



**CADET
HANDBOOK
2023-2024**

Mulholland Middle School
JUNIOR POLICE ACADEMY MAGNET
Preparing to Serve Since 2000

This **CADET HANDBOOK** belongs to:

Student Name: _____ Grade: _____

Advisory: Room # _____ Teacher: _____

OUR VISION:

To foster a lifetime of academic and social achievement for all students by helping them become adults that are productive citizens who contribute to our community.

This Handbook is composed of items each Cadet must follow to be successful.

- I. **CLASSROOM CODE of CONDUCT**
- II. **CITIZENSHIP CODE of CONDUCT**
- III. **ACADEMIC INTEGRITY CODE of CONDUCT**
- IV. **CADET APPEARANCE**
- V. **RANK**
- VI. **PHYSICAL TRAINING**
- VII. **CURRICULUM**
- VIII. **COMMUNITY SERVICE**
- IX. **AWARDS**
- X. **CERTIFICATE of EXCELLENCE**
- XI. **CERTIFICATE OF COMPLETION**
- XII. **PROGRESSIVE DISCIPLINE POLICY**
- XIII. **TECHNOLOGY**
- XIV. **PARENTS**

PAGE 8 23-24 PARENT Volunteer Service Log

PAGES 9-10 23-24 CADET Community Service Log

PAGE 11 23-24 CADET CODE of CONDUCT Signature Page [**turn in**]

PAGE 12 23-24 Acknowledgement of Risk and Informed Consent [**turn in**]

As a student in this program, you are expected and required to conduct yourself in a respectful and professional manner at all times. Not only are you role models to other students, but you are a representative of the Los Angeles **P**olice **A**cademy **M**agnet **S**chools (P.A.M.S.) Program, and also of your community. You are the key to making and keeping a good solid reputation for yourself, your school, and for this program. Cadets are expected to show good citizenship, behavior, and morality, both in and out of school.

The following rules shall be adhered to at all times.

I. CLASSROOM CODE OF CONDUCT

Each Cadet Shall:

- Be respectful.
- Follow the classroom/school rules.
- Maintain good attendance in every class.
 - 10 absences each semester are cause for disciplinary action.
 - 5 tardies each semester are cause for disciplinary action
- Arrive to class prepared to work with all necessary materials.
 - (Pens, pencils, paper, books, PT gear, etc.)
- Maintain a 2.0 grade point average. (Ranking cadets must maintain a 2.5 GPA)
 - Students will be placed on academic probation if GPA is lower than 2.0
- Stand at attention when any adult enters the classroom, until you are put at ease.
- Raise your hand and wait to be called on before speaking.
- Give your full attention to any person giving a presentation in class.
- Address all adults properly (Sir/Ma'am).
- When asking a question in class to a visitor or guest speaker, you shall:
 - Raise your hand and wait to be called on.
 - Stand when called on.
 - Ask your question and take your seat.

II. CITIZENSHIP CODE OF CONDUCT

As an MJPA Cadet, it is our belief that you are in our program because you have an interest in a law enforcement career and would like to serve our community. You will demonstrate exceptional character; one that is based on strong morals, ethics, respect for yourself, others and reverence for the law.

That means you will refrain from the following:

- Stealing, buying, and/or receiving stolen property.
- Defiance towards staff/school personnel.
- Bullying, fighting, physical altercations, defaming, and/or threatening others.
- Use of any social media or electronic media to distribute inappropriate information.
- Truancy
- Possessing, using, or distributing alcohol, or any illegal substance including (but not limited to) pills, tobacco, marijuana, and e-cigarettes.
- Vandalism including tagging or graffiti of any kind.
- Sexual harassment Code of Conduct
- Mutual respect, tolerance, and acceptance among students and staff.

Or any other offense that is a violation of school rules or state/federal law.

III. ACADEMIC INTEGRITY CODE OF CONDUCT:

Our MJPA has adopted the following Code of Academic Integrity.

As an MJPA Cadet participating in our Magnet Program, you may NOT:

- A. Claim someone else's work as your own
- B. Purchase an assignment online and submitting it as your own
- C. Copy & reword another person's work and presenting it as your own
- D. Use online applications/web sites to complete assignments for you

Consequences for Violation of the Code of Academic Integrity:

First Offense:

- A Fail on the assignment
- A "U" in work habits for current grading period
- Documentation of parent contact

Second Offense:

- A Fail on the assignment
- A "U" in both Work Habits and Cooperation in the class
- Probation from all extra-curricular activities for a semester
- A formal parent conference with teacher, coordinator, counselor and police officer
- Campus Beautification at a time designated by the Magnet Coordinator.

Third Offense:

- Student will appear before the MJPA Staff and Coordinator
 - to discuss offenses and determine the course of action going forward. This can include removal from the program.

IV. CADET APPEARANCE:

If in doubt about how you should look, check with your on-site police officer.

EVERYDAY (M-W-TH-F) Dress Code:

- Dark blue/navy pants (trouser style, no denim or jeans)
- M.J.P.A. official Navy polo shirt
 - must be worn with a white crew neck undershirt.
 - must be tucked in at all times.
 - long sleeve navy blue t-shirts may be worn under the M.J.P.A. official polo shirt.
- All black athletic shoes (or approved black tactical boots) with black socks.
- CREW-LENGTH White socks shall be worn when wearing shorts (this includes P.E.)
- M.J.P.A. official Navy canvas belts with a plain nickel buckle are required.
- M.J.P.A. official crewneck sweatshirt or MJPA official zippered hoodie is only permitted.

ROLL CALL/INSPECTION Dress Code

Inspection is held on Tuesdays of each week or designated special events (ie., field trips, etc.) at which time students will be required to wear their inspection uniforms the entire day.

- 6th GRADE
 - navy blue pants (trouser style, no denim or jeans),
 - MJPA official ROYAL BLUE polo shirt
 - must be worn with a white crew neck undershirt.
 - must be tucked in at all times.
- 7th GRADE
 - navy blue pants (trouser style, no denim or jeans),
 - MJPA official LIGHT GREY polo shirt
 - must be worn with a white crew neck undershirt.
 - must be tucked in at all times.
- 8th GRADE
 - navy blue pants (trouser style, no denim or jeans),
 - MJPA official LIGHT BLUE polo shirt
 - must be worn with a white crew neck undershirt.
 - must be tucked in at all times.
- M.J.P.A. official Navy canvas belts with plain nickel buckles are required.
- M.J.P.A. official crewneck sweatshirt.
- All black athletic shoes with black socks.
- CREW-LENGTH White socks shall be worn when wearing shorts (this includes P.E. shorts).
- Long hair must be in a bun using a black or dark blue hair band

GROOMING/ACCESSORIES

- All clothing must be of proper fit and size (nothing oversized or tight).
- A clean, neat appearance is standard for all Cadets.
- Hair must be a natural color, neat, groomed, and out of the eyes.
- Fingernails must be clean and trimmed.
- No acrylic nails, (without approval from Officers or Coordinator)
- Cadets may wear a neutral shade of polish with no decorations on the nails
- NO Bracelets, necklaces, conspicuous rings, or body piercings.
- No large or dangling earrings. Only stud earrings are permitted
- Long hair must be tied back above the shirt collar.
- Bangs must remain out of the Cadet's eyes.
- **Male Cadets:**
 - Haircuts must remain above the collar and cannot cover the ears.
 - No mohawks or moptops.
 - Hair on top no longer than 2 inches.

Parents, we need you to support the teachers by reinforcing that your child is not only on time daily but dressed properly in his/her Police Academy uniform.

WHAT you wear is as important as HOW you wear it.

V. RANK:

The Junior Police Academy Cadets provide their own leadership. Class leaders shall be role models, examples, and capable of participation in all aspects of the program (including the training program and physical activities).

Cadet Officers include a Captain, Lieutenants, and Grade Level Sergeants IIs. Officers are responsible for calling the class to attention when necessary, organizing the class and providing leadership in and out of the classroom.

Squad Leaders shall assume leadership responsibilities.

The on-site L.A.P.D., L.A.S.P.D Officers and the Magnet Coordinator will appoint officers and squad leaders, based upon leadership abilities, academic performance, merits, attitude and teacher recommendations.

When an officer's or squad leader's grades fall below eligibility, and/or their conduct does not meet citizenship and/or behavior standards, they will be stripped of their rank and a replacement shall be appointed.

VI. PHYSICAL TRAINING:

The Physical Training curriculum includes beginning, intermediate, and advanced physical training for all grade levels. The Junior Police Academy Training program has facilities that include an **obstacle course and weight training room**. The Cadets can utilize one or more of the facilities on a daily basis.

Participation in any sport or physical activity, including the Police Academy Training Program, is subject to a risk of injury. Injuries can include the cost of medical care and impairment of a student's future activities.

Because of possible injury, Cadets must recognize the importance of following the teachers' and coaches' instructions regarding techniques, training, and other safety rules, students are required to follow any and all Safety Training Rules.

Parental consent for the Cadet to participate in these activities can be found on page 14 of this handbook.

VII. CURRICULUM:

MJPA Cadets are required to take classes in the core academic content areas (English, Math, Science, and History) and Physical Training/Conditioning. In addition, they will be enrolled in grade level specific Police Academy electives.

- 7th grade
 - Forensics Evidence
 - iCommunicate [Investigative Communication]
- 8th grade
 - C.S.I. [Crime Scene Investigations]
 - iAmerican, Law & Government

VIII. COMMUNITY SERVICE:

Community Service provides character development, personal growth, and helps students recognize their connection to the community at large.

Each student enrolled in the Junior Police Academy Magnet needs to complete a community service requirement as a necessary part of the Magnet program culmination. Community Service Logs are attached to the back of this Cadet Code; it is important that each Cadet keeps this copy in a safe place. Community service is the responsibility of the Cadet.

It is preferred that 6th grade Cadets volunteer on campus after school with teachers or on special activities. In addition they may get community service hours for recycling. Cadets can also volunteer with off site charities or sponsored community activities (i.e. neighborhood cleanups, Heal the Bay, and public libraries) or coaching youth sport teams.

- Cadets in **GRADE 6 need 5 hours** per semester [10 hours total]
- Cadets in **GRADES 7 and 8 need 10 hours** per semester [20 hours each year]

Community Service Logs can be found on pages 9-10 of this handbook.

IX. AWARDS:

Twice a semester, Cadets are recognized in our Roll Call Assemblies. These awards include Honor Roll, subject matter excellence, academic improvement, behavior, perfect attendance (includes no unexcused tardies), and community service awards.

At the end of the school year, MJPA Cadets in the 8th grade participate in our Annual Awards Night. Cadets are recognized for Academic Excellence, Attendance Excellence, Honor Roll membership, Community Service Excellence, and completing the requirements of our MJPA program.

Two Cadets receive the prestigious “Cadet of the Year Award”. This award, given by the MJPA Staff, is based who best exemplifies the policies as stated in the CADET CODE: academic merit, behavior, attendance, tenacity, adhering to school and academy rules, and commitment to the program.

Two Cadets receive the “Coordinators Award”. This award, given by the Magnet Coordinator, is given to those Cadets who have shown tremendous improvement from who they were at the beginning of their time in MJPA to now.

X. CERTIFICATE OF EXCELLENCE:

To earn a Certificate of Excellence, MJPA Cadets need to....

- Maintain a *minimum* 3.0 grade point average over 3 years.
- Maintain good attendance (95% or better) in every class.
- Maintain a *minimum* inspection dress code pass rate and daily dress code pass rate of 90%
- Complete Community Service and parents must complete Volunteer hours.
- Represent MJPA Special Events (ie. Pride Run, Roll Calls, Field Trips, etc.)

XI. CERTIFICATE OF COMPLETION:

To earn a Certificate of Completion, MJPA Cadets need to....

- Maintain a *minimum* 2.0 grade point average over 3 years.
- Maintain good attendance (90% or better) in every class.
- Maintain a *minimum* inspection dress code pass rate and daily dress code pass rate of 80%
- Complete most Community Service and parents completed most Volunteer hours.
- Participate in all MJPA Special Events (ie. Pride Run, Roll Calls, etc.)

XII. PROGRESSIVE DISCIPLINE POLICY:

MJPA uses a progressive discipline policy for violations of the CODES of CONDUCT

- Informal Teacher / Student Conference;
- Formal Teacher / Parent / Student Conference;
- Consequence, with parent notification;
 - Campus beautification.
 - Loss of locker privilege.
 - first offense – 1 week locker suspension.
 - Second offense – 2 week locker suspension.
 - Third offense – no more locker use.
- Lunchtime Detention.
- Notification to Administrator / Dean / Counselor
- Possible removal from program

Major infractions, such as bullying, fighting, drugs, or weapons, will be referred to the Dean, Magnet Coordinator or [if necessary] the Assistant Principal or Principal for disciplinary action including possible removal from the Police Academy program.

XIII. TECHNOLOGY:

All students are eligible to use a school assigned laptop computer once the proper procedures have been completed. Once issued, students are to bring their laptop computers with them each school day. School issued laptops are for school use only and students should refrain from downloading personal items or personal applications. School administration reserves the right to impose discipline for inappropriate computer use or failure to follow teacher directions concerning computer use. Though students take their laptop computers home, the laptops remain the property of Mulholland MS and LAUSD, and students/parents are responsible for damage or loss.

Please be sure to turn in the ***Device Take Home/Responsible Use form.***

We take great pride in many accomplishments of our Cadets. As part of our commitment in improving student achievement, photographic and video documentation is an ongoing occurrence in the MJPA. In addition, The MJPA is a unique program featured frequently as a model Magnet program. If a student is used in a publication, then parents will be contacted on the individual basis.

Please be sure to turn in the ***Publicity and Information Release form.***

XIV. CADET PLEDGE:

POLICE ACADEMY MAGNET CADET PLEDGE

*As a cadet in the
Los Angeles Police Academy Magnet,
I pledge to serve my community
with integrity and respect.
I will dedicate my mind intellectually,
my body physically,
and my soul ethically
to achieve the goal of serving
my community as a leader.*

XV. PARENTS

Our commitment in the Junior Police academy entails that we go above and beyond to serve and prepare your child for the future. The strength of our program and the success of our Cadets, comes from the cooperation between our parents, teachers, and students.

YOU, Parents, are a critical part of our program.

We are asking for every parent's help by committing to volunteer at the Police Academy Magnet or through the PAPO Boosters (Police Academy Parent Organization) 6 hours each year that your student is enrolled in the Jr. Police Academy.

All Junior Police Academy parents are welcome to join the P.A.P.O. Boosters. Monthly meetings aid the Junior Police Academy Magnet in raising monies to make special programs possible (ie., Awards Assembly, Certificates, Medals, Field Trips, etc.). Without the support of this parent association, the program would not be able to provide the Cadets with additional activities and incentives. We encourage your participation.

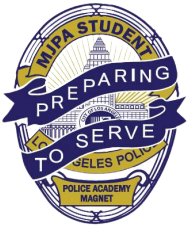
PARENT/GUARDIAN: _____ of CADET: _____ Grade _____

2023-2024 PARENT Volunteer Service Log

<p><u>Volunteer Hours suggestions:</u> * Police Academy Orientation (August) * Back-To-School (September) * Fall PLBAO Conference Night (October) * Spring PLBAO Conference Night (April) * Open House (May) * Magnet Office & Parent Center (all year) * Assisting with/supervising Student Service</p>	<p>6th grade TOTAL _____ (verified by: _____) (6 hours requested)</p> <p>7th grade TOTAL _____ (verified by: _____) (6 hours requested)</p> <p>8th grade TOTAL _____ (verified by: _____) (6 hours requested)</p>
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Date	Location	Service Description	Supervisor Signature	Total Hours

Ask the Magnet Office for another copy of this page if needed.



Cadet: _____ Grade _____

2023-2024 CADET Community Service Log

<p>Volunteer Hours suggestions:</p> <p>At school: help set up school events and competitions, clean up around campus, sweep teacher's room, etc.</p> <p>Community: collect & donate recyclables, walk neighbor's dog, help coach a sport, help a local business, charity volunteering, etc..</p>	<p>6th grade TOTAL _____ (verified by: _____) (10 hours required)</p> <p>7th grade TOTAL _____ (verified by: _____) (20 hours required)</p> <p>8th grade TOTAL _____ (verified by: _____) (20 hours required)</p>
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Date(s)	Location	Service Description	Supervisor Signature	Time	TOTAL HOURS

Ask the Magnet Office for another copy of this page if needed.

Parent Agreement:

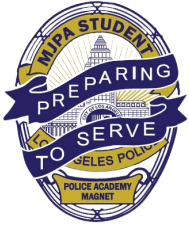
I agree to oversee my child's progress and accurate accounting of volunteer time, and to coordinate and supervise all outside community volunteering activities.

Acuerdo de los Padres:

Estoy de acuerdo en supervisar el progreso de mi hijo(a) y llevar un control exacto de las horas de voluntariado y coordinar y supervisar todas las actividades para voluntarios dentro de la comunidad y fuera del ámbito escolar.

X _____
 Parent signature/Firma del padre

 date/fecha



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2023-2024 CADET CODE of CONDUCT *signature page*

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“I have received and read the 2023-2024 CADET HANDBOOK & understand and accept my obligations and responsibilities as an MJPA Cadet as outlined in the 2023-2024 CADET CODE of CONDUCT”

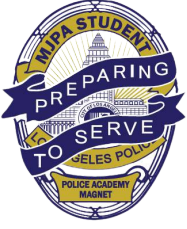
CADET Print Name: _____

CADET Signature: _____ Date: _____

“I have read and reviewed the 2023-2024 CADET HANDBOOK and the 2023-2024 CADET CODE of CONDUCT with my son/daughter. I understand my obligations and responsibilities as outlined and accept the consequences involved if such actions occur.”

PARENT/GUARDIAN Print Name: _____

PARENT/GUARDIAN Signature: _____ Date: _____



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2023-2024 Acknowledgement of RISK and INFORMED CONSENT
for Mulholland Middle School Junior Police Academy Training.

Permission is given to CADET _____ to participate in the Police Academy Physical Training Program at Mulholland Middle School.

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

If there are any questions, please contact the MJPA Coordinator, Mr. Cassady, at bdc1539@lausd.net or 818.609.2588

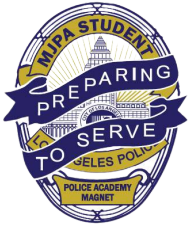
“We have read and reviewed the 2023-2024 ACKNOWLEDGEMENT OF RISK AND INFORMED CONSENT. We recognize the importance of following the instructions from the teachers, coaches and officers regarding training form, techniques and safety rules.”

CADET Print Name: _____

CADET Signature: _____ **Date:** _____

PARENT/GUARDIAN Print Name: _____

PARENT/GUARDIAN Signature: _____ **Date:** _____



Mulholland Middle School
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2023-2024 PARENT PLEDGE *signature page*

At **Mulholland Junior Police Academy**, we believe parents play an important role in the success of our students. To that end, parent involvement is **mandatory**. What does that require of you, our new parents as well as our returning families? Our goal is to prepare students for law enforcement careers.

Parents, we cannot do that without your help. We need parents who:

- Understand that to be good citizens, cadets must want to help their community or themselves.
- Understand that uniforms are **not** optional
- Understand that rules must be followed or cadets will face consequences (including, but not limited to, not participating in special school activities such as field trips, grade level competitions, roll call assemblies, and culmination)
- Understand that communication is a key component of education therefore parents must be available and respond to all communications (written or phone calls): there is **no** “opting out”

“I have received and read the 2023-2024 PARENT PLEDGE and understand and accept my obligations and responsibilities as an MJPA Parent as outlined and accept the consequences

. involved if violations of the CODE of CONDUCT occur.”

PARENT Print Name: _____

PARENT Signature: _____ Date: _____