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STOCKTON PUBLIC SAFETY ACADEMY

HANDBOOK

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STAGG HIGH SCHOOL
1621 BROOKSIDE ROAD
STOCKTON, CA 95219

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INTRODUCTION

The objective of this handbook is to provide the Cadet and parents with information about the Stockton Public Safety Academy and its processes. This handbook is informational in nature and does not constitute a contract. The policies and procedures of the Public Safety Academy are subject to change and your input is very important to us. Please forward any suggestions or comments to administration.

The Public Safety Academy is designed to provide Cadets with the beginning cognitive and effective behaviors necessary for careers in Public 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 operated in a span-of-control/paramilitary environment. Academy Cadets are expected to conduct themselves in a manner conforming to this tradition.

The education and training during the Public Safety Academy focuses on the following:

- Academic Performance
- Personal and Team Discipline
- Professional Behaviors
- Personal and Team Safety
- Manipulative Skill Performance
- Teamwork
- Initiative
- Fitness

ACADEMY MISSION STATEMENT

The mission of the Stockton Public Safety Academy is to cultivate self-disciplined and forward-thinking cadets, with an emphasis on Public Safety, through a process of rigorous academics, character and leadership development, fitness improvement, and realistic hands-on preparation so that each cadet is college and career ready.

In doing so, the Public Safety Academy will strive to educate, empower, enhance, and nurture the whole Cadet, academically, ethically, and morally through the collaborative efforts of teachers, parents, and community to produce independent thinkers who contribute positively to the betterment of our community.



BLOCK 4X4 BELL SCHEDULE (HIGH SCHOOL)

Period 1: 7:25-8:57

Period 2: 9:02-10:34

Period 3: 10:39-12:11

Lunch: 12:11-12:41

Period 4: 12:46-2:18

GENERAL ACADEMIC CRITERIA FOR CADETS

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

- Cadets must maintain a designated GPA of 2.0 with no D's or F's.
- Cadets must be progressing towards completion of High School graduation requirements.

Cadets failing to meet the academic expectations will be placed on probation. Probation is necessary to ensure that the Cadets are making progress towards High School graduation requirements and earning the necessary grades for college admission. During probation, Cadets are required to access additional tutoring services and other available services from the Public Safety Academy staff in order to improve grades and be removed from probationary status. Parents may be required to attend meetings to provide support for their Cadet, during the probationary period.

- Cadets who raise their grades to the required level by the end of the semester will be removed from Academic Probation.
- Cadets who complete two consecutive semesters on Academic Probation without improvement, will be considered for removal from the Public Safety Academy.
- Absent mitigating circumstances, Cadets will only return to their home school at the end of the current semester. There is no guarantee of placement at your home school.

TEXTBOOKS

Textbooks are the property of Stockton Unified School District and are provided "on loan" to students. Education Code, Section 48909, states that "the parent or guardian of a minor shall be liable to a school district for all property belonging to a school district loaned to a minor." Students are responsible for their texts including any damages that occur. Textbooks will be checked out during orientation, on the first day of school or during a class schedule.



ACADEMIC ACHIEVEMENT

Along with 45 other states, California schools have transitioned to a new set of academic learning standards called the Common Core State Standards. These standards have replaced the existing California State Standards in English Language Arts and Mathematics, and will supplement standards in social science, science, and technical subjects.

For students, the question of, “How will I use this in the future?” will take on new meaning as the Common Core State Standards are designed with college and career readiness in mind.

ATTENDANCE AND ABSENCES

All Public Safety Academy Cadets are expected to maintain regular attendance and to arrive at school on time. Public Safety Academy Cadets are expected to attend every session in which they are enrolled. **Please avoid scheduling medical appointments during the school day, signing your Cadet out before the end of the school day, or scheduling trips/vacations during school days.**

All anticipated absences must be reported to the office staff as soon as possible, but in no case later than 7:30 a.m. on the day of the absence. Excessive absences may result in the student being dropped or remanded back to their home school. Absence from any State Certified classes will result in the Cadet not receiving a certificate for that class.

Cadets are expected to maintain regular attendance and be at school at the scheduled time. Parents/guardians must send a note to the school or telephone the school to excuse absences or tardies. A doctor’s note must be obtained when medical care has been provided. Please note that parents may only excuse a Cadet’s absence for 10 school days a year and any missed days after 10 will require a note from a physician.

- Cadets who are chronically late to school will be assigned detention.
- All Cadets 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 are equivalent to a day of truancy according to California State law.
- Absences without a valid excuse for more than three days classify a student as a truant according to California State law. Cadets who are truant will be reported to the School Attendance Review Board.
- Parents have 72 hours to excuse a Cadet’s absence.
- Formation is a part of the school day and all Cadets are expected to be present and on time.
- Cadets may not leave early on the day of an event and return to attend the event without a doctor’s note verifying appointment or permission from administration.



Excused Absences	Unexcused Absences
Personal Injury/Illness	Car Trouble
Medical/Dental Appointments	Oversleeping
Court Appearances	Cutting School
Bereavement in Immediate Family	Suspensions
College Visits (3 max)	Vacations

Parents are strongly urged to schedule medical/dental appointments after school hours. Students with legally cleared absences are entitled to make up all work.

Students shall have no less than (2) days to make up time for each day of absence. At the teacher's discretion, time limits may be extended.

It is the student's responsibility to contact his/her teacher to arrange for make-up work and a timeline for completion.

If you have a question regarding an absence being unexcused, see administration for clarification. No make-up work will be allowed for unexcused absences.

TARDY POLICY

Cadets are to be in their seats, ready to work, when the class bell rings. When teachers modify this policy it will be posted in their class syllabus. Cadets will receive a demerit for each tardy. Excessive tardies/demerits will affect participation in school activities.

AFTER SCHOOL & EVENING CADET ACTIVITIES

Cadets must be present the day of the event in order to participate in any after-school or evening activity. Any Cadet on LOP (Loss of Privilege, defined on Pg. 25) will not be allowed to attend an after school or evening event.

Cadets may not leave early on the day of an event and return to attend the event without a doctor's note verifying the appointment or written permission from administration.

ATHLETICS

Sports Physical

All sports physicals are available in our Healthy Start Clinic at A.A. Stagg High School. It is located directly south of the main gymnasium in room E-2. If you have any questions or you would like to make an appointment, you can contact Healthy Start @ (209) 933-7445 ext. 8485. Athletes must TAKE AND PASS a physical in order to participate in all sports. There is no fee for the physical through our Healthy Start Clinic.



Fall	Winter	Spring
Cheerleading	Basketball	Badminton
Cross Country	Wrestling	Baseball
Golf - Girls	Cheerleading	Golf - Boys
Football	Soccer – Boys/Girls	Softball
Tennis - Girls		Swim
Volleyball		Tennis - Boys
Water Polo		Track & Field
		Volleyball - Boys

Eligibility

To be eligible for any team, the student must be in 9th-12th grade and meet CIF, SUSD, and Stagg High School eligibility requirements. SUSD and the State of California require a Grade Point Average (GPA) of 2.00 (No F’s) and the student athlete must maintain credits towards graduation. Eligibility will be checked each semester.

BREAKFAST/LUNCH PROGRAM

The cafeteria will be opened before school and during lunch. It will provide food services to those students wishing to purchase food. A Free & Reduced Lunch application will be available in the cafeteria but also placed in the Opening of School packet. All Free & Reduced Lunch applications incorrectly completed will be returned to the applicant. For more information, contact the Stagg High School Main Office. All food purchase requires possession of a valid Public Safety Academy student I.D. card.

ELECTRONIC EQUIPMENT

Cell Phones are to be turned off and not in sight during the school day (7:25am-2:10pm). Public Safety Academy/Stagg Electronics Policy - CA Ed Code: Electronics that are heard, seen or cause a distraction or disruption will be confiscated and turned in to the Discipline Office. However, cell phones may be used at teacher discretion to enhance educational experience in the classroom.

Offenses	Consequences
1 st Offense	Confiscated/Documented. Student may pick item up after school.
2 nd Offense	Confiscated/Documented. Parent/Guardian or person listed as emergency contact is required to pick the item up from the office.
3 rd Offense	Confiscated/Documented. Item will be secured in the office until the end of the semester. Parent/Guardian or person listed as emergency contact is required to pick the item up from the office.



Students who habitually bring electronic devices to school will be considered defiant and may be suspended as per California Education Code and SUSD Board Policy. Stockton Public Safety Academy, Stagg High School, and Stockton Unified School District are NOT responsible for the loss and/or theft of any of these types of devices.

Having internet technology means greater responsibility from our students. In order to use the Internet, students must have an ID card. Students caught using the Internet without permission or accessing information of an illegal, inappropriate, or unauthorized nature will be disciplined and lose their Internet privileges.

EMERGENCY MESSAGES

Messages that are of an emergency nature may be sent to the Cadet through the Office. (Note: this is NOT to be used as a reminder service, but only as an emergency notification service.)

Please avoid texting Cadets during class time as it is a disruption to instruction and could result in disciplinary action (see electronic equipment for clarification).

FIELDTRIPS

During the course of each year Public Safety Academy Cadets may attend a number of field trips. Cadets must have a permission slip or note signed by a parent or legal guardian to attend a school-sponsored field trip. During field trips all school rules are in effect, and Cadets are expected to be on their best behavior.

FIRST AID AND HEALTH

Cadets who become injured or ill during class time should notify a staff member immediately, who will in turn provide them with a pass to the office. Cadets should not remain in a restroom without a staff member's knowledge. If the injury or illness appears serious, the parents will be notified and arrangements will be made to have the Cadet either go for medical attention or go home. Cadets are never to leave the school grounds to go home because of illness without checking out through the office first. All prescription and over-the-counter medication (including aspirin) must be kept in the office with a parent permission slip and doctor's note. Cadets are not to keep medication in their possession without appropriate documentation from the SUSD Nurse. (See "Medication at School.")

IMMUNIZATIONS

The California Health and Safety Code requires that every child attending California schools be adequately immunized against polio, diphtheria, tetanus, hepatitis B, and measles/mumps/rubella. For the safety of all, Cadets without proof of immunization will be excluded until documentation can be provided.



LEAVING SCHOOL GROUNDS

The Public Safety Academy is a closed campus. Once a Cadet arrives at the Public Safety Academy they are to remain on campus until the end of the day. During school hours Cadets may leave only with specific parent or guardian written permission, and with special permits issued by the office.

MEDICATIONS AT SCHOOL

In compliance with Educational Code 49423, no medication will be administered at school without meeting the following requirements:

1. A written order from a Physician detailing the name of the drug, dosage, and time-interval the medication are to be taken.
2. Written permission from the Parent or Guardian of the student requesting the school comply with the Physician's order.
3. The medication must be furnished in its pharmacy labeled bottle or in an original pharmacy labeled injection medication kit.
4. Only trained medical staff may administer medication kept in the Health Center. Parents can pick up "Medication to be Dispensed" forms at the Health Center or on line at Stockton Unified School District's web page under the Health Services icon.

MONEY/VALUABLES

Cadets are not to carry large sums of money with them to school, or bring expensive personal items. Similarly, the wearing of expensive rings, watches, and other jewelry is not appropriate and may violate the dress code. While the school will make every effort to recover lost or stolen property, the Public Safety Academy is not responsible for the theft of personal belongings, and Cadets should plan accordingly.

In addition, Cadets are not permitted to buy or sell personal items at school.

PARKING

In order to drive to school, Cadets must request a parking application from the office. They must also bring their driver's license, proof of insurance, and a copy of their vehicle registration.

Parking priority will be given to upper grades and is limited to available space.

Parking on campus is a privilege and parking passes may be revoked for the following reasons:

- Poor attendance or frequent tardies
- Reckless driving
- Failing to park in the designated lot
- Violating the closed campus policy
- Vehicles parked on school property are subject to search



PUBLIC RELATIONS/MEDIA

The Public Safety Academy's newsletter will be is posted on the Public Safety Academy website. Some other methods of communication include email, auto-dialer phone calls, Facebook, Twitter, and more. Check the website frequently for updated information about our school and ways to stay informed via social media.

PHOTOGRAPHING AND INTERVIEWING CADETS

Various photos and/or videos of Cadets participating in academic tasks or extra-curricular activities may be posted on the school and teacher websites or utilized by staff for professional development purposes. From time to time, the media may also wish to interview or photograph Cadets when covering educational events at school. We want you to be aware that your Cadet could be interviewed or photographed in such situations. Please notify administration in writing if you do not want your child to have such contact with the media. The Public Safety Academy occasionally places photographs of students on its websites. These photos may be easily recognizable close-up or small group images, or less-discernible large group photos. Parents/guardians who do not want an easily recognizable image of their child to be placed on district websites may notify administration in writing that they do not want their child's easily recognizable image posted on district websites.

REPORTING TO PARENTS

ParentVue is SUSD's Tool to help monitor your child's attendance and grades.

1. Obtain Parent Activation Key Letter (See Counselor or Registrar)
2. www.stocktonusd.net
3. Click on Activate My Account
4. Read Privacy Statement and click "I accept"
5. Enter Parent Activation Key Letter
6. Type User name and password

SUPPLIES

Cadets are expected to come to school prepared to learn. As with most jobs, a few keys tools are required for success. Donation supply lists will be given out the first week of school and are specific to each class. Teachers expect Cadets to report to class each day with all appropriate materials. If Cadets are unable to bring donated supplies, please contact administration and arrangements will be made.

A school-issued I.D. card to access lunch account and check out library materials will be given to each Cadet free of charge. Cadets are to keep this I.D. card on their person at all times.

Replacement cards can be ordered in the office for \$5.00 if the original I.D. is lost or damaged.



SCHOOL VISITS

Parents are welcome and encouraged to visit the school. Upon arrival, visitors are required to report to the office to get a Visitor's Pass. We do not permit Cadets to bring friends, siblings, or other relatives to school at any time.

CADET RECOGNITION PROGRAMS

Teachers employ a variety of student recognition practices in their classroom. The Public Safety Academy also recognizes students for their achievements, both academically and behaviorally.

TELEPHONES

The office telephone is to be used only in the case of a real necessity, and only with the permission of office personnel. Cadets will not be permitted to call home because of materials left or forgotten.

In addition, parents are asked to refrain from calling the office to leave messages for their children except in the event of an emergency.

Please avoid texting Cadets during class time as it is a disruption to instruction and could result in disciplinary action (see electronic equipment for clarification).

ACADEMY LIFE AND FUNDAMENTAL TRAINING VALUES

The Public Safety Academy has adopted the fundamental training values of public service, respect, integrity, discipline and equality. The P.R.I.D.E. model is integrated into all formal and informal training at the Academy. The model is applied as follows:

- PUBLIC SERVICE–The Public Safety Academy school day is designed to instill a “spirit of public service” in its 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.
- 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 Public Safety Academy.
- EQUALITY–Cadets will model and reinforce an attitude that fosters uniformity, impartiality, and equality.



CADET CREED

Cadets are expected to memorize and recite this pledge.

I strive to achieve academic excellence. I exemplify high moral character. I work diligently to prepare for the future. I know my success in school and life is dependent on my own effort.

CHARACTER EDUCATION

The Public Safety Academy has embraced the Character Counts! program for character education. The program is based on six ethical values that everyone can agree on.

Six Pillars of Character

Trustworthiness

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help those in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer



COURTESIES AND TRADITIONS

The Public Safety Academy is a paramilitary organization with courtesies and traditions that set it apart from civilian life, or traditional schools. Police courtesy extends beyond the common courtesy all citizens should adhere to; it is a practice that is necessary for the preservation of morale and discipline. Public Safety Academy courtesies 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 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 commanding officers and carryout 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 Public Safety 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 Public Safety Academy atmosphere is purposely designed to develop teamwork and assist cadets in making the transition from a traditional school to the Public Safety Academy.

During the early phases of the Public Safety Academy, a cadet's behavior is closely monitored and guided to foster disciplined performance. As the Public Safety Academy progresses and the desired performance is 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.

CRITERIA FOR LEADERSHIP POSITIONS

Cadets chosen to be leaders are expected to conduct themselves with the highest level of regard for the Public Safety Academy's standards. The duties and responsibilities of each leadership position can be located on the Public Safety Academy's website. Available leadership positions include:

Sergeant

Must display a positive and respectful attitude as outlined in our Six Pillars of Character.

Must maintain a 2.0 GPA with no D's or F's.

May not be on LOP (loss of privileges).

Personal appearance and uniform must meet Public Safety Academy standards.

Have no more than six demerits within a semester.

Instructor and higher ranking officer recommendations may be considered.



Lieutenant

Must display a positive and respectful attitude as outlined in our Six Pillars of Character.
Must maintain a 2.0 GPA with no D's or F's.
May not be on LOP (loss of privileges).
Personal appearance and uniform must meet Public Safety Academy standards.
Have no more than six demerits within a semester.
Instructor and higher ranking officer recommendations may be considered.
Each candidate will have held the position of Sergeant for at least six weeks.
Interested Cadets must submit a memo of interest requesting consideration for the position.
All eligible Cadets are subject to an interview.
Must be able to demonstrate all drill movements and commands as they pertain to morning and afternoon formation.

Captain

Must display a positive and respectful attitude as outlined in our Six Pillars of Character.
Must maintain a 2.0 GPA with no D's or F's.
May not be on LOP (loss of privileges).
Personal appearance and uniform must meet Public Safety Academy standards.
Have no more than six demerits within a semester.
Instructor and higher ranking officer recommendations may be considered.
Each candidate will have held the position of Lieutenant for at least six weeks.
Interested Cadets must submit a memo of interest requesting consideration for the position.
All eligible Cadets are subject to an interview.
Must be able to demonstrate all drill movements and commands as they pertain to morning and afternoon formation.

Commander

Must display a positive and respectful attitude as outlined in our Six Pillars of Character.
Must maintain a 2.0 GPA with no D's or F's.
May not be on LOP (loss of privileges).
Personal appearance and uniform must meet Public Safety Academy standards.
Have no more than six demerits within a semester.
Instructor recommendations may be considered.
Each candidate will have held the position of Captain for at least six weeks.
Interested Cadets must submit a memo of interest requesting consideration for the position.
All eligible Cadets are subject to an interview.
Must be able to demonstrate all drill movements and commands as they pertain to morning and afternoon formation.

Disqualification

Being placed on LOP shall result in removal from the position. Three demerits shall result in removal from the position. Any discipline referrals may result in removal from the position. Any actions or behaviors deemed unbecoming a Public Safety Academy Cadet may result in removal from the position.



CHAIN OF COMMAND

A “Chain of Command” policy will be enforced and adhered to by Cadets while at the Public Safety Academy. Administration maintains an open door policy even though adherence to a Chain of Command exists. In those situations where a Cadet does not feel comfortable to follow the Chain of Command, they may address administration directly.

Parents with classroom or teacher complaint should first try to resolve the complaint with the classroom teacher. If, after attempting to resolve the complaint, the parent or teacher are unable to resolve the conflict, the parent may contact administration. If the complaint is related to school policy or procedure, the parent should first attempt to resolve the complaint with the school’s administration. If, after attempting to resolve the conflict with the principal, the parent and administration are unable to resolve the problem, the parent may then contact the district office.

HONORS TO THE NATION

Personnel in uniform will render hand salutes to pay honor to the nation during reveille and retreat ceremonies and during the following instances:

- During times when the National Anthem is played outdoors.
- During times when Cadets are in uniform, indoors at an athletic event or other such gathering, when the National Anthem is played.
- When the National Anthem is played, staff or Cadets not in uniform will come to the position of attention and render a salute by placing their right hand over the area below their left shoulder.
- Cadets who for religious reasons are prohibited from saluting the flag may stand silently at attention.

ADDRESSING STAFF/CLASSROOM COURTESIES

Cadets will address members of the Public Safety Academy Staff, all other personnel associated with the Academy, and any adult as “Sir” or “Ma’am.” If a Cadet is asked a question requiring a yes/no response, the response will be “Yes/No Sir” or “Yes/No Ma’am.”

In the classroom, the Cadet will raise their hand when desirous of asking a question. The Cadet will not respond until being recognized by the teacher.

When a Cadet outside the classroom is addressed by a member of the Public Safety Academy Staff, other visiting Academic Instructor, or personnel associated with the Public Safety Academy, the Cadet will stop what they are doing and immediately come to the position of attention. The Cadet will remain at the position of attention until issued an alternative command, such as “At-Ease,” or dismissed by the person they are addressing. Cadets will not initiate or engage in conversation with persons not associated with the Public Safety Academy Staff or



Public Safety Academy. This includes uniformed Police personnel who are attending other training programs or instructing at the Public Safety Academy.

Whenever a Cadet is directed to report to a Public Safety Academy staff member's office, the Cadet will remain outside the office, knock three times on the door and state clearly, "Sir/Ma'am, Cadet (state last name) requests permission to enter." The Cadet will remain at the position of attention outside the doorway until directed to enter.

Administration may modify policies relating to the addressing of personnel to correspond with the Cadets current phase of training.

CLASSROOM REGULATIONS

When reporting to class, Cadets will stand by their desks/chairs. They will remain standing until the Instructor gives permission to "Be Seated." When the class ends, the Instructor will bring the Cadets to the position of attention. The Cadets will gather their belongings, and when instructed to "Dismiss" by the Instructor, the Cadets will move orderly towards the door and begin exiting.

Upon entry of the classroom, if the teacher is not present when Cadets arrive for class, the appointed Cadet to observe them will clearly announce "Class, ATTENTION", and all talking will cease. Once the teacher gives permission, all Cadets will take their seats and remain quiet in preparation for class.

If the class is to be held outdoors, the class will fall into a formation at the designated location under the direction of a Cadet Officer, if present. If no Cadet Officer is present, upon arrival of the Instructor, the first Cadet to observe them will announce "Class, ATTENTION." Cadets will assume the position of attention until being given further direction by the Instructor.

CADET MOVEMENT

Inside

Cadets will walk in a single-file line along the right side of corridors while inside Public Safety Academy buildings, unless directed otherwise. Cadets will use handrails when moving on stairways. Cadets will not converse in the corridors. If Cadets are walking as a group, it shall be in two by two formation only.

In the morning, no Cadet should be in a hallway before morning formation without a pass. Passes may be obtained by instructors prior in advance. This will not apply to days of inclement weather when Cadets are kept in from formation.

Outside

When moving from classroom to classroom outdoors, Cadets will proceed at double time pace, a brisk walk. Double time pace will be suspended if weather conditions dictate the need to do so.



PHYSICAL EDUCATION AND THE ACADEMY RELATIONSHIP

The Physical Education Program is an integral part of the Public Safety Academy program. It is our expectation that Cadets participate in all components of the P.E. program.

- The daily physical fitness regimen is an integral part of the Public Safety Academy. All Cadets exercise as a group under the direction of the Athletic Staff.
- Physical fitness is a required component of the Public Safety Academy and that segment must be successfully completed. In order to receive all points for class, Cadets **MUST** be dressed in their P.E. clothes.
- Cadets who do not have their P.E. clothes can participate in their school clothes and still earn ½ credit for the day on their first non-suit of each quarter. Instead of having a loaner program the Cadets will participate in their school clothes provided they have appropriate clothing and foot wear.
- All Cadets will be required to furnish footwear for physical education. It is advisable to wear proper fitting, quality cross training shoes. Plain white socks are required.
- All PE clothing and shoes will be kept clean. All Cadets shall appear in proper physical education attire.

DRESS CODE

The Cadet uniform is not unlike those worn by professionals in Public Safety, and as such, the Cadet should take pride in its appearance. A police officer's equipment is held on the gun belt and equipment bag. A Cadet's equipment is held in one's book bag and/or duffel bag, with appropriate supplies in which to perform their duties for the day.

All Public Safety Academy Cadets shall wear the designated uniform unless authorized to wear civilian attire. The dress code is an area in which parent cooperation is essential to Cadets and the school. The majority of parents and Cadets agree that modest, simple attire is most appropriate for school wear. Cadets wearing inappropriate attire/items to school will either remove them, change into P.E. clothes, or will have a parent contacted to either bring them appropriate attire or to go home and change. Cadets who fail to maintain these standards may be withheld from instruction and shall be required to correct the condition found to be hazardous to safety or health, or disruptive to teaching and/or learning.

GROOMING STANDARDS

In keeping with the model of routine for the Public Safety Academy, hairstyles which do not require a high degree of maintenance are necessary in keeping a level of professional appearance.



Hair

Hair will be neat, clean, and present a groomed appearance at all times. Hair may not touch the back of the shirt collar, extend over or touch the ear. Hair will be kept combed and bangs must be kept above the eyebrow. No hair etchings or designs carved into the scalp are permitted. Hair color must be of a natural shade. Those who choose to wear their hair in a long style will wear it “up” in a bun when in uniform. During athletic activities, the Cadet may wear one’s hair “down” in a single ponytail or braid. Hair ornaments such as ribbons will not be worn while in uniform. Pins, combs, cloth-covered elastic bands or barrettes in similar color to the Cadet’s hair color may be worn, but shall not interfere with the wearing of the Cadet’s headgear. When wearing headgear, no hair may show under the front brim of the Cadet’s headgear, nor shall it extend below the eyebrows when the headgear is removed. The lower limit of the sideburn will be at the bottom of the opening of the ear. A short neatly trimmed mustache may be worn; no other facial hair is authorized. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

Makeup

Make-up is to be worn in moderation and should be of a natural shade, so as not to appear excessive or obtrusive. This may include discreet eye shadow and lipstick, which is appropriate to the individual’s natural skin tone. Exception may be made where make-up is used to conceal a physical disfigurement or blemish, e.g. scars, birthmarks.

Nails

Nails are to be kept clean and trimmed. For safety reasons, nail length should not extend beyond the length of the finger. Clear nail polish and/or a French manicure is acceptable.

Jewelry

Jewelry is limited to stud earrings 4mm in size or less only. Gauges no larger than 4mm. Papers (spikes) are not allowed. No necklaces, rings, bracelets, wrist bands, etc. will be allowed. Nose studs must be 4mm or less with no rings allowed.

Uniform

6th-8th Grade Daily Attire

- ❖ Light Grey Port Authority polo with PSA patch
- ❖ Dickie Pants 874 Black (straight leg, no pleats, no ‘skinny’ leg)
- ❖ Regulation black basket weave trouser belt with a silver buckle
- ❖ Black military style boot or black dress shoe with a toe that can be polished
- ❖ Plain black crew neck T-Shirt
- ❖ Plain black socks

*Long sleeve undershirts must be black with no writing or hood



9th-11th Grade Class A Attire

**High school cadets will wear a *Class A* style attire ONCE a week per an assigned schedule. The other days of the week students are expected to wear appropriate civilian attire that follows SUSD dress code policy.

Class A Attire:

- ❖ Regulation black basket weave trouser belt with a silver buckle
- ❖ Black polishable plain toe boots/shoes
- ❖ Plain black crew neck T-Shirt
- ❖ Plain black socks
- ❖ TactSquad #8002 Long Sleeve Grey Poly Uniform Shirt
- ❖ 511 Taclite Dark Navy TDU Pants #74280

Civilian Dress Code

The civilian dress code is to be followed for all “free dress” days or on any day in which a Cadet is out of uniform.

- Shoes must be worn at all times. No slippers, flip flops, or backless shoes allowed.
- Sweatshirt hoods may not be worn on campus at any time, unless otherwise instructed by staff and/or administration.
- Bare midriff tops, blouses, or low cut revealing tops are prohibited.
- No pajamas, sleep wear, etc.
- No "see-through" tops/ tube tops/ inappropriate shirts or halter tops. Tank tops are permitted as long as they have straps that are at least 2” wide. No tank tops with extended arm holes or tank tops traditionally worn as undershirts (ribbed, thick, white, cotton tank tops) are allowed.
- No hats, caps, visors, bandanas, head-coverings, etc., except as listed below.
- No pants with holes unless patched.
- No skirts/Shorts shorter than mid-thigh or with a slit that goes above mid-thigh *Note – wearing leggings or tights DOES NOT change the rules about the length of the skirt or shorts.
- No clothing accessories that can create a danger to other Cadets are allowed on campus or at school events (spiked neck or wrist bands, pointed rings, large medallions, heavy or long chains, and other hazardous objects).
- Excessive hanging pants (a.k.a. “sagging”) (C.C.R. Title 5, Section 302.)
- No dark glasses in class without a doctor’s note stating they are required indoors.
- No “grills” or other mouth ware not needed for medical purposes.
- Gang attire, i.e., bandannas, hanging belts, rolled up pant leg, tags attached to backpacks, or any other related items.



- No logos promoting or displaying:
 - Derogatory racial, ethnic phrases or pictures.
 - Illegal groups or gangs and their insignias.
 - Illegal substances/items including drugs, alcohol, tobacco, weapons, and/or violence.
 - Obscenity or profanity; any article promoting satanic, violent, degrading, or inflammatory statements
 - Any clothing that is otherwise unsafe, inappropriate, or harmful to the school environment
- All clothing shall conform to standards of decency and shall be sufficient to conceal undergarments at all times.
- Cadets are expected to refrain from writing on their own skin (or skin of others), or on any article of clothing while it is being worn, as well as from decorating shoes, belts, backpacks, notebooks and binders, school assignments, etc. with graffiti.

Hat Policy

As of January 1, 2002 hats are allowed in all schools in California. The State Legislature passed this law as a reaction to growing concerns over skin cancer that may be caused by over exposure to the sun during childhood. **Hats / visors may be worn out-of-doors during lunch and physical education for protection from the sun ONLY.** They are not to be worn during passing periods, before or after school, and NEVER in any building! Colors allowed: Blue. Styles must have a bill or brim and include: baseball caps, wide brim hiking / safari types, western / cowboy, "Indiana Jones" / "Crocodile Dundee" styles, golf styles. Logos / wording is limited to only: Public Safety Academy Cadet cap. NO team names / sports gear logos will be allowed. Hats / visors must be worn with bills / brims facing forward to shade the face. Violation of the hat / visor policy will be treated the same as other dress code issues.

STUDENT'S SEARCH AND SEIZURE

School officials may search students and their property when there are reasonable grounds or suspicion that the search may uncover evidence that the student is violating the law or rules of the school. Searches for the location of controlled substances, alcohol, intoxicants of any kind, knives, firearms, explosives, dangerous objects, drug paraphernalia, or stolen property are matters relating to the health and safety of students and staff and may be regarded as reasonable purposes for inspection by school personnel. Inspections may be unannounced, random and at the discretion of school officials or at the discretion of the Superintendent.

BEHAVIORAL POLICY

In developing oneself to be a part of today's ever developing Public Safety profession, it should be obvious that to be the best entry level employee, in the Public Safety field, the development of certain traits is essential. 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 departmental rules, regulations, procedures, and traditions. They must show initiative, which will allow them to act whenever required, without direction.

Only those having the self-discipline and ability to assume responsibility for their actions will find a successful future in this profession. Not everyone will become a Police Officer. But whatever career path you choose, we look to provide a foundation of success through your educational experiences at the Public Safety Academy.

The Public Safety Academy has a clearly defined Cadet behavioral policy that will be reviewed and revised each year by a committee made up of all stakeholders in our school community. In addition to being clearly posted in all classrooms, behavioral policies are reviewed with all Cadets in homeroom.

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 that apply specifically to a Cadet class.

It is the philosophy of the Public Safety Academy that all Cadets have the right to learn in a safe and caring environment. It is important that there be a shared responsibility among Cadets, parents, teachers and administrators in providing the most productive learning environment. The Academy provides the atmosphere in which the Cadets may learn. Cadet behavior which disrupts the educational process is not acceptable. It is the Cadet's 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.

Cadet behavior during school attendance and school activities, whether on or off the Public Safety Academy 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 staff personnel, the property of others, including Public Safety Academy property, and the instructional activities of the Public Safety Academy. Cadet conduct while at the Public Safety Academy will be above reproach. When in view of the public, you represent the ENTIRE Public Safety field, community, and most importantly, the Public Safety Academy. Complaints regarding Cadet conduct in violation of this policy will be investigated and appropriate action taken when sustained allegations exist.

To provide a more conducive learning environment for all Cadets, it is necessary that Cadets, families, and the school fulfill their responsibilities. Cadet behavior is learned through teaching, counseling, and by example. Staff will consistently provide assistance to Cadets towards achieving acceptable standards of conduct and behavior.

The Public Safety Academy desires to prepare Cadets for responsible citizenship by fostering self-discipline, personal responsibility, and accountability. Good planning and a good understanding of each Cadet, along with parent involvement, can minimize the need for discipline. When misconduct occurs, every effort will be made to identify and correct the cause(s) of the Cadet's behavior.



In some cases disciplinary action is a necessary approach to bringing out 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 the Public Safety Academy, or expulsion may be a necessary action in the interests of the individual Cadet, other Cadets, the staff, and the educational program. Enforcement of the Public Safety Academy rules, including disciplinary action, shall be the responsibility of administration and shall follow the guidelines set forth by Stockton Unified School District.

Cadet Responsibilities

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

General Rules and Conduct for Cadets

- 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 will be displayed at all times by Cadets when in attendance at the Academy in order to maintain the needed level of professional conduct.
- Be kind.
- Be safe.
- Respect people and property.
- Do your best at all times.
- Walk briskly, comfortably erect, and alert.
- No Cadet shall participate in any type of card game or other game of chance while at the Academy.
- Cadets are not to visit any office, or other areas of the Academy deemed off-limits, unless specific permission has been obtained by a member of the Public Safety Academy staff.
- Any Cadet who is involved in any type of incident or investigation conducted by a police agency, where they have alleged to have been involved in suspected criminal activity, shall report such incident as soon as reasonably possible to administration.
- Cadets shall be responsible for the cleaning and maintenance of all Public Safety Academy equipment, apparatus, and classroom or drill areas used. Teamwork is an integral part of the Public Safety service. Squads are expected to help others finish their work until it is completed. Everyone leaves together. No squad is finished until all squads are finished.
- Food and drinks are not allowed in the classroom or during class activities unless authorized by Staff. Cadets may have a small container of clear water on their desks during class.



- There shall be no physical contact (pushing, hitting, etc.) between Cadets except in a controlled training capacity and always approved and supervised by a member of the Public Safety Academy staff.
- There are to be no Public Displays of Affection which includes hand holding, inappropriate touching, kissing, lap sitting, hugging, etc.
- Cadets are not allowed to sell anything on campus without prior administrative approval.
- Cadets are not allowed to bring flowers, gifts, balloons, etc. to school without prior approval by an administrator.

SUBSTANCE ABUSE

It is the intent of the Public Safety Academy to maintain an environment free from the effects of substance abuse. As such, the Public Safety Academy maintains a policy of zero-tolerance and violations will result in disciplinary action, up to and including removal from the Public Safety Academy. In situations of possession and/or use of controlled substances or alcohol at the Public Safety Academy, the police will be notified.

HARASSMENT/BULLYING

In accordance with board policy, the Public Safety Academy administration and staff members are sensitive and concerned about any kind of harassment. We can only effectively stop harassment when we are made aware of the situation when it develops. Cadets and parents are to report any situation involving harassment, or bullying to a staff member immediately! The information will be forwarded to an administrator so that the harassment can be terminated immediately! The practice of playing abusive or humiliating tricks on another Cadet, or any group of individuals, is strictly prohibited. Actions that may be classified as bullying are further activities that will not be tolerated at any level, and will be dealt with swiftly. This includes the formation of “cliques” or specialized groups among the Cadets.

DEMERIT SYSTEM

The Public Safety Academy is designed to motivate young people to be better citizens while preparing for a career in public safety. Good order and discipline are two of the tools used for the development of this objective. Accordingly, the Public Safety Academy will use a system of behavior modifications to encourage Cadets to adhere to the standards of conduct, self-discipline, and personal appearance.

Each demerit slip must be reviewed and approved or disapproved by the Cadet training officer prior to entry on the Cadet’s demerit record. Demerits will impact a Cadet’s standing on the order of merit list for promotions.

A demerit is a negative comment on a Cadet’s conduct or efficiency. The number of demerits assessed depends on the seriousness and/or frequency of the deficiency. Demerits may be given by any administrator or Cadet Training Officer. The Cadet Training Officer will manage the Demerit Program and ensure all demerits are posted. Cadets may be required to write a memo to



the Cadet Training Officer as a consequence for receiving a demerit. Memos will be issued at the Cadet Training Officer's discretion.

Accumulating excessive demerits or being a behavioral problem will jeopardize both a Cadet's participation in school activities and re-enrollment at the Public Safety Academy. Behavior referrals or suspensions will result in multiple demerit points. Excessive demerits are those exceeding 25 within a single grade reporting period.

Demerit Offenses

Eating or chewing gum in formation
Improper, unkempt uniform
Shoes not shined
Talking in ranks or class without permission
Unprepared for class
Failure to follow instructions
Failure to shave
Hair unkempt
Disrespect to a staff member or superior
Lack of attention to duty
Failure to report

SUSPENSION (OFF CAMPUS)

Suspension is a disciplinary action, which excludes a pupil from regular classroom instruction for adjustment purposes for a period of time not to exceed five consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the pupil and administrator. A phone call is placed to the parent, and within 24 hours of the beginning of a suspension, a notice will be mailed home.

During the suspension, the Cadet is not to return to any Stockton Unified School District campus without prior administrative approval. Upon return to school, the pupil and parent or guardian may be requested to attend a conference with the school administrator regarding the Cadet's behavior.

CLASS SUSPENSION

Class suspension is a disciplinary action which may be imposed by the teacher. A teacher may suspend a Cadet from class for a maximum of two days. A parent/teacher/administrator conference must then be arranged to discuss the problem.

EXPULSION

Expulsion means the removal of a Cadet from enrollment in Stockton Unified School District, as ordered by the Board of Education, when all other means of correction have failed or the continued presence of the Cadet causes danger to the physical safety of others. State law provides for full due process rights in any order of expulsion. An expelled Cadet may be ineligible to participate in any Stockton Unified School District program, including independent study.



LOSS OF PRIVILEGE (LOP)

Loss of Privilege, or LOP, is a status assigned to Cadets who have significantly violated the disciplinary or behavioral expectations of the Public Safety Academy. Cadets on the LOP list are denied participation in non-academic school events (dances, etc.) for up to one full semester after earning LOP status. A Cadet cannot work themselves off of LOP. LOP status will be updated at the end of each grade reporting period.

LOP Qualifying Factors

- Suspension.
- Three or more referrals within one reporting period (including missed detentions).
- More than 25 demerits.
- Poor citizenship / work habits / grades (one or more “U’s” or three or more “N’s” in a quarter).
- Any class or school cut.

Final Grade Reporting Period LOP Factors

Any Cadet who meets the following criteria will be placed on LOP for all end of the year activities, e.g. promotion, trips, class/grade level parties, specials events etc. This applies to the final grade reporting period.

1. Any “F” grade on 4th quarter progress report.
2. Any Cadet receiving a “U” or 3 “N’s” in citizenship on the 4th quarter progress report.
3. Any Cadet receiving 3 behavior referrals.
4. Any suspension.
5. Any cutting of classes or school.
6. Any Cadet not having 95% attendance.