



**TWIN RIVERS UNIFIED SCHOOL DISTRICT IN PARTNERSHIP WITH
THE SACRAMENTO POLICE DEPARTMENT**

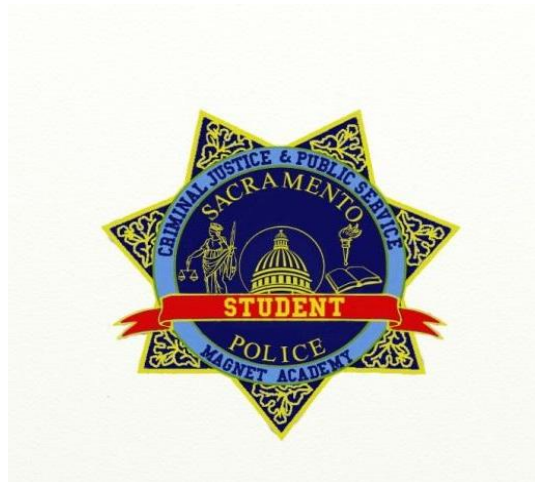
**GRANT UNION HIGH SCHOOL
CRIMINAL JUSTICE MAGNET ACADEMY**



CADET MANUAL & CONTRACT

Academy Mission Statement:

The mission of the Criminal Justice Magnet Academy is to strive, through teamwork, to promote higher academic achievement, develop marketable career skills, focus on continued education, and enhance the quality of life in our community.



Our Pledge:

As a Cadet for the Criminal Justice Magnet Academy, I pledge to serve my community faithfully and honorably; to stand-up for those in need and distress; and to uphold the fundamental rights of all people. I will ensure that my life is a reflection of trust, honor, duty and integrity. And with courage and determination, I will never waiver from achieving my ultimate goal...to seek higher academic and career excellence...

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Grant Criminal Justice Magnet Academy

Becoming a Cadet in the Sacramento Police Department's Criminal Justice Academy, better known as "CJ", is a serious decision. It requires the dedication of you, your parents, your school and your community.

WE ASK you the Cadet to be diligent, trustworthy, and committed to the principles of public service and to the desire to be a role model in our community.

WE ASK your parents to be supportive and to be involved with you and our program.

WE ASK the school to provide an environment that stimulates an interest in learning and gives the students a solid academic base and desire to succeed.

WE ASK our community and industry partners to help foster our program by providing mentors, volunteers and hands-on experience to our Cadets.

With our Team effort, the benefits are great:

For the Cadets: Success in personal, school and career goals.

For the parents: Pride and participation in their child's Academy education.

For our school: Positive academic achievement and community involvement.

For our community: Cadets committed to public service and giving back through community service.

General Information

Congratulations on being accepted into CJ! The course curriculum has been developed to correspond to the training given to Police Recruits in a Police Academy.

You have met our strict criteria to become a CJ Cadet. We look forward to you joining our CJ Family.

Duration of the Academy

The Academy will be a four-year program. In order to graduate from the program and receive your certificate of completion, you must successfully complete all four years with passing grades.

Academy Staff Contact Information

Lead Teacher: Mario Fox (916)-919-7637 / mario.fox@twinriversusd.org

Lead Instructor: Officer Eric Fong (916)-801-7392 / efong@pd.cityofsacramento.org

Classroom: (916)-566-3540 Ext. 21449 Room #: S-3

In an emergency only, if you are unable to contact Mr. Fox or Officer Fong, please contact

Sergeant Jared Kiser: (916)-834-5701

Expectations

Sacramento Police Department Magnet Cadets are held to a higher standard. The Cadet freely chooses to be enrolled in CJ and accepts the obligations, duties and tasks of a CJ Cadet. Strict guidelines are established day one of the Academy. Discipline is instilled in all our Cadets. The Cadet will follow all CJ rules and regulations. The Cadet represents not just CJ, but Grant Union High School and the Sacramento Police Department.

Core Values

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

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

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

Foundational Principles

- Instill Academic Rigor
- Institute a Tutoring Culture
- Enhance Life Skills
- Develop Career Skills
- Establish Education and Life Goals

Program Organization

CJ offers two curriculum structures:

College level academics and Career Technical Education (CTE). Each CJ class is integrated with college requirements with an emphasis on Public Service CTE. The Cadet will also have their required high school classes (English, Math, Science) blocked with other CJ Cadets.

One of our pillars in college preparation. All cadets are required to complete A-G requirements to be University of California (U.C.) or California State University (C.S.U.) eligible. We have a College/Career Mentor who will work with all our Cadets. We also have a SAT/ACT coach who will help prepare our Juniors/Seniors with taking these tests. In addition, cadets are required to take Physical Training (PT) all four years of the program.

Our curriculum is closely aligned with the curriculum taught at the Sacramento Police Department's academy, and mirrors Peace Officers Standards and Training (P.O.S.T) requirements. We utilize many guest speakers from all career fields.

The following courses are enhanced using critical thinking, problem solving techniques, hands-on activities and projects, group work, presentations, scenario/role-playing training, guest speakers and field trips. We have an emphasis on public speaking, real world experiences/case studies, open/honest discussions, and personal growth.

Academic Course

CJ 1 & 2: This is the first year (Freshmen) course in the four-year sequence of classes. The main topics of consideration will include History and Principles of Law Enforcement, Ethics, Introduction to Criminal Law, Community Policing, California and Federal Law Enforcement Agencies, Public Speaking and Professionalism. CJ 1 & 2 will provide the Cadets with the foundations of Law Enforcement and the Criminal Justice System in America.

Law I: The main topics for the second year (Sophomore) course will include CA Vehicle Codes, safe driving/CA driving permit preparation, an introduction to alcohol, tobacco/vaping and drug abuse/laws, CPR and Basic First-Aid certification (upon successful completion of the course), Community Policing, CA Penal System, and introduction to local government. Upon completion of their Sophomore year, the Cadets will have a knowledge base of CA Vehicle Laws, be prepared for DMV Permit test, complete their high school Health requirement, be certified in CPR and Basic First-Aid and have a working knowledge of the CA Penal System.

Law II: The third year (Junior) course includes units on 4th Amendment/Search and Seizure, Landmark Cases, Laws of Arrest, introduction to the CA & U.S. Court system, financial literacy, researching colleges and career choices/pathways, and Community Policing. At the end of their Junior year, the Cadets will have strong understanding of the 4th Amendment, Landmark Cases that shaped America, how our court systems work and preparing for their Senior year.

Law III: The fourth year (Senior) course will focus on college admission, financial aid, and scholarships, service in the US Military, trade schools, life after high school, units on the 2nd Amendment, Crimes Against Persons and Sex Crimes, life away from home, etiquette and Community Policing. At the end of their Senior year, the Cadets will be prepared for life after high school whether they choose college, the military or a trade school. They will have a strong foundation on how to conduct themselves as young adults and be prepared to become a productive citizen in our society.

PT

Cadets are required to take the Academy PT course all four years. PT is incorporated into the CJ curriculum. The PT course will include units in basic cardio and strength exercises, self-defense, weight training, cross-fit workouts, team sports/games and much more. **We require 110% effort during any PT. Parent and/or a Doctor's note will be required for any missed PT or exemption for a PT session.**

The PT program is designed to develop and enhance the Cadet's physical fitness in a manner that will promote a life-long healthy lifestyle. For the Cadets that are on the path into Law Enforcement and/or the military, their level of fitness will prepare them for the demands and challenges of those fields. Healthy eating and choices are also emphasized.

The Cadet will be introduced to the goals and objectives of the PT program and will be provided with instruction on the principles of physical conditioning.

The Cadet will participate in a series of conditioning exercises that will systematically address the basic components of physical fitness (cardio-respiratory endurance, muscular strength, muscular endurance, and flexibility).

The progression of PT is dictated in part by the Cadet's entry level of fitness, and the subsequent improvement of his/her physical condition through PT. PT will consist of warm-ups and flexibility training, running, cross-fit routines, circuit weight training, calisthenics and agility/obstacle course testing.

Each Cadet will strive to develop the physical ability to effectively perform the physically demanding tasks of a Police Officer. To demonstrate this ability, the Cadet will have opportunities to attempt the Peace Officer Standards and Training entry level test.

The Cadet will be required to dress in appropriate PT gear to receive their points for that session.

Magnet Cadet Code of Conduct/Classroom Rules

- Cadets shall at all times be **respectful** to academy instructors, school personnel, guest speakers, visiting police personnel, and other cadets.
- Any behavior or activity that presents a danger or is distracting to any other Cadet, staff, or adult will not be tolerated. This includes sexual harassment, play-fighting, inappropriate touching, bullying, and any other behavior that creates a hostile environment.
- Cadets will not engage in any illegal activities.
- Cadets will not use any illegal narcotics, substances, to include tobacco/vaping products.
- Cadets will not consume any alcoholic beverages.
- Cadets will not belong to or participate in gang activities.
- Cadets shall follow orders, so long as they are legal, moral and ethical.
- Never question your superiors in a disrespectful way in public.
- If you disagree with an order, discuss it with your superiors in private, and if they don't change their decision, you must support their original orders.
- Insubordination will lead to possible removal from the Academy.
- Pushups, or other forms of PT, will be assigned to individual Cadets or the entire class as corrective measures.
- All adults, instructors, school personnel, guest speakers, or visiting police personnel will be addressed as "Sir" or "Ma'am".
- Cadets must bring all necessary materials, pens, paper, books, etc., to class.
- All backpacks, purses, etc., will be stored beneath the desk.
- Earbuds will not be used in class unless approved by staff.
- Cadets will remain attentive throughout the class period.
- Cadets will always present themselves professionally (no sagging).
- Cadets will use appropriate and respectful language (no cussing, derogatory terms, etc.).
- Inappropriate images or sayings on shirts, too tight or skimpy clothing, wearing gang colors, etc. will not be tolerated.
- Cadets shall ask questions by raising their hand and waiting to be called.

- Once called upon the cadet will stand and begin each question by stating their last name followed “Sir” or “Ma’am.” The cadet will stand up quickly and maintain good posture.
- Cadets will not disrupt class by talking. Any cadet talking during class will have his/her seat moved away from other cadets. No playing around in class will be tolerated. This is a learning classroom and not a playground.
- Passes will be given at the discretion of Academy Staff.
- Cadets will be on time to all classes. Tardiness is not acceptable in any class.
- The staff will determine seating chart.
- Cell phones are not allowed out during class, unless approved by Academy Staff, and will be confiscated. School policy will be enforced.
- Fourth-year cadets are not allowed to date first-year cadets under any circumstances and violations may result in removal from the Academy.
- Male Cadets are not allowed in the female locker room without permission from Academy Staff.

Citizenship

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

Grades and Testing

It is the general purpose of Academy Staff, CJ teachers, School Administration/Staff, and the partnership between the Twin Rivers Unified School District (TRUSD) and the Sacramento Police Department (SPD) to support, assist and evaluate your performance in CJ. During your time in CJ you will be evaluated in all areas of training. It is your individual effort in each phase of training that will determine your success.

Academic Requirement

Cadets are required to meet the following standards:

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

If the above standards are not followed or met, a Cadet will be placed on CJ Probation. We will work with the Cadet and their parent(s) to put the Cadet back on track. Cadets placed on probation may be required to attend CJ/school tutoring or other academic support. Cadets who are placed on probation and fail to correct the problem(s) will be subject to removal from the program.

Academics

Cadets will receive a letter grade based on point totals each quarter. Each class will have its own specific grade system based on the Academic Course (CJ 1 & 2, Law I-III). The lead teacher will explain the grade system for his/her class. The grades may include the following areas:

Academy Tests: These are written by Academy Staff and are designed to test specific knowledge about a given ‘Learning Domain’ (LD). LDs are used in the Police Academy to teach Police Recruits a variety of subjects, such as Search and Seizure. The tests can be multiple choice, fill in the blank, and/or task oriented to name a few.

Quizzes: Quizzes will also be used on a more frequent basis. Quizzes will be structured like tests, just shorter and not as in depth.

Virtual Folder: Each Cadet will create and maintain a virtual CJ folder (i.e. Google Doc.). This folder will contain basic information about the Cadet, their college and/or career goals, and certain completed assignments and notes to just name a few.

Writing, grammar, and spelling skills will be addressed even in this digital age. Academy staff will encourage Cadets to look up definitions, speak in a professional manner and to critically think. The Cadets will write college level essays. The Cadets will also be required to read and analyze certain books.

Grading Policy

Grades are divided in categories (please see below). If, for example, you fail to complete your monthly community service requirement, then the highest grade you can get is an 80%, irrespective of the grades in the other categories. ***Keep all necessary materials pertaining to your grade.*** Cadets and parents are highly encouraged to use *Aeries* often to monitor grades.

Class Participation & Projects	= 20 %
Tests / Quizzes	= 20%
Final	= 20%
Community Service	= 15%
Inspections	= 15%
Homework	= 10%

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

Community Service Grade

Per the California Partnership Academies Grant every cadet in the Sacramento Police Department Magnet Academy must perform a minimum of 50 hours of community service per year. The Magnet Officer, teacher or a designee will coordinate these events. Community service hours will be tracked for each Cadet. Cadets are encouraged to bring community service opportunities to the Academy. The Magnet Officer and/or Academy Lead Teacher may choose to attend these events or should ensure there is an “adult contact” or an “event manager” in charge of the community service event. The Magnet Cadets can also be supervised by R/Os but ultimately there will be an adult in charge.

- 6 hours and above = A+ (passing grade)
- 5 hours = A (passing grade)
- 4 hours = B (passing grade)
- 3 hours = C (passing grade)
- 2 hours = D (not passing grade)
- Below 2 hours = F (not passing grade)

Late/Missing Work and Community Service Policy

Homework, tests, or projects turned in late will result in deduction of points for the assignment. The amount of points will be determined based on the assignment.

Failure to turn in completed community service timesheets on time will result in a reduction of hours. Please also see 'Community Service' section below.

Community Service

It is very important that our Cadets give back to our community. Community service builds strong bonds between CJ and our community. Community service teaches many great attributes such as commitment, hard-work, leadership and a sense of being. Grant Union High School depends on our Cadets, as well as the community, to help their community by volunteering their time and talents. Many community service events at the school / in the community are reserved solely for our Cadets.

A minimum of 4 hours a month is required. If a Cadet signs up for a community service/event and for some reason cannot attend, it is the responsibility of the Cadet to notify Academy Staff and/or a Ranking Officer immediately. It is the Cadet's responsibility to fill out their completed community service hours form completely and without errors to receive their hours. The forms need to be turned into a Ranking Officer within 5 days of the community service event. If the Cadet fails at any of the above tasks, does not show up or does not complete the minimum 4 hours a month, the Cadet will lose CJ privileges.

If the Cadet shows a pattern of not participating in Community Service, missing events and/or simply not trying to earn hours, a parent conference will be held to discuss further action(s). A Cadet can be removed from the program if they fail to meet their community service requirement.

Ranking Officers

CJ offers leadership opportunities for our Cadets. All though we see all of our Cadets as potential leaders, we have a core group of CJ leaders. Beginning their Sophomore year, Cadets can apply for a position as a Ranking Officer, better known as an R/O. Once the Cadet's application is accepted, an interview is conducted. Once all the interviews are conducted, the Academy Staff choose the R/Os for the upcoming school year.

The Chain of Command consists of a Commander, (3) Captains, (4) Lieutenants, (7) Sergeants and (4) Corporals. R/Os assist in running the everyday duties and tasks of CJ. R/Os oversee certain committees, activities, community service events, etc. R/Os are an extension of Academy Staff and entrusted with limited authority. R/Os are exposed to more focused leadership opportunities, trainings and activities.

Uniforms and Equipment

General Appearance

It is imperative that each Cadet report to the Academy well-groomed in appropriate attire, which is neat, clean, and free of offensive or questionable graphics.

Female and Male students will have their hair neatly maintained. While in uniform, long hair will not touch the shoulders. Long hair will be worn up in a professional style, as flat against the head as possible.

Facial hair must be kept in a trimmed fashion that is presentable.

No sagging of pants or shorts. Any questionable clothing/items as related to gangs and/or inappropriate graphics/subject matter will be determined by Academy Staff.

All Cadets shall maintain an ongoing personal hygiene program that will maintain professional appearance. Fingernail style and polish is at the discretion of Academy Staff.

Criminal Justice Academy Class “A” Uniform

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

Cadets are issued Class-A shirt, tie, tie-bar, belt, and slacks.

Freshmen Cadets are issued a CJ polo at no cost. Please see Class “B” Uniform below.

1. Cadets are required to wear the uniform one school day every week.
2. The uniform will be worn in a specific manner from the first bell to the last bell.
3. Freshman will wear the Class “B” uniform for inspections.
4. The Uniform patch will remain covered during travel time to and from school using the assigned blue jacket, which is purchased by the cadet from the Academy. Cadets are allowed to wear the uniform uncovered on campus only, or for an off-campus activity only at the direction of the advisor.
5. Cadets may not wear any uniform item that is not issued, without the prior consent from Academy Staff.
6. Black shoes or boots are required for Class-A and Class-B uniforms. Shoes/Boots must be clean and free of debris.
7. Hair will be groomed (Male-no longer than 2 inches on top, neat, above the ear, off the collar. Female- Hair to be worn in a tight bun behind the head, hair accessories must match hair color, and loose hair must be fastened or held by hair spray or mousse. If too short for bun, a ponytail may be worn. No unnatural hair colors allowed. See Appearance and Uniform and Grooming Standards)
8. No colored nail polish allowed while in uniform. Nails must be trimmed, short and neat. Fake nails are not allowed.
9. No jewelry or piercings allowed while in uniform.

10. No jewelry except a watch, a medical bracelet, items of a religious nature. If item is of religious nature, a memo along with a parent/guardian signature is to be submitted to the Commanding Officer notifying him/her of the item.
11. No headphones or ear buds while in uniform.
12. No public displays of affection (P.D.A.) while in uniform.
13. If a cadet removes part of the uniform during school hours or fails to meet the grooming standards during school hours, it will be treated as a failure to wear the uniform correctly, with the same consequences.
14. The only acceptable cover while in uniform is the blue jacket that all cadets are required to purchase. (see Additional Uniform Requirements Not Furnished)

Class “B” Uniform

The Class “B” uniform consists of the CJ polo with Class “A” pants, or dark colored pants, black socks with dark shoes. The polo and pants shall be clean, free from any holes, rips, stains, etc. The CJ Polo will stay with the Cadet all 4 years of CJ. Each cadet is responsible for the polo issued to him/her.

A replacement polo will be issued if a new size is needed. If a Cadet loses his/her polo, or it is not maintained properly, a memo and extra community service will be assigned. If the Cadet loses or damages another polo, the replacement cost will be paid by the Cadet.

Additional Uniform Requirements Not Furnished

1. Black shoes or boots are required for Class-A and Class-B uniforms.
2. Plain, long, black socks.
3. Cadets are required to purchase a CJ jacket from our webstore. The jacket is the only acceptable cover for the uniform when in public or as needed.

Consequences For Not Wearing A Uniform Correctly

1. Failure to wear uniform:
 - a. First offence: 0 for inspection and a memo.
 - b. Second offence: 0 for inspection and loss of privileges (i.e. eating lunch in CJ).
 - c. Third offence: 0 for inspection, put on probation/contract with parent meeting.

P.T. Uniforms

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

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

- Shirts will be clean and wrinkle free.
- Pants will be pulled up to at least the top of the hips (no sagging) and legs will be pulled down to the shoe.
- No jewelry allowed (including watches) on the P.T. Uniform except if it is a medical bracelet or a religious item.
- Upperclassmen may wear their uniform from previous years. It must be clean, and free of noticeable wear and tear.

Additional P.T. Uniform Requirements Not Furnished:

- One pair of tennis shoes. Failure to wear appropriate PT shoes will result in discipline and/or loss of points for that PT session.
- Select a style that will give you solid foot and ankle support. You should try to run in these shoes a few weeks prior to the beginning of the school year to break them in. This will allow you to get used to the shoes and prevent getting painful blisters during physical training.

Absences

Based upon the absence, each cadet will have a limit amount of days to turn in make-up work and still get full credit. If the Cadet fails to turn in the missed work within the prescribed period, then the work will be considered late (see Late Work Policy). If a cadet is absent on uniform inspection day, they must schedule a day with Academy staff to make-up that uniform day. Failure to schedule this make-up day will result in a “0” for that inspection day.

Tardy Policy

When the tardy bell rings, all Cadets **will be** standing at attention at their desk. The Cadet will have his/her backpack/bag off and stored under their desk. All earbuds, AirPods, etc. will be stowed away. Hats/Hoodies will be off the head.

If Cadets are not at attention, the whole class will be held responsible. This can be in the form of physical discipline or writing a memo explaining why that Cadet was not at attention.

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

- 1st Tardy: Cadet assigned physical discipline.
- 2nd Tardy: Cadet ordered to write a memo with parent(s) signature.
- 3rd Tardy Cadet loses CJ privileges as Academy Staff see fit.

A pattern of tardiness can lead to the Cadet being put on CJ Probation.

Program Incentives and Motivation

As a member CJ, Cadets will have a unique opportunity to attend and participate in a wide variety of extra high school field trips/events. Cadets attend academically oriented field trips that are exciting and stimulating mentally, physically and emotionally. CJ field-rips are engaging, fun and help keep the Cadets motivated. CJ field trips go above and beyond your typical high school field trips. Such as:

- College tours with CJ Alumni as tour guides.
- Sacramento Police Academy
- Sac. PD Emergency Vehicle Operations Course (Officer Driving Course)
- 9th Circuit Court of Appeals in San Francisco
- U.S. Federal Courthouse with presentations
- Alcatraz– Historical examination of the prison system
- Sacramento State Advanced Rope Course Activities
- R/O Leadership camp – overnight camping trip
- Sacramento State Aquatic Center

Memorandum
Grant Union Criminal Justice Magnet Academy

TO: Academy Staff

FROM: _____
(Print Cadet Name)

SUBJECT: Academy Equipment Loan

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

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

Furthermore, I understand that my certificate of graduation may be withheld until all loaned equipment has been returned to a member of the Academy Staff. See the Appendix for a complete list of equipment.

1. [1] Pair of navy-blue uniform pants
2. [1] Long sleeve Cadet uniform shirt
3. [1] Navy-blue tie
4. [1] Silver tie-bar
5. [1] Black leather-style belt
6. [1] *CJ Polo shirt (Freshmen or 1st year of CJ)*

Cadet Signature: _____

Parent/Guardian Signature: _____

Date: _____

**Memorandum
Grant Union Criminal Justice Magnet Academy**

TO: Academy Staff

FROM: _____
(Print cadet name)

SUBJECT: Memorandum of Understanding

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

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

Cadet Signature: _____

Parent/Guardian Signature: _____

Date: _____

