



STUDENT HANDBOOK

2009-2010

Public Safety Academy
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Student Handbook 2008-2009

PREFACE

The Public Safety Academy is designed to provide students with the cognitive, psychomotor and affective behaviors necessary for entry-level skills for public safety service careers.

The education and training during the academy focuses on the following:

- Academic performance
- Personal and team discipline
- Professional behaviors
- Personal and team safety
- Manipulative skill performance
- Teamwork
- Initiative

The Academy would like to recognize and thank the many local fire and police agencies, community colleges, parents and community as a whole who assist in the continued success of the Academy. Whether by donation of time and/or equipment, by serving on our school board, or by allowing their employees to assist in the training of the cadets, the Academy acknowledges these activities, which allow the Academy to continue.

With a focus on academic and manipulative performance, the intensive training program places heavy emphasis on personal safety. Our emphasis is on a guided regimen of self-discipline and skill development, while stressing teamwork and personal initiative, which are essential to successful public safety careers.

Historically, public safety agencies have been conducted in a span-of-control/military like environment. Academy students are expected to conduct themselves in a manner conforming to this tradition.



This guide will serve as the Public Safety Academy student handbook pertaining to the expectations of this institution. This information should help make your experience at the Academy more pleasant and productive. Please read it carefully and keep it for future reference.

Michael Dickinson, CEO
Public Safety Academy

ACADEMY ORGANIZATION

ADMINISTRATIVE STAFF

The administrative staff has the responsibility for the supervision and administrative coordination of all Academy affairs.

- **Commanding Officer**
Michael E. Dickinson – the CO is responsible for all phases of the Academy.
- **Executive Officer**
Jeff Breiten – the XO is responsible to the CO to plan, organize, implement, administer and evaluate all Academy operations and programs. Assumes the duties, responsibilities and authority of the CO in the CO's absence. Ensures continuous leadership and consistent administrative procedures within the Academy
- **TAC Officers**
In addition to teaching in the Academy, TAC Officers assist in managing the Academy. The TAC Officers are also the class advisors, and may be consulted by cadets on personal, academy.

INTRODUCTION

The objective of this document is to provide the academy student with information about the academy and its processes. This handbook is an informational document and does not constitute a contract, either expressed or implied. The policies and procedures of the Public Safety Academy are subject to change and your input is very important to us. Please forward any comments to the Chief of the Academy. Students of the Public Safety Academy (PSA) have a unique opportunity to attend high school while being an active participant in the training of both police and fire departments. PSA students also have the ability to earn high school and college credits simultaneously. Since PSA students will be members of both systems – the San Bernardino City Unified School District and Crafton Hills College – it is necessary to commit to the responsibilities and expectations of both systems.

ACADEMY LIFE

FUNDAMENTAL TRAINING VALUES – The Public Safety Academy has adopted the fundamental training values of public service, respect, integrity, discipline and equality. The PRIDE model is integrated into all formal and informal training at the Academy. The model is applied as follows:

- **Public Service** – The academy school day is designed to instill a “spirit of public service” in cadets.
- **Respect** – Cadets will exhibit and reinforce behavior that demonstrates a sense of respect towards all individuals.
- **Integrity** – Cadets will conduct themselves in a manner that exhibits “excellence in character” and an adherence to a strict ethical code. Cadets will conduct themselves in a polite, courteous and professional manner at all times.
- **Discipline** – Training will reinforce the importance of attention to detail. The necessity for self-control and incident specific demeanor will be an integral part of all instruction and all interactions throughout the academy.
- **Equality** – Cadets will model and reinforce an attitude that fosters uniformity, impartiality and equality.

ACADEMY CODE OF HONOR

“CADETS ARE PERSONS OF INTEGRITY. THEY DO NOT LIE, CHEAT, OR STEAL”

The Code of Honor is a statement that embodies the essential qualities of integrity, which shall be required of all cadets. Cadets are expected to adhere to the Code of Honor in all aspects of the academy.

- Integrity is defined as “wholeness” and an excellence in character that encompasses these fundamental qualities combined with the ability to maintain these qualities in the face of adversity or temptation.
- Honor describes the state of an individual’s character whereby the highest level of integrity has been reached and is therefore deserving of the respect and confidence of one’s peers.
- One of the key objectives of the educational process at the Public Safety Academy is to instill the ideals of integrity and honor in its student officers. The Public Safety Academy strives to offer a challenging environment within which its cadets develop the highest standards of character.
- Violations of the Code of Honor and failure to take appropriate action regarding known violations of the Code of Honor are considered serious offenses under the Public Safety Academy Disciplinary Code.

PUBLIC SAFETY ACADEMY COURTESY AND TRADITIONS

The Public Safety Academy is a para-military organization with courtesies and traditions that set it apart from civilian life or traditional schools. Police/Firefighter courtesy extends beyond the common courtesy all citizens should adhere to; it is a practice that is necessary for the preservation of morale, esprit de corps, and discipline. Strict discipline and demanding performance have been a part of Public Safety Academy since its beginning. Public Safety Academy courtesy and traditions are used between superiors and subordinates to express respect for each other. Respect breeds respect, and Public Safety Academy courtesy promotes professionalism.

COMMAND AND LEADERSHIP

Police and Fire Departments bear the responsibility of responding to and effectively managing emergencies. The Public Safety Academy program conditions cadets to report in a timely manner, assemble in an organized fashion, recognize rank, recognize commanding officers and carry out orders and directions effectively through the use of a structured leadership-training environment.

Individual efforts alone will not ensure success. Teamwork is an essential element. The Academy utilizes military drill training to prepare its cadets to work together as a team to meet challenges in an organized and unified manner. On the drill ground cadets learn to recognize rank, follow orders, and become familiar with formations and techniques. In addition, cadets learn to control their emotions during the performance of their duties under the pressures and stresses of the task at hand.

The Academy atmosphere is purposefully designed to develop teamwork, build esprit de corps and assist cadets in making the transition from a traditional school to the academy.

During the early phases of the academy, cadet's behavior is closely monitored and guided to foster disciplined performance. As the academy progresses and the desired performance are achieved, the training program is gradually modified to provide cadets with increasing degrees of autonomy and authority. This gradual progression assists cadets in the development of problem-solving ability, self-reliance and leadership.

SALUTES

Salutes rendered by hand are courtesies that have been expressed by uniformed personnel from ancient times to the present. The salute has two purposes. It is used as a greeting between uniformed personnel and as a gesture of respect between subordinate and superior. Salutes are rendered by the subordinate approximately six paces from the senior officer. All salutes are held until acknowledged.

SALUTING OFFICERS – All cadets are required to salute all uniformed Staff and Police/Fire Officers, who then return the salute.

SALUTING PEERS CADETS – Salutes will be exchanged between personnel during formations when attendance reports are rendered. For example, when a cadet in formation and acting as a squad leader, renders an attendance report after having been directed to report, he/she will turn his/her head toward the staff member receiving the report and salute while communicating the attendance report, i.e. (salute) "Sir/Ma'am, First Squad all present, Sir/Ma'am".

SALUTING OUTDOORS – Salutes are exchanged outdoors when in uniform and covered.

SALUTING INDOORS – Salutes are rendered indoors when engaged in drill and ceremony in areas used for drill, such as a gymnasium or large hall, when approximately six paces from the academy chief or deputy chief, or a uniformed police/fire officer.

HONORS TO THE NATION – Personnel in uniform will render salutes to pay honor to the nation: During reveille and retreat ceremonies;

- During times when the National anthem is played outdoors;
- During times when personnel are on duty and in uniform indoors at an athletic event or other such gathering while the National Anthem is played.
- When the National Anthem is played, personnel who are not in uniform will come to the position of attention. When wearing a cover, non-uniformed personnel will uncover with the right hand and hold the cover below the left shoulder.

ADDRESSING PERSONNEL/CLASSROOM REGULATIONS

Cadets will address members of the Academy Staff and all other personnel associated with the Academy as "Sir" or "Ma'am". Whenever a student officer addresses or responds to a member of the Academy Staff, Academic Instructor, or other personnel associated with the Academy, they will preface and conclude their conversation with "Sir" or "Ma'am."

ADDRESSING PERSONNEL DURING ACADEMIC CLASSES – Whenever a cadet is attending or participating in an academic class and desires to speak with or question an instructor, the cadet will raise his/her right hand with fingers extended and joined. When acknowledged by the instructor, the cadet will stand and will identify him/herself stating, "Sir/Ma'am, Cadet Jones, Sir/Ma'am", prior to engaging in conversation. This identification shall only be done the first time the student officer addresses the instructor each training iteration, unless advised otherwise by the instructor.

ADDRESSING PERSONNEL OUTSIDE ACADEMIC CLASSES – Whenever a cadet desires to speak with any member of the Academy Staff outside of the classroom, the cadet will approach the staff member, come to the position of attention and state "Sir/Ma'am, Cadet Jones requests to speak to Instructor Smith, Sir/Ma'am." When acknowledged, the cadet will remain at the position of attention until instructed otherwise.

Whenever a cadet is outside of the classroom and is addressed by a member of the Academy Staff, Academic instructor or personnel associated with the Academy, the cadet will stop whatever he/she is doing and will come to the position of attention. The cadet will remain at the position of attention until issued an alternative command or dismissed by the staff member. Cadets will not initiate or engage in conversation with persons not associated with the Academy staff or academy. This includes uniformed Police/Fire Officers who are attending other training programs at the Academy. If a person whom they do not recognize as that he/she prohibited from engaging in conversation with non-academy personnel. Should the individual persist in an attempt to speak to the cadet, the cadet is to immediately report the incident to an Academy Staff Instructor.

Whenever a cadet comes within six to eight paces of an Academy Staff Instructor while walking or double-timing, the cadet will stop and render the greeting of the day, such as "Sir/Ma'am, Good Morning, Sir/Ma'am." Once acknowledged the cadet will continue on. If cadets are moving in a formation, only the first cadet will render the greeting-of-the-day. Once acknowledged the entire formation will pass the Academy Staff Instructor. Greetings of the day will be rendered both inside and outside Academy buildings and may be suspended when authorized by the Academy Staff member.

Whenever a cadet is directed to report to an Academy Staff member's office, the cadet will remain outside the office, knock three times on the right door jam and state clearly "Sir/Ma'am, Student Cadet Jones requests to speak to Instructor Jones, Sir/Ma'am." The cadet will remain at the position of attention outside the doorway until directed to enter.

The Commanding Officer or Executive Officer may modify policies relating to the addressing of personnel to correspond with the current phase of training.

COURTESIES TO ACADEMY STAFF – Whenever a member of the Academy Staff enters any indoor area where cadets are congregated, the first cadet to observe the Staff Instructor will clearly announce "Attention on Deck." All cadets in the area will come to the position of attention and await instructions. The entering Staff Instructor may address the cadets, or may render the command of "Carry On" at which time the cadets may go about their business. If a Staff Instructor is already in the area and a second Staff Instructor enters, cadets need not announce the presence of the second instructor. "Attention on Deck" will not be announced at any time between Taps and Reveille.

CLASSROOM REGULATIONS

When reporting to class, cadets will stand behind their chairs at parade rest and will come to attention when the instructor enters the room. One cadet nearest the door will be responsible for calling the class to attention. They will remain at attention until the instructor gives them "At ease", "Be seated". When the instructor states it is time for the class to end; he/she will give the call of "Class Attention." The cadets will then stand push in their chair (gather their belongings), and then assume the position of attention. (Quickly!) Then upon the call of "Dismissed" by the instructor, the cadets will make the appropriate facing movement toward the door and being filing out.

Upon entry of the instructor, the first cadet to observe the instructor will clearly announce "Attention on Deck" and all talking will cease. Cadets who are seated will place both hands palms down on the desktop, feet will be placed flat on the floor and both head and eyes will be focused straight ahead in the seated position of attention. Cadets who are standing will assume the standing position of attention. Once the instructor gives the command "At Ease", all cadet will take seats and remain quiet in preparation for class. Covers will be placed on the front right-hand corner of the desk with visors facing forward.

If the instruction is to be held outdoors, the class will fall into a formation at the designated location under the direction of a cadet's officer. Upon arrival of the Academic Instructor, the cadet officer will make the appropriate report and turn the class over the Academic Instructor.

It will be each cadet's responsibility to arrive at the scheduled classes in a timely manner.

CADET MOVEMENT

INSIDE

Cadets will walk along the right side of corridors while inside Academy buildings and will "square" their corners unless directed otherwise. Instruction on the "squaring" of corners will be provided. Running on stairways is prohibited. Cadets will use handrails when moving on the stairs. Cadets will not converse in the corridors. Cadets will utilize the right side of the stairway.

OUTSIDE

When moving from classroom to classroom outdoors, cadets will proceed at double-time pace. Cadets will be covered when outdoors. Double-time will be suspended when ice or weather conditions make it unsafe to do so.

PERSONAL APPEARANCE

Cadets will be prepared for inspection at all times and will conform to the following standards while at the academy:

- Cadets will maintain proper oral hygiene.
- Cadets will maintain proper body hygiene.
- Cadets will ensure fingernails and toenails are clean and trimmed as directed.
- Females- Cosmetics, if worn, will be applied conservatively and will complement the individual's complexion tone. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. **If worn, nail polish and non-eccentric lipstick will harmonize with the scarlet shade used in various service and dress uniform items (i.e. scarlet cord on green service cap, scarlet trim on blue dress uniform, and scarlet background on enlisted insignia of grade), in shades of red, and may be worn with the service, blue dress, blue-white dress and evening dress uniforms. Colored nail polish will not be worn with the utility uniform.**

Fingernails with multiple colors and decorative ornamentation are prohibited.

NOTE: This paragraph allows make-up to be worn in ANY uniform as long as it is conservatively applied and the make-up does NOT detract from the uniform. So this means that female cadets may wear make-up in the utility (Cammie) uniform. Female cadets may wear nail polish in the service or dress uniform but NOT in the utility

(Cammie) uniform.

- Female cadet's hair is to be off the shoulders in a neat bun.
- Hair is to be clean, neatly groomed and not interfere with eyesight. Extreme fads in cuts, styles, or designs are not acceptable. Two toned bleached hair and hair of an unnatural hair color is not allowed.
- Male cadets will be clean-shaven.
- Jewelry, pins, necklaces and/or bracelets will not be worn, with the following exceptions:
 - Wristwatches
 - Medical alert bracelets
 - Religious necklaces and medals worn beneath the shirt and out of view
- The complete and proper designated duty uniform will be worn at all times, unless otherwise specified. All leather gear will be highly polished. All extraneous threads will be removed from uniforms.

ACADEMICS

- **General Academic Criteria for Public Safety Academy:**

At Public Safety Academy, academic excellence is emphasized so that the students are prepared for college admission and for careers in the Public Safety Professions. Students are subject to removal according to the following criteria:

1. Students must maintain a designated GPA with no D's or F's for all academy and college courses each semester or they are placed on academic probation.
2. Students are expected to maintain the following expectations:
 - a. 2.6 GPA for high school classes-all grade levels
 - b. Students must be progressing towards completion of high school graduation requirements
 - c. 2.0 cumulative GPA for CHC classes
 - d. No D's or F's in any subject

Students failing to meet the academic expectations will be placed on probation. Probation is necessary to ensure that the students are making progress towards high school graduation requirements and earning the necessary grades for college admission. Probation is a time when extra help is available. During probation, students are required to access additional tutoring services and other available services from PSA staff or CHC staff in order to improve grades and be removed from probationary status. Parents may be required to attend evening meetings to help support their students during probationary time.

3. Students who raise their high school grades by the end of semester will be removed from academic probation.
4. **While on probation for high school, students must attend mandatory tutoring in the subject area. Students failing to exit probation and not making satisfactory progress towards the high school graduation requirements will be considered for removal from PSA. Parents/guardians of students on probation will be required to attend mandatory monthly evening meetings with the PSA counselor, and a minimum of a one time meeting with the subject area teacher.**
5. Students who complete two consecutive quarters on academic probation will be considered for removal from PSA.
6. Unless there are unusual circumstances, students will only return to their home school at the end of the semester.

OUR MISSION

The mission of Public Safety Academy is to educate, empower, enhance and nurture the whole student academically, ethically, and morally through the collaborative efforts of teachers, parents, and the community to produce independent thinkers who contracture positively to the betterment of our community.

NONDISCRIMINATION

Public Safety Academy is committed to the achievement of equal educational opportunity. Decisions relating to admissions to the Academy or to participation in any Academy function will not be influenced by race, religion, gender, age, disability, national original, or sexual orientation. Harassment of any kind in the Public Safety Academy is prohibited. Anyone violating this policy will be disciplined. Any academy student who feels they are being or have been harassed should report this immediately to the Commanding Officer of the Academy. Harassment is a serious matter and Public Safety Academy will take all steps necessary to prevent harassment from occurring.

PERSONAL CONDUCT

Public Safety Academy seeks to promote an honest, open and safe learning environment for all individuals who seek education. Each individual will conduct themselves with respect for others themselves, the institution, and the equipment and operations.

Your conduct while at the Academy shall be above reproach. When you are in view of the public you represent the ENTIRE police and fire service AND Public Safety Academy. Complaints regarding student's conduct will be investigated and appropriate action taken.

SUBSTANCE ABUSE/USE IN THE ACADEMY

It is the intent of the Public Safety Academy to maintain an environment free from the effects of substance abuse. Violation of these rules is grounds for discipline including termination of student's status. Simply, it is illegal to possess or consume alcoholic beverages or intoxicants on the Academy campus or offsite classes.

ATTENDANCE

All absences should be avoided. All anticipated absences must be reported to the Academy Staff as soon as possible, but in no case later than 0700 hours on the day of the absence. Excessive absences will result in the student being dropped. Absence from any State Certified classes will result in cadet not receiving a certificate for that class.

Absence or tardiness without prior proper authorization will cause the student to receive a 0 credit on quizzes given during the time of absences and a 0 credit on homework due during that time. If the student is absent or misses a class session, the student must understand he/she is responsible for the material covered in class. In some cases the student may be required to complete an assignment given by the staff or Commanding Officer .

All Public Safety Academy students are expected to maintain regular attendance and to arrive at school on time (before start time for high school classes and before the start time of college courses). Public Safety Academy students are expected to attend every session both high school and college courses. Attendance expectations of both District and Crafton Hills College must be met.

Public Safety Academy

California funds school based on positive attendance. Under state guidelines, all absences (legally excused or otherwise) are deemed to be absences in computing average daily attendance and shall not provide state apportionment payments.

- Students are expected to maintain regular attendance and be at school on time. Chronic absences or tardies may result in consideration for return to a regular District School.
- Parents/guardians must send a note to the school or telephone the school to excuse absences. A doctor's note should be obtained when medical care is provided.
- All students who are late to the high school session must obtain tardy permits from the Public Safety Academy office before going to class.
- All students must obtain an early dismissal slip from the Public Safety Academy office to leave prior to the end of the school day.
- Three unexcused tardies of 30 minutes or more equivalent to a day of truancy according to state law.
- Absence without valid excuse for more than three (3) days for the semester classifies a student as being truant by state law (Education Code 48269). Students who are truant will be reported to the San Bernardino City Police Department.

Missed Assignments and Make Up Work

There is no doubt that an absent student misses valuable classroom instruction. Most of this classroom work simply cannot be made up when a student misses school. Classroom instruction is usually sequential in nature, involving both written and oral student participation. It cannot be expected that a teacher can re-teach such lessons to a student who has been absent. Therefore, it is not possible for the students to make up all classroom work or receive credit for it. However after a student has been absent three consecutive days because of illness, homework assignments will be provided to compensate as much as possible for the excused absence. It is the student's responsibility to request make up assignments and to turn them in on time.

If a student is absent for only one or two days, he/she is instructed to contact a fellow classmate or classroom teacher for required homework assignments. It is the student's responsibility to request makeup assignments and to turn them in one time. It is district policy that the student has the number of days equivalent to the absence to make up the work. For example, if a student is absent three days, he/she has three days to make up the missed work. If the student is not able to complete the work within the time allowed, the parent should contact the teacher to make arrangements for an extension.

Crafton Hill College

All students are expected to attend classes regularly and on time. Each instructor will inform students at the beginning of each term exactly what is to be expected regarding attendance in his/her class, and the instructor's decisions in final. In the event an absence in unavoidable, students are responsible for notifying instructors. If an instructor reports a student's attendances as unsatisfactory, the student will be placed on probation immediately.

A student's failure to attend the first class meeting(s) during the first week of a term will result in the student being dropped from the class. After the first week of classes during any term, an instructor may drop a student from any class in which the student has

- **Violate the instructor's stated attendance requirements;**
- **Accrued more than two absences per unit; or,**
- **Attend so irregularly that the instructor feels it is unwise for the student to continue.**
- **Instructors may not drop students after the 14th week of instruction (for full semester classes) or after 75% of instruction (for short-term classes).**

Withdrawals

- If a student stops attending class, **it is the student's responsibility to officially drop the class by notifying PSA counselor or administrator and complete the PSA CHC Course Drop Request found in the PSA office.**
- Students must have the approval of the Public Safety Academy Administrator *before dropping* a class as this action has an effect on the academic status of the student.
- Prior to the end of the 3rd week (or 30% of a term, whichever is sooner), no entry will be made on the student's Crafton Hills College transcript for dropping the class.
- A student who withdraws or is dropped from the course before the end of the 14th week of a semester (or before 75% of a short-term class has been completed) will not receive a letter grade. Instead, the letter W (withdrawal) will be recorded on the student's Crafton Hills College transcript. This symbol carries no evaluation of a student's work, but is a clerical notation that the student was enrolled in the course and withdrew or dropped without grade or credit. However, W's may be used in probation and dismissal procedures.
- Students will receive a letter grade if they continue any course after the 14th week of the semester (or after 75% of a short-term class has been completed).

Examination

Students are required to take scheduled final examination in order to secure credit. Any students who are purposely absent from an examination at any time during a semester forfeits the right to make up work by re-examination.

PUNCTUALITY

As a professional you should always arrive prior to the start of the activity and be prepared for whatever activity has been scheduled. All tardiness should be avoided. After two instances of tardiness, the student will receive a deficiency notice. Tardiness includes return to class after breaks and lunch, as well as morning roll call.

PURPOSE OF DEMERIT SYSTEM

The Academy Demerit System is designed to ensure that equitable and consistent corrective actions are taken for infractions of Academy rules and regulations set forth in this manual.

ISSUANCE OF DEMERITS

Demerits will be given to cadets by any member of the Academy staff when it is discovered that an infraction of the Academy rules and regulations has taken place. A listing of cadets and their cumulative total of demerits to date will be posted on the bulletin board near the front lobby.

DEMERIT CANCELLATION

Cadets may have demerits deducted from their cumulative totals for exceptional performance of duties excluding receiving above average grades on tests.

DEMERIT ACCUMULATION

Demerit System of PSA

Offenses:

- Minor Classroom Disruption.....5 demerits
- Referral to Office.....10 demerits
- Major Offenses (threats, defiance, obscene language, etc.)..... 25 demerits
- Expellable Offenses..... 50 demerits

Consequences:

- 10 demerits.....Discipline Report/Letter of Apology
- 20 demerits.....Parent Notification&/or Parent Conference
- 40 demerits.....Parents Conference & Discipline Probation

- 50 demerits.....Review Board/Return to Home School

STUDENT DISCIPLINE

The Public Safety Academy desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. Good planning, a good understanding of each child and parent involvement can minimize the need for discipline. When misconduct occurs, every effort will be made to identify and correct the causes of the student's behavior.

STUDENT BEHAVIOR

Student behavior during school attendance and school activities, whether on or off school campus, shall be guided by respect for the rights, dignity, and physical well-being of self and others; and by respect for the authority of school personnel, the property of others, including school district property, and the instructional activities of the school.

Specific rules for student behavior, in conformance with district guidelines, shall be established at the Public Safety Academy and made known to students and parents at the beginning of each school year. Staff shall enforce disciplinary rules fairly and consistently, without regard to race, creed, color or sex.

DISCIPLINARY ACTION

Student behavior, in accordance with district guidelines, is a responsibility shared by students, parents, and staff. In many instances, student's behavior is learned through teaching, counseling, and example. Staff will consistently provide assistance to students toward achieving acceptable standards of conduct and behavior. In some cases, disciplinary action is a necessary approach to bringing about proper behavior and conduct. Most disciplinary measures are carried out within the school. In certain instances, however, for reasons enumerated in Sections 48900, 48900.2 and 48900.5 of the California Education Code, suspension from class or school or expulsion may be a necessary action, in the interests of the individual student, other students, the staff, and the educational program. Enforcement of school rules, including disciplinary action, shall be the responsibility of PSA's staff Academy Commanding Officer or designee.

General Rules and Conduct for Cadets

- Cadets are bound by all rules, regulations, and laws, which apply, to all members of the Public Safety Academy. In addition, they are bound by those rules and regulations, which apply specifically to the Academy and to a cadet class.

General Courtesy

- Cadets are required to practice the canons of exemplary courtesy at all times. Specifically forbidden is the use of loud, coarse, profane, and insolent language.
- Military Bearing
- Cadets are required to walk, stand, and sit in a military manner at all time.
- Walk briskly, comfortable erect, and alert.
- Sit or stand, comfortable erect, and alert.
- No cadet shall participate in any type of card or other game of chance while at the Academy.

Off Limits Area

- Cadets are not to visit any office, or any other area designated as "off limits" unless specific permission has been obtained from a member of the Academy Staff.

Reporting Incidents of Police Action/Intervention

- Any cadet who is involved in an accident with his private vehicle at any time, in addition to compliance with the law, report such involvement to the Academy Commanding Officer utilizing proper memorandum style.
- Any cadet, who is involved in any type of incident or investigation conducted by a police agency, whether as a complainant, victim, or witness, is to report that involvement to the Academy Commanding Officer utilizing proper memorandum style.

Condition of Private Vehicle

- All private vehicles shall conform to all laws and regulations governing vehicles.

Horse Play/Specialized Groups

- The practice of playing abusive or humiliating tricks on another individual or any group of individuals is strictly prohibited. This includes the formation of cliques or specialized groups among the cadets.

Physical Contact

- There shall be no physical contact (pushing, hitting, etc.) between cadets except in a training capacity and always approved and/or supervised by a member of the Academy staff.

Search Policy

- All cadets may be subjected to a search of their person, personal articles or vehicle while on Academy property, or while participating in an Academy training program conducted away from Academy grounds.

Chain of Command

- A "Chain of Command" policy will be strictly adhered to by cadets while at the Academy. Outside the classroom or any other instructional setting, any inquiries made to instructors, academy staff members, and the Academy Commanding Officer will be made by the appropriate cadet officer.

DISCIPLINE INFORMATION-PUBLIC SAFETY ACADEMY PHILOSOPHY STATEMENT

It is the philosophy of the Public Safety Academy that all students have the right to learn in a safe and caring environment. It is important that there be a shared responsibility among students, parents, teachers and administrators in providing the most productive learning environment. The Academy provides the atmosphere in which the students may learn. Student behavior, which disrupts the educational process, is not acceptable. It is the students' responsibility to participate in the learning process by listening, following directions, and developing self-control in order to make the right to learn a reality. To provide a more conducive learning environment for all students, it is necessary that students, families and the school fulfill their responsibilities.

Student Responsibilities

- Students will treat others with thoughtfulness and courtesy
- Students will obey all school and safety rules
- Students will respect the rights and property of all people
- Students will accept responsibility for their actions and will actively participate in the learning process.

Parent Responsibilities

- Parents are responsible for developing in their children respect, courtesy, obedience to rightful authority, consideration for the rights of others and the desire to learn
- Parents are responsible for reviewing and reinforcing school rules and regulations
- Parents are responsible for cooperating with school personnel in following through with reasonable suggestions for student improvement
- Parents are responsible for their children attending school daily, being on time, and observing the school's daily beginning and dismissal time

School Responsibilities

- The school is responsible for providing a positive learning environment
- The school is responsible for establishing rules of behavior and safety for all students and communicating the standards to all students and parents
- The school is responsible for teaching and encouraging positive behavior and for consistently enforcing school rules
- The school is responsible for communicating with parents and students regarding successes and problems of individual students

BASIC RULES

"Be Kind"

"Be Safe"

"Respect People and Property"

"Do Your Best at All Times"

FOOD & DRINK

Food and drink are not allowed in the classroom or during class activities. Eating and drinking will be allowed in designated areas only. Gum is not permitted at anytime at the academy. Students may have a small container of clear water on their desks during class.

PARKING PERMITS

Permits to park are required at all times on campus.

PAGERS & CELL PHONES

No pagers or cell phones are permitted to be on or seen during school hours. They must remain in the cadet's back pack from the beginning of school, until the end of school.

CLEAN UP

The academy students shall be responsible for the cleaning and maintenance of all equipment, apparatus and classroom or drill areas used. Squads will be assigned cleaning stations. Each cleaning station should be readied for a Commanding Officer's inspection while making frugal use of cleaning supplies. Do not be wasteful. Teamwork is an integral part of the Public Safety Service. Squads are expected to help others finish their work until all are done. Everyone leaves together. No squad is finished until all squads are finished.

CLASSROOM ASSUMPTIONS

About the learner:

- You are here because you want to learn.
- You are open to learning as well as to new experiences.
- No one of you is like any other.
- There is a great diversity among you in terms of background, perspectives, ages, stages, and professions.
- Each of you has valuable experiences and expertise.
- You have read your assignments and thought about the class materials.
- You understand that class participation and involvement are critical elements of the courses.

About the class as a whole:

- We will become a learning team, engaged in dialogue collaborators in each other's learning.
- We will become valued as resources to each other.
- Our team effort will enhance the quality of our individual thinking.

About our role:

- Learning is an active process; we seek to engage you in a collaborative learning process, not to make you learn.
- To assist you in developing a way of thinking, which will become a continuous process.
- Intend to honor differences among you, realizing that some concepts are new to some, but old to others.

PHYSICAL FITNESS & THE PUBLIC SAFETY ACADEMY RELATIONSHIP

- The daily physical fitness regimen is an integral part of the Public Safety Academy. All students exercise as a group under the direction of the Fitness Staff.
- Physical Fitness is a required component of the Public Safety Academy and that segment must be successfully completed.
- Clothing worn during the PT portion shall consist of navy blue shorts and PSA Cadet T-shirt. Hood-less sweat shirt may also be worn when weather conditions call for them.
- All students will be required to furnish footwear for PE. It is advisable to wear proper fitting, top quality cross training shoes. Plain white socks are required.
- All PE clothing shoes will be kept clean. All academy students shall appear in proper PE attire.

FIRE AND POLICE APPARATUS:

All apparatus procedures must conform to the directions of the Academy Commanding Officer .
Students are not allowed to operate apparatus.

COURSE NOTEBOOK:

Each student is required to prepare and maintain a class notebook. These notebooks will be reviewed at midterm and graded at the end of the course. The format will be a standard 8 ½" 11", three ring binder. It is possible that more than one binder will be necessary. All notebooks shall be neat, well organized, type-written or computer printed and complete. All notebooks will contain:

- Cover page & Index
- All Class Notes, neatly typed or printed
- All Class Handouts
- Any other reference material pertaining to pertinent subjects

THE BOTTOM LINE

If you are really sincere in your interest in becoming part of today's public safety performances, it should be obvious that to be the best entry level (rookie) employee that you can be, requires the development of certain traits.

Entry-level officers must possess an open-mindedness, which allows for their adaptability into a unique profession. They must be able to conform to pre-established department rules, regulations and procedures. They must show initiative, which will allow them to act whenever required without direction.

Only those having the self-discipline to allow an individual to assume responsibility for their actions will find a successful future in these professions.

Not everyone is cut to be a public safety officer, but if you have what it takes, your academy experience should provide you with an excellent beginning.

OPEN DOOR POLICY

The Academy Commanding Officer maintains an open door policy. Anytime a Cadet has an issue or problem, which they do not feel comfortable taking through the Academy chain in command, they may address the Commanding Officer directly.

- 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 represents that may result in expulsion and/or the loss of an invitation to return to the school 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 school is in the greater interest of the school community.

Public Safety Public Safety Academy
A California Public Charter School
Parent/Student/School

Contract

As a parent, you have a right and an obligation to choose for your child and educational option that best meets your child's needs and desires. The Public Safety Academy is one option among many that you may choose; however, your choice is not without obligation on your part.

We believe that the parent is the most important component in a child's education and that you play a major role in providing opportunities for your child. This is not an easy task and we cannot and will not allow you to abdicate your responsibility as parent.

In turn, the staff at the Public Safety Academy has responsibilities and obligations as well. We recognize that you have a choice that we must provide the best possible learning environment to assist you in meeting the goals and standards you have set for your child. This contract is an essential document to describe each participant's roles and responsibilities, obligations and expectations. Violation of this agreement is grounds for removal from the school and is a legally binding document for all parties.

The Staff of the Public Safety Academy

We the employees of the PSA understand and agree to the following:

1. We understand parents have a choice and an obligation to choose the most appropriate educational setting for their children. In choosing the PSA, they have made a conscious decision to entrust us with their most precious treasure, their child(ren).
2. We agree to treat both parents and students with the utmost respect and courtesy, understanding we are here to serve.
3. We will be prepared and on time to appointments and assignments.
4. We will always be truthful and honest with others.
5. We will closely supervise students and guard and protect them from others who would harm them in any way.
6. We will not use inappropriate language or behave in anyway which would embarrass the student or parent.
7. We will work closely with parents to design the best and most appropriate educational placement for the student within our abilities and resources.
8. We will communicate with parents frequently, and make consistent efforts to inform parents of their students' strengths, weaknesses and opportunities for continuous achievement. We will work to resolve any problems that may affect student performance and customer satisfaction.
9. We will follow all laws and policies pertaining to the privacy and confidentiality of all students and parent's.
10. We will act as professionals and dress and speak in a professional manner.
11. We will remember we are employed to serve and will set high standards for ourselves.

Parent/Student Responsibilities:

I/We _____ as parent(s) or legal guardian(s) of
(Please Print)

_____, have read, understand and acknowledge the following information and
(Please Print) will abide by each and all of these requirements:

1. _____ I understand that Public Safety Academy is a public charter school and that I am making the deliberate choice to enroll my child(ren). My student is not required to enroll in PSA.
2. _____ I understand that the PSA is a public charter school and must adhere to all state and federal laws and policies related to charter schools, and that the school is non-sectarian and does not discriminate in its hiring or enrollment practices.
3. _____ I agree to communicate with my child(ren) everyday about their school work, look over their assignments, and assist them when necessary with homework or projects. I will regularly check my child's grades online, or maintain contact with the teacher(s), which enables me to stay current with my child's progress in their classes. I will set aside time to read with my younger children or have my older children read everyday.
4. _____ I understand that PSA is obligated by law to administer assessments and tests during the school year. This includes the California State Testing and Reporting (STAR) program and the California High School Exit Exam (CAHSEE). I will support the school's efforts to achieve maximum test participation. I will also work with the school to encourage and help my children to do their best work at all times, including the assessments.
5. _____ I understand that I am responsible for providing transportation to and from school and extracurricular activities. I will drive safely and defensively on the campus and follow and obey all rules, speed limits and directions of school officials to insure the safety of students, employees and parents on the campus and at school activities. I will get my children to school on time each day and will pick them up promptly. I understand my dedication and punctuality are good examples for my child and that tardiness and absenteeism cause disruption in the school. Excessive tardiness and absenteeism will result in termination of enrollment at the PSA. The Student Attendance Review Board (SARB) will be utilized as necessary.
6. _____ I will notify the school promptly about illness or other absences and will work with my child's teachers to get any assignments missed.
7. _____ I will treat the staff of the Public Safety Academy with the same courtesy and respect that I expect and desire for myself.
8. _____ I understand that the PSA has a uniform dress policy. I agree that my child(ren) will follow the uniform dress policy and that any infraction will result in my child(ren) being sent home for appropriate clothing (please refer to the student handbook). The fifth violation of the uniform policy in one school year will result in termination of enrollment at PSA. *As a school of choice and a public charter school, PSA students may not waive out of the uniform dress policy.*
9. _____ I understand that PSA has a clear set of behavior codes that each child and family must follow. I agree to read the Parent/Student Handbook with my child and will assure that he/she understands the rules. I will return the signature page during the first week of school indicating I have read the handbook with my child. I understand that PSA requires

students to be people of integrity and that they are to adhere to the code of conduct and demonstrate the traits in the school motto: Courage, Loyalty and Integrity.

10. _____ I understand that, as the parent (guardian), I have the primary role in ensuring that my child is prepared and ready to learn every day. This **Parental Ownership** is key to the overall academic progress and developmental success of my child. As such, I understand my responsibility will be to do all that I can to prepare my child in being ready to learn by having all required materials, completed assignments, any necessary supplies and getting the appropriate rest and nourishment to perform at their best at all times. If at any time my child is not ready to learn, I understand that the school staff will call upon me to aid in resolving these concerns. This will include assisting in addressing behavioral issues, inappropriate dress, missing or incomplete class assignments, etc. When called upon, I will respond positively in a responsible, appropriate and timely manner.
11. _____ I am aware that PSA will not promote my child to the next grade level simply by what is known as "social promotion." Students who are struggling will be placed on academic probation and provided appropriate help and remediation of the problem.
12. _____ I understand that my child(ren) must participate daily in physical training. If my child is unable to participate, a doctor's note must be provided prior to being excused. When excused, my child will complete a book assignment to get credit for class.
13. _____ I agree to replace lost, stolen or damaged books that have been assigned to my child(ren) at a predetermined amount.
14. _____ I am aware that my child(ren) will be asked to participate in daily details as part of the public safety career that include daily clean up and maintenance of the academy (restrooms, classrooms, halls, etc.)
15. _____ I am aware that Public Safety Academy operates similar to police and fire academies. Structure and discipline is very important. My child(ren) may be asked to participate in behavior modification exercises that could include push-ups, sit-ups, leg raisers etc..that are common in public safety training programs.
16. _____ I am aware that cell phone usage during school hours is prohibited. Cadets caught using their phone (includes text messaging) will have their phone taken for 5 days. A second occurrence will result in phone being removed for 5 days and parent must pick up. A third occurrence will result in the phone being removed until the end of the current semester.

Signature _____
(Parent/Guardian)

Date _____

Signature _____
(Student)

Date _____

**PUBLIC SAFETY ACADEMY
POLICY COMPLIANCE AGREEMENT**

I, _____ (Student's Name) hereby verify that the PSA Student handbook has been explained to me. These published documents have been made available to me and I agree to abide by the policies contained therein.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date

**MUST BE SIGNED AND RETURNED WITH
APPLICATION PACKAGE**