break in to other accounts, or gain unauthorized access to administrator accounts
- Extortion.
- Obscene or offensive acts or habitual profanity or vulgarity.
- Abusive behavior or treatment by students or their parents of another, including other members of the student body, staff, faculty and administrators.
- Disruption of school activities or willful defiance of valid school authorities.
- Violation by a student and/or parent/guardian of a policy or procedure as set forth in this student handbook.
- When the student and/or her/his parents/guardians have demonstrated s/he and/or they do not value his/her place at the school.
- When expulsion and/or the loss of an invitation to return to the schools is in the greater interest of the school community.

*PLEASE NOTE THE FOLLOWING GUIDELINES*

PSA is frequently approached by requests for interviews and pictures by print and broadcast media outlets.

PSA reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph and print student's name, grade, voice, picture, likeness and actions as an individual in connection with school activities.

**FIELD TRIP DRIVER INSURANCE VERIFICATION**

Parents/guardians volunteering to drive for a school field trip will be asked to provide the following information: (Forms are available at your school's front office.)

- Parent/guardian Name
- Address
- Telephone Number
- Driver's License Number
- Make of Vehicle, Model and number of seatbelts in car
- Insurance Company, Policy Number and Expiration date

Minimum liability recommended by PSA to be carried by field trip drivers is a combined single limit of \$300,000 for bodily injury, property damage, and uninsured motorists

While we appreciate your offer to drive, we need to point out that the legal responsibility while the vehicle is being used to transport students rests entirely upon the registered owner of the vehicle. The parent or guardian understands that the school's liability insurance does not cover their vehicle, but only students on a required field trip and students participating in approved after-school activities. The parent or guardian understands that any other children of drivers are not covered by the school's insurance. They may be covered by the driver's insurance.

By law the number of people in the vehicle should total no more than the number of seats and seatbelts.

Seatbelts must be used by everyone in the vehicle. No exceptions.

**RE-ADMISSION REQUIREMENTS**

Public Safety Academy is a school of choice. Students who choose to enroll at PSA must seek re-admission on an annual basis. The Public Safety Academy sets out the school's policy for readmitting students;

“Public Safety Academy will evaluate the performance of all enrollees annually and consider each for readmission.”

The established criteria for evaluating students who seek readmission include consideration of the following:

- Whether or not the student may have engaged in “disruption of school activities or willful defiance of valid school authorities.”
- Whether or not the parent/guardian may have engaged in inappropriate, threatening or abusive behavior toward staff, faculty and other members of the Public Safety Academy to the point of being disruptive of school activities, school/administration or faculty time or school function as determined by the Chief or Deputy Chief.
- Whether or not the student and student’s family reasonably continue to demonstrate a commitment to the Public Safety Academy program.
- Whether there is evidence of non-compliance with the provisions of The Student & Parent Handbook.

After consultation with faculty, staff and other school related individuals; our chair council makes the decision on readmission. Based upon consultations, a review of a student’s and/or parents/guardians’ acts and omissions and upon staff observation, readmission to the Public Safety Academy may not be allowed.

### **RETURNING STUDENTS**

PSA retains the option, at its sole discretion, to enroll students who have previously left. If you wish additional information about this matter, please contact the Chief of the Academy.