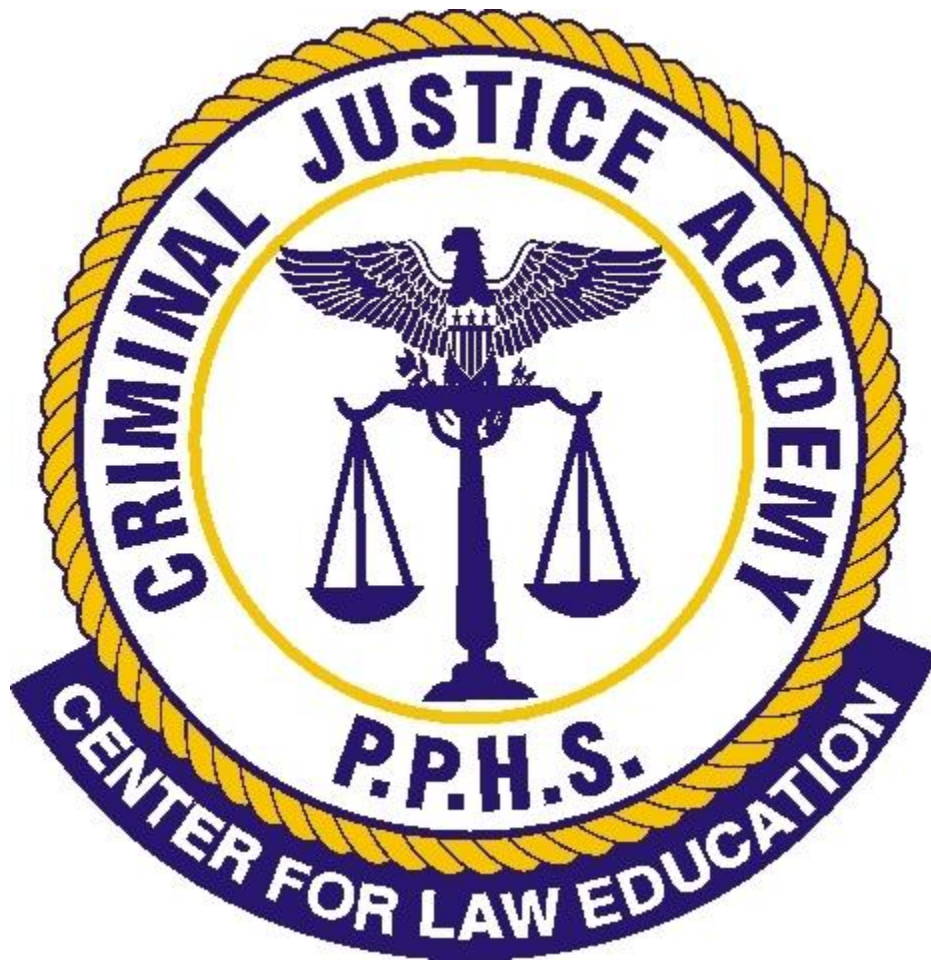


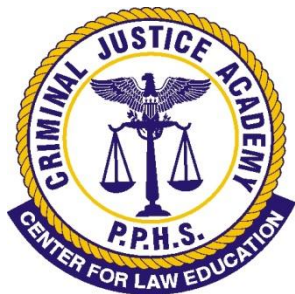
Criminal Justice Academy Success Guide



Criminal Justice Academy
at
Pinellas Park High School

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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 ♦ Kelly Flannery, Assistant Principal

Welcome Parents and Students of the Criminal Justice Academy:

On behalf of the Criminal Justice Academy staff, welcome to Pinellas Park High School! We are thrilled to have you join us and look forward to a successful and rewarding school year.

This Success Guide is designed to provide important information to help you prepare for the exciting opportunities and challenges that lie ahead, both as a student at Pinellas Park High School and as a member of the Criminal Justice Academy.

This year, approximately 400 students in grades 9–12 will explore unique educational experiences and career pathways related to law and law enforcement, opportunities not available at any other high school in Pinellas County. Through engaging classroom instruction, guest speakers, field trips, and extracurricular activities, students will gain valuable insight into legal and public service professions to help them make informed decisions about their futures.

Students in our academy have a strong tradition of taking on leadership roles across campus, whether in academics, athletics, or student organizations. We encourage every student to uphold this legacy by getting involved early and often in areas that spark their interest. The success and enjoyment you experience in high school will reflect the effort and commitment you put into it.

Our staff is excited to support this year's incoming class and to help guide you through a year filled with growth, discovery, and achievement. We encourage families and students to reach out with any questions or concerns. Our team is here for you.

We're looking forward to a fantastic school year and can't wait to see all that you will accomplish!

Sincerely,

Kelly Flannery

Kelly Flannery
Assistant Principal
Pinellas Park High School
727-538-7410 ext. 2015
flanneryk@pcsb.org

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.

Administration and Staff

| Name | Title | Contact Information |
|---------------------|-----------------------------|--|
| Mr. Larson | Principal, Pinellas Park HS | larsonje@pcsb.org 727-538-7410 ext. 2005 |
| Ms. Flannery | CJA Assistant Principal | flanneryk@pcsb.org 727-538-7410 ext. 2015 |
| Mr. Bishoff | CJA Guidance Counselor | bishoffc@pcsb.org 727-538-7410 ext. 2061 |
| Ms. Gregg | CJA Secretary | greggj@pcsb.org 727-538-7410 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 3 Dual 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. Gregg 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. Gregg email address is greggj@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. Gregg. 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. Gregg in the CJA office and we will assist you in getting a username and password. 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, including CJA courses, 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 the student's performance will be reviewed by Ms. Flannery and the CJA team. 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 is eligible for 2 opportunities to be placed on probation for the duration of the Criminal Justice Academy program.

If a student believes he/she was falsely dismissed from the program, the parent and/or guardian of the student must notify Ms. Flannery 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 during your FOUR years in high school** 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.

| Type | 16 High School Credits | High School Weighted GPA | College Entrance Exams ACT/SAT | Service Hours |
|---|--|---|--|---------------|
| FL Academic Scholar Award | 4- Mathematics 3- Natural Science 4- English 3- Social Science 2- World Language | 3.5 | 29-ACT 1330-SAT | 100 Hours |
| FL Medallion Scholar Award | | 3 | 25-ACT 1210-SAT | 75 Hours |
| FL Gold Seal Award (can only be used at trade school) | | 3.0 non-elective 3.5 CJO courses | ACT-Reading 19, English 17, Math 19 SAT- Reading 24, Writing 25, Math 24 PERT- Reading 106, Writing 103, Math 114 | 30 Hours |

Bright Futures Scholarship Requirements:

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
- FPSA/SKILLS USA – Must be an active participating member
 - A maximum of 20 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

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