

**SYLLABUS LEGAL AND PUBLIC AFFAIRS ACADEMY 2017-2018
CRIMINAL JUSTICE OPERATIONS 1-4**

LEAD TEACHER: MS. MARINKA STUVEL

INSTRUCTORS: MS. TINA CUSHNIE – CJO 1 & 2

MS. ADRIANA GONZALEZ – CJO 3 & 4

COUNSELOR: MS. GLORIA MARTIN

PROGRAM DESCRIPTION

The Criminal Justice program offers a sequence of courses that provides coherent and rigorous content aligned with the challenging academic standards, technical knowledge and skills needed to prepare for further education and careers in the public service career clusters. The curriculum framework provides technical skill proficiency; includes competency based applied learning which contributes to academic knowledge, higher order reasoning, problem solving, work attitudes, employability skills, occupation specific skills, and knowledge of a variety of Criminal Justice Career clusters.

PARENTAL INVOLVEMENT/BOOSTERCLUB

The Legal and Public Affairs Academy's booster club is an active parent organization whose sole purpose is to aid and support the academy in providing meaningful activities for all the Academy students. Parents can be involved with spirit wear sales, a variety of committees and assistance with fieldtrips. Membership to the booster club is voluntary but we strongly encourage you to join so we may help the students in continuing to excel in all aspects of the Academy. A membership form is attached for your convenience.

ACADEMY-RELATED EXPECTATIONS

Community Service

All students are expected to complete a minimum of 75 hours of community service to graduate. Hours are to be documented utilizing the forms found on the Coral Reef Website. All community service projects should be cleared with the academy counselor, Ms. Martin, prior to commencing them to ensure that projects are acceptable to satisfy the requirement. In general, only volunteer hours from non-profit organizations are accepted. The community service time line is posted on the website.

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PT (PHYSICAL TRAINING)

All students are expected to partake in physical training exercises on a bi-weekly basis. PT is held on Friday and students must wear their PT uniform during that time. Students are expected to change back into their standard Coral Reef uniform after PT is concluded. Failure to do so will result in an out of uniform infraction (detention). If, for any reason, a student is unable to participate in PT, he/she must bring in a physician's or parental note stipulating the reason for non-participation. Such students will be assigned an alternative assessment in lieu of the PT grade.

Florida Public Service Association

All students are highly encouraged to become members of the Florida Public Service Association. The FPSA is designated as the Career Technical Service organization that services the CJO (Criminal Justice Operations) program. Membership dues total \$10.00 annually. Students are expected to excel in the technical skills that they acquire throughout the CJ Ops program and are expected to attempt to compete at the state level to demonstrate skill attainment. Students that have financial hardships should consult the Lead Teacher. Additional information regarding the FPSA and competitions will be provided throughout the course of the year via the FPSA sponsor.

DRESS FOR SUCCESS/SPIRIT WEAR

Coral Reef is a mandatory uniform school and students are expected to wear them except on the following days:

- On professional attire day – students will wear their professional attire for the ENTIRE day – schedule is posted on the website. The colors for DFS are black pants and white top for all academy students.
- Friday – PT uniform (only for students' specific CJO period that day); and/or a spirit wear shirt (spirit wear, including hoodies, must be affiliated with Coral Reef.) NO SLIDES/FLIP-FLOPS are allowed.
- If Friday is a holiday or a teacher planning day, students may wear their spirit wear on Thursday.

INDUSTRY CERTIFICATION – ACCREDITED LEGAL PROFESSIONAL (ALP) – 12th grade.

It is expected that all students completing the CJO program will take the ALP exam to earn their industry certification. However, in order for students to be able to take the exam, students must score a 72 for at least 2 out of the 3 sections based on the baseline and interim practice test. Students who meet these requirements will have an opportunity to take the ALP exam. Students who do not meet these requirements will be assigned an alternative assessment/project determined by the CJO instructor.

Student Initials: _____

Parent Initials: _____

PROBATION

Academic: when a student's overall unweighted GPA falls between a 2.0 and 2.3, the student will be placed on academic probation for the entire school year. A meeting will be held with parents and student to determine an appropriate plan of action. If a student's GPA falls below a 2.0 at the end of the academic year, the student will be excused from Coral Reef and must return to his/her home school. See Magnet School contract.

Academy: When the student earns a D or F during any of the 9 weeks, the student will be placed on academic probation. When a student has earned a D or an F as their final grade, the student will be excused from Coral Reef.

COURSE-RELATED EXPECTATION

- You are to be in class, seated and ready prior to the ringing of the bell.
- You should be prepared for class. See Policies and Procedures (P & P's) for required materials.
- You must respect your peers, your instructor, the instrumentation, and the room and its contents.
- You will abide by the P&P's outlined by Miami-Dade County Public Schools, found in the Code of Student Conduct. You will also abide by the P&P's outlined by Coral Reef Senior High School in the Student handbook. You will abide by the P&P's outlined in this course syllabus.
- You must bring a blue or black ink pen to class to use for writing assignments, homework, notes and other academic assignments.

Attendance

- Attendance is mandatory if you wish to pass this course.
- Teachers will abide by MDCPS rules when dealing with attendance issues.
- If you are absent and your absence is excused, it is your responsibility to check with the instructor to gather the assignments missed. If your absence is **unexcused**, you may make up the assignments; however, you will receive a "0" (Z) in the grade-book.
- If you are absent on an Exam date, you will be allowed to make up the exam at your instructor's discretion.
- All makeup work will be due within the equal number of days as you were absent. Therefore, if you were absent for 1 week, you will have 1 week within which to complete and turn in your assignment. If you are only absent 1 day, be prepared to turn

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in the assignment on the next class date.

- If you accumulate **10 or more unexcused absences** in the course, you will be given an NC (No Credit) as your final grade. This means, you will not receive credit for this class toward your graduation requirements and will be exited from Coral Reef (See Magnet Agreement).

Tardiness/Absences

- Refer to MDCPS Policies and Procedures. Excessive tardies and absences may result in Attendance Probation.

Lecture Etiquette

- While your instructor is speaking, please show some respect by refraining from talking, moving about, or distracting others.
- During lecture, you should be quiet, be attentive, and interact when asked to.

Technical Skills-Etiquette

- You will prepare in advance for technical skill practice/demonstrations/examinations. If you come to class unprepared, you will not receive a grade. The only exceptions are excused absences/tardies with admit, doctor's note stipulating why student is unable to perform technical skill. Those students will receive an alternate assignment.
- You will abide by standard safety protocols and will follow your instructor's directions explicitly. This will ensure your safety and the safety of those around you.
- Skill attainment sessions are meant to be interactive, cooperative learning activities that emphasize the concepts taught to you during lecture.
- All SAFETY gear and sanitary equipment are REQUIRED to be used when dictated by your instructor.
- You will clean up after yourselves and make sure your area is neat, clean, and tidy prior to leaving the class.
- If skill attainment activities were conducted that day, all materials should be placed back to where you acquired them and should be returned clean.

Home Learning

- Home learning assignment(s) are assigned by CJO teacher. You must complete all assignments by the due date. All assignments will be reviewed on the due date.
- Late assignments will NOT be accepted under any circumstances (except excused

Student Initials: _____

Parent Initials: _____

absences). (See Attendance Policy)

Exams and Quizzes

- Exams and quizzes will be issued periodically throughout the school year.
- Exams will always be announced with one week of anticipation. Exams may be practical or written.
- Exams may be made up at the discretion of your instructor only if your absence was excused (See attendance policy).

Passes

- Passes and walkies are only given out to use the restroom in an extreme emergency. Otherwise, no passes will be given out. Please make use of the 10-minute passing period to utilize the restroom and visit your lockers.

Disciplinary Action

- Your instructor will follow MDCPS policy and procedures with regards to disciplinary action. Please refer to the code of student conduct for information regarding consequences for infractions.

Category 1 Infraction:

Causative Circumstances include general disruptive conduct, truancy, electronic devices, and consistent lack of preparation/participation

- ❖ Step 1: Memorandum/pushups– emailed to teacher AND Lead teacher.
- ❖ Step 2: Parent Contact.
- ❖ Step 3: Parent Contact and Disciplinary Action.
- ❖ Step 4: Parent Contact and Referral to Administration.

Category 2 Infraction:

Causative Circumstances include defiance, cursing, assault, battery, extortion, theft, vandalism, sex violation, possession of mood modifiers, illegal drugs or weapons, and fighting.

- ❖ Step 1: Immediate Removal of student from Class and subsequent Parent Contact/Referral to administration.

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Electronic Devices

All electronic devices must be turned off and secured in the student's book bag. If student is caught using any device during school hours, the device will be confiscated and turned into the main office where a parent may retrieve the device after school. Repeated offenses will result in a referral and disciplinary action.

Instructors may allow a student to bring in their own device such as a laptop, tablet or recording device when it is to be used for educational purposes only.

Food & Drinks

- No food will be allowed in the CJ classrooms. You will only be allowed to have bottled water in class.

Daily Required Items

1. Pen (blue or black ink)
2. College Ruled Paper
3. Dedicated 2-ring Binder labeled "Criminal Justice Ops"
4. Jump Drive (optional)

Courtesy and Respect

- Please raise your hands to speak. If your instructor is engaged in conversation with someone else, lower your hand and wait for him/her to finish his/her statement and then re-raise your hand to attract his/her attention.
- The bell does not dismiss you, YOUR INSTRUCTOR DOES!

Academic Dishonesty

- If you are suspected of academic dishonesty, parent contact will be made, a referral will be submitted to the Assistant Principal overseeing the Academy and all students involved in the infractions will receive an "F" for the assignment.
- The Lead teacher will follow up with the student after completing the consequences for the academic integrity infraction. Keep in mind that academic dishonesty is grounds for exiting from Coral Reef Senior High School.

Student Initials: _____

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- **Grading Policy**

The breakdown of grades is as follows:

Home Learning	1 grade
Exams & Skill attainment	4 grades
Quizzes	3 grades
Physical Training	2 grades
Dress for Success	2 grades
Projects	Instructor's Discretion
In-Class Assignments & Participation	Instructor's Discretion

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Student

I, _____ (student's name) have read and understood Ms. Gonzalez's class expectations and procedures. I agree to meet those expectations and follow those procedures, and I understand the consequences if I do not.

Signature _____ Date _____

Parent

To help my child be successful in Criminal Justice Operations this year, I have read and discussed Ms. Gonzalez's class expectations and procedures with _____ (student's name). I will do all I can to help him/her meet those expectations and follow those procedures.

Signature _____ Date _____

Dear parents,

To help keep the lines of communication open, please complete the contact information so that I may communicate with you regarding your child. Feel free to contact me at any time. I highly encourage the use of e-mail communication as it is the quickest and most effective way of contacting me. I strongly encourage you to keep in touch with myself and the rest of your child's teachers throughout the school year. If you have any questions, concerns, or comments, you may e-mail me at: adriana_gonzalez@dadeschools.net. I look forward to a successful and productive year for all of us.

Sincerely,

Adriana Gonzalez

Parent Name: _____

Parent Name: _____

Phone (H) _____ (Work or Cell): _____

Phone (H) _____ (Work or Cell): _____

E-mail: _____

E-mail: _____

Booster club member: Yes _____ No _____ If No, please complete the attached membership form.

Student Initials: _____

Parent Initials: _____

SYLLABUS ACKNOWLEDGEMENT FORM

Student

I, _____ (student's name) have read and understood Ms. Cushnie's class expectations and procedures. I agree to meet those expectations and follow those procedures, and I understand the consequences if I do not.

Signature _____ Date _____

Parent

To help my child be successful in Criminal Justice Operations this year, I have read and discussed Ms. Cushnie's class expectations and procedures with _____ (student's name). I will do all I can to help him/her meet those expectations and follow those procedures.

Signature _____ Date _____

Dear parents,

To help keep the lines of communication open, please complete the contact information so that I may communicate with you regarding your child. Feel free to contact me at any time. I highly encourage the use of e-mail communication as it is the quickest and most effective way of contacting me. I strongly encourage you to keep in touch with myself and the rest of your child's teachers throughout the school year. If you have any questions, concerns, or comments, you may e-mail me at:

TinaCushnie@dadeschools.net. I look forward to a successful and productive year for all of us.

Sincerely,

Tina Cushnie

Parent Name: _____

Parent Name: _____

Phone (H) _____ (Work or Cell): _____

Phone (H) _____ (Work or Cell): _____

E-mail: _____

E-mail: _____

Booster club member: Yes _____ No _____ If No, please complete the attached member form.

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