Criminal Justice Academy

 Success Guide



Criminal Justice Academy

at

Pinellas Park High School

# Table of Contents

Welcome Letter 3

Administration, Staff, CJA Teachers 4

Absences and Grades 5

 Pass to Leave (PTL) 5

 Absences 5

 Grades 6

CJA Curriculum 7

 Required Courses for all CJA Students 7

 CJA Elective Courses 7

 Graduation Requirements 8

Probation and Dismissal 9

Community Service and Scholarships 10

 Bright Futures Scholarship 10

 Suggestions for Law Hours 11

Criminal Justice Academy Extracurricular Activities 12

 Mock Trial Team 12

 Law Honor Society 12

School Bus Transportation 13

Welcome Parents and Students of the Criminal Justice Academy Class of 2028:

**Criminal Justice Academy**

**Pinellas Park High School**

**6305 118th Avenue North, Largo, FL 33773**

**Phone: 727-538-7410**  **Fax: 727-507-4030**

**Jeffrey Larson, Principal**  **Lincoln Yates, Assistant Principal**

The staff of the Criminal Justice Academy would like to take this opportunity to welcome you to Pinellas Park High School and to the start of a successful and rewarding school year. This success guide is intended to provide you with information that we feel will guide you in preparing for the challenges and opportunities of a new school year and your time at Pinellas Park High School and the Criminal Justice Academy.

In the coming year, approximately 400 academy students in grades nine through twelve will gain an insight into careers and educational opportunities related to law and law enforcement that is not available in any other Pinellas County high school. The classroom activities, guest speakers, field trips and extracurricular activities are designed to assist students in making informed decisions about the potential for future careers related to law.

Students in the Criminal Justice Academy have historically partaken in leadership roles on the campus of PPHS in the areas of academics, athletics and student**-**centered organizations. We expect this class will continue that tradition of leadership and become involved in individual interest areas as soon as possible. As a student, the degree of success, accomplishment and enjoyment you will experience is directly related to the amount of effort you put into your high school career.

The staff of the Criminal Justice Academy is looking forward to working with this year’s freshmen class and we invite you to become involved in the many opportunities offered to you throughout the year. Please don’t hesitate to contact me or any member of our academy with any questions or concerns you may have. We are excited to have you here and we look forward to what promises to be an exciting school year.

Sincerely,

**CJA Mission Statement**

The mission of the Criminal Justice Academy is to provide a comprehensive, integrated, experienced-based curriculum to motivate and challenge students interested in law related fields of study.

Lincoln Yates – Assistant Principal

Pinellas Park High School

727-538-7410 ext. 2016

yatesl@pcsb.org

# Administration and Staff

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Contact Information** |
| Mr. Larson | Principal, Pinellas Park HS | larsonje@pcsb.org727-538-7410 ext. 2005 |
| Mr. Yates | CJA Assistant Principal | yatesl@pcsb.org727-538-7410 ext. 2016 |
| Mr. Bishoff | CJA Guidance Counselor | bishoffc@pcsb.org727-538-7410 ext. 2061 |
| Ms. Shinlever | CJA Secretary | shinleverc@pcsb.org727-538-7410 ext. 2334 |

# Criminal Justice Teachers

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Contact Information** |
| Dr. Jones | Criminal Justice Operations 2 & Public Safety Officer | jonesd@pcsb.org |
| Mr. Pack | Criminal Justice Operations 1 & Constitutional Law | packjo@pcsb.org |
| Dr. Waugh | Criminal Justice Operations 3Dual Enrollment Crime Scene & Forensic Science | waughja@pcsb.org |

# Absences and Grades

There are times when circumstances prevent a student from attending school. In case of illness or other family emergency, absence from school is expected and appropriate. However, attendance is directly related to academic success and it is crucial that your student prioritizes being at school and in every class period on time. The information below comes from the Pinellas County School Code of Conduct.

Pass to Leave (PTL)

If a student needs to leave school during the day, the parent/guardian should email Ms. Shinlever before the first class of the day. The email should include the name of the student, the reason for leaving, the time the student will be picked up, the name of the person coming for the student and a phone number of a parent/guardian to verify the note. If a student leaves during the day or arrives late to school due to a doctor’s appointment, they must bring a doctor’s note to the CJA office upon return to school in order for the absence to be excused. Ms. Shinlever’s email address is shinleverc@pcsb.org

Absences

In order to excuse your child’s absence, you must report the absence to the CJA office within 48 hours of the absence occurrence. The best way to report an absence is by sending an email to Ms. Shinlever. According to School Board policy a tardy, pass to leave, or absence will be EXCUSED for the following reasons:

* The student is ill or injured with a doctor’s note.
* There is a major illness in the student's immediate family (this means parents, brothers, sisters, grandparents, or others living in the home).
* There is a death in the immediate family.
* There is a family emergency (maximum of 5 per semester)
* The student attends religious instruction or there is a religious holiday in the student’s own faith.
* The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to the principal.
* Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal at least five days prior to the absence.
* The student has a scheduled medical or dental appointment with a note.
* Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of five excused days for each infestation of head lice. Students on field trips and students who attend alternative to suspension programs are not considered absent.

Any absence that does not meet the above requirements will be considered unexcused.

Pinellas County School Board policy states that if a high school student misses more than four days of school during a semester (this includes both excused and unexcused) in any one class, the student will not be eligible for exam exemption in that particular class regardless of their final semester grades.

Per the Student Code of Conduct, “Make-up work for full credit and without a grade penalty is allowed for all absences. It is the student’s responsibility to obtain the missed work. The number of days allowed to make up the work shall be equal to the number of days the student was absent.”

Grades

Ninth grade is the beginning of grades being calculated and used for satisfying state graduation requirements, college admission, scholarships, etc. One of the primary reasons for less than satisfactory grades in ninth grade is missed assignments. Each teacher is responsible for setting their own grading policy and missing assignments are typically recorded as zeroes. Even one missed assignment can have a serious negative effect on the final grade. Students should utilize a system of keeping track of daily assignments, homework and make-up work, as well as scheduling time to review those assignments each night.

If you have a planned absence or your student is absent due to illness or injury, please reach out directly to your student’s teachers for make-up work. All teacher email addresses can be found on our school website. If you need assistance, please reach out to the CJA office.

The best way to monitor student attendance and/or grades is by logging on to the PCS Portal/Focus system. This is also how you can contact your student’s teachers should you have any specific questions regarding his/her grades or attendance. Students will receive report cards every 9 weeks. If you do not have a parent portal, please contact Ms. Williams in the CJA office and we will assist you in getting a username and password. Mr. Larson will also be emailing progress reports on a bi-weekly basis. Please make sure your email address is accurate in Focus.

CJA Curriculum

The goal of the Criminal Justice Academy is to provide all students with a comprehensive law education during their four years here. Students will learn about laws, history, the legal system, policing, crime scene investigations, and much more. In addition to required course work, students will choose at least one criminal justice focused elective course.

Required Courses for all CJA students

Criminal Justice Operations I (9th)- This course introduces the student to the history, goals, and career opportunities in the Criminal Justice Profession. Students learn about ethics and professionalism, constitutional and criminal laws, court and trial processes, the juvenile justice system, and the correctional system.

Criminal Justice Operations II (10th): This course introduces the student to the characteristics and procedures of patrol, completing written reports, and crime prevention programs. Students will also learn guidelines for use-of-force and procedures to protect from blood-borne pathogens.

Criminal Justice Operations III (11th): This course introduces the student to crime scene safety, conducting criminal investigations, conducting forensic processing, and property control procedures.

Public Service Officer (12th): This course gives the student in-depth instruction on the process of investigating a traffic crash. Students will also further their understanding of employability skills and career opportunities related to law and law enforcement.

*Completion of the four Criminal Justice courses will earn students 3 credit hours at St. Petersburg College and is the equivalent of CJE2605- Investigative Trends.*

Additional 5th CJA Credit

In addition to the required four courses, each student will also need to complete a 5th credit in a Criminal Justice Elective. These courses can be taken during their junior or senior year. The following courses are approved 5th Credits for CJA:

* African-American History (semester)
* Holocaust History Honors (semester)
* Comprehensive Law Honors (full year)
* UAS – Drone Systems I (full year)
* DE The College Experience (semester)
* DE Introduction to Crime Scene Tech (semester)
* DE Introduction to Forensic Science (semester)
* AP Chemistry (full year)
* AP Computer Science Principles (full year)
* AP Drawing (full year)
* AP Government and Politics (full year)
* AP Seminar (full year)
* AP Microeconomics (semester)
* AP Macroeconomics (semester)

*\*Dual Enrollment (DE) classes are taken 11th and 12th grade year, requiring a 3.0 GPA*

Graduation Requirements

The following information is all required credits for graduation from the Criminal Justice Academy at Pinellas Park High School.

* 4 Credits of English
* 4 Credits of Math – 2 of which must be Algebra and Geometry
* 3 Credits of Science – 1 of which must be Biology
* 3 Credits of Social Studies – must be World History, US History, Economics and
 Government
* 1 Credit of Fine Arts
* 1 Credit of HOPE – can be met through 2 seasons of playing school sports
* 8 Credits of Electives – CJA courses will be at least 5 of the 8 electives
* 5 Credits in Criminal Justice – CJO 1-3 and Public Service Officer, 1 credit of CJA
 elective of choice
* 1 Credit of Accelerated Performance – can be met through Industry Certification, Dual
 Enrollment credit, or passing an AP or Cambridge exam
* 1 Online Course
* Unweighted GPA must be at least a 2.0
* Passing score on Grade 10 English FAST test
* Passing score on Algebra 1 or Geometry EOC test
* 125 Hours of Community Service – must be completed by December of senior year

**Probation and Dismissal**

Student performance is evaluated at the end of each quarter AND semester. Students in the program may be placed on probation for any one of the following reasons:

Academic Probation: The student received a failing grade for the quarter and semester **OR** the student received below a 2.0 grade point average for the semester.

Attendance Probation: The student has more than ten (10) absences for the semester. This includes both excused and unexcused absences, as well as excessive tardies.

Disciplinary Probation: The student may be placed on probation or immediately dismissed from the probation for the following violations:

* Plagiarism/Academic Dishonesty- This includes copying another’s work and submitting it as my own, cheating during an assessment, copying work from another student, taking a picture of another student’s work, sending a picture of another student’s work/your work via social media
* Committing a major offense- (use/possession of drugs or alcohol, possession of weapon, fighting, campus disruption, battery, bullying, theft, etc.)

Once a student is placed on probation, he/she will have the subsequent semester as a 9th grade student, and will be tracked quarterly as a 10th-12th grade student, to meet the following expectations:

* maintain at least a 2.0 grade point average at the end of the semester
* have no failing grade in any class at the end of the semester
* maintain regular attendance and have no more than 10 absences for the semester.
* follow the Student Code of Conduct

At the end of each quarter (grades 10-12) and semester (9th grade year) the student’s performance will be reviewed by Mr. Yates. If a student fails to meet any of the requirements of the probation, he/she will be dismissed from the Criminal Justice Academy and will need to return to his/her zoned school.

A student on probation will continue to be monitored for the duration of their enrollment in the CJA program and will meet with Mr. Yates on a quarterly basis to ensure academic success.

If a student believes he/she was falsely dismissed from the program, the parent and/or guardian of the student must notify Mr. Yates via email or written letter stating he/she would like to appeal the dismissal. From there, the student and/or guardian will meet with an appeal committee to hear the student’s case.

**Community Service and Scholarships**

**CJA Required Community Service**

An important part of the Criminal Justice Academy program is the requirement that each student complete **125 hours** of volunteer community service, of which **25 hours must be criminal justice related public service**,prior to the start of the second semester of their senior year. The 25 hours is IN ADDITION TO their Bright Futures application, of which they must earn 100 hours towards the Bright Futures Scholarship. Students can find suggestions for community service on the Pinellas Park High School website.

**during your FOUR years in high school)**

**Bright Futures Scholarship Requirements:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **16 High School Credits** | **High School Weighted GPA** | **College Entrance Exams****ACT/SAT** | **Service Hours** |
| FL Academic Scholar Award | 4- Mathematics 3- Natural Science4- English 3- Social Science 2- World Language | 3.5 | 29-ACT1330-SAT | 100 Hours |
| FL Medallion Scholar Award | 3 | 25-ACT1210-SAT | 75 Hours |
| FL Gold Seal Award (can only be used at trade school) | 3.0 non-elective3.5 CJO courses | ACT-Reading 19, English 17, Math 19SAT- Reading 24, Writing 25, Math 24PERT- Reading 106, Writing 103, Math 114 | 30 Hours |

**Students have until December of their senior year to meet the above requirements. They will actually apply for the scholarship online after October 1st of their senior year.**

**Suggestions for Community Service Hours in Law Fields**

Criminal Justice Academy students are encouraged to get their community service hours through activities that gain them more experiences in all areas of the legal field and law enforcement. The list on the next page has some suggestions for areas to gain those experiences. If you would like more ideas, talk to the CJA teachers, guidance, or administration.

Non-law related community service ideas can be found on the PPHS website.

**Law-Related Community Service Ideas**

* Participate in a police ride-along.
	+ A maximum of 20 hours can be earned through this project.
* Volunteer at a law office
	+ A maximum of 20 hours can be earned through this project.
* Volunteer at a police department, state attorney’s office, public defender’s office, or any law-related government organization.
	+ A maximum of 20 hours can be earned through this project.
* Teen Court – Must be an active participant
	+ A maximum of 30 hours can be earned through this project.
* Volunteer at any law enforcement related public event.
	+ A maximum of 20 hours can be earned through this project.
* Volunteer for CJA Discover nights, DAP Fairs, and Freshman Orientation
	+ A maximum of 20 hours can be earned through this project.

Competition Suggestions (only possible when CJA fields a team for the event)

* Mock Trial Team – Must be an active, participating member
	+ A maximum of 10 hours per year can be earned for this project
* Debate Team – Must be an active, participating member
	+ A maximum of 5 hours per year can be earned for this project
* FPSA – Must be an active participating member
	+ A maximum of 10 hours per year can be earned for this project and the FPSA Advisor can limit the number of hours earned if the student did not participate in many law-related competitions
* SKILLS USA – Must be an active participating member
	+ A maximum of 10 hours per year can be earned for this project and the SKILLS USA Advisor can limit the number of hours earned if the student did not participate in many law-related competitions

**Criminal Justice Academy Extracurricular Activities**

In addition to getting involved in the many clubs, activities, and sports Pinellas Park High School has to offer, we also offer extra-curricular activities that are specific to students in the Criminal Justice Academy. The options below are the ones currently happening for the 2024-2025 school year.

We encourage students to get involved in extra-curricular activities early in their career in CJA in order to make a connection to the academy. In order to participate in any club/activity, we ask that students have insurance. Students can purchase student insurance by going to www.pcsb.org/StudentAccidentInsurance.

## Mock Trial Team

Mock Trial is a great opportunity for students to be a part of a trial simulation that allows students to take on the roles of attorneys and witnesses. The team attends weekly practices from September to March in order to prepare for a state competition in Orlando where they try the case against other judicial districts from the state.

Interested students should contact Mr. Pack.

## Law Honor Society

Law Honor Society is a service club which requires our members to have and maintain a 3.0 unweighted GPA and a 3.5 GPA in their Criminal Justice classes. Students must have 50 volunteer community service hours (not work related) and no out of school suspensions. LHS students participate in service projects throughout the year including serving food at a soup kitchen, raising money through CJA sweatshirt sales for the CJA scholarship, donating clothing to Clothes to Kids, holding a canned food drive, and preparing care packages for former CJA graduates who are in the military service.

Interested students should contact Dr. Waugh.

# School Bus Transportation

Though not required by law to do so, Pinellas County Schools will provide school bus transportation for students who live more than two (2) miles from their magnet school.

The Criminal Justice Academy provides the transportation department with the names of students who will require busing in the fall. The transportation department will notify each student by postcard, prior to the start of school, of the bus route, location and time of pickup each morning.

Students transported by school bus are expected to follow the directions and behavior guidelines set forth by the bus driver. Bus rules are posted in the bus and are necessary in order to provide safe transportation for all students. Failure to follow the behavior expectations may result in a bus discipline referral being sent to the program administrator. Consequences for student misconduct on the school bus will range from a warning to suspension from bus riding privileges and possible suspension from school, depending on the seriousness and frequency of the misconduct.

Students are responsible for arranging their own transportation home from after-school activities or if detained for disciplinary reasons.

Parent/General Public Transportation Call Center (727) 587-2020