



Youth Leadership Academy CODE OF CONDUCT

In order for the Youth Leadership Academy to run properly it is necessary to institute a set of regulations, which will be known as the Code of Conduct (CC). We understand that students are children and instructors will be judicious in imposing penalties for violation of the CC. Penalties may include light physical exercise or writing a letter of apology. In severe cases, the child will be expelled. In no case will a child be pushed anywhere close to his or her limit physically or emotionally. Our goal is to provide an academy like experience while still making it fun. Each child and their parent/guardian are required to read and sign the CC as an acknowledgement.

- 1.) No student shall strike, kick, push or otherwise assault another student or instructor.
- 2.) No student shall ridicule or degrade another student or instructor. Making derogatory comments directed at another's race, religion, ethnic background or gender is **STRICLY** prohibited. Use of obscene, vulgar or profane language will **NOT** be tolerated.
- 3.) All students must obey all instructions given by an instructor, including guest instructors. Students will answer all instructors and guest speakers and any adults at the Academy with "Yes ma'am/Yes sir, No ma'am/No sir).
- 4.) Our goal is to give a look into a real police academy, all students shall address their instructors by their proper rank. All introductions will be made on the first day.

Also, students are required to report ANY injury **IMMEDIATLEY** to an instructor as soon as the injury occurs. Students are required to report any violations of the CC **IMMEDIATLEY** and answer all questions concerning the violation in a truthful manner.

DRESS CODE

Students are required to wear their academy t-shirt that was issued to them on the first day. The shirt must remained tucked into their pants at all times. Issued hats are mandatory every day. The student will keep the uniform clean and neat. Students are not permitted

DEPARTMENT OF POLICE
BOROUGH OF HILLSDALE



380 Hillsdale Avenue
Hillsdale, New Jersey 07642
Headquarters: 201-664-4200

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to wear jewelry for the safety of themselves and others. Students are required to wear black shorts with low cut white socks every day.

Students **MUST** participate in light exercise as part of the daily routine. They also may be required to do physical training as punishment for minor violations of the CC. As noted above, the child will not be pushed to their limits. A doctor's note is needed to be excused from any physical activity.

For the Parents/Guardians

This year's academy will run from June 23rd thru June 27th at Pascack Valley Regional High School (200 Piermont Ave, Hillsdale NJ) from 8:30am – 2:30pm. Parents will have their child dropped off no earlier than 8:00am and no later than 8:30am each day of the Academy. Parents will have their child picked up no later than 2:45pm and no earlier than 2:30pm unless of course there is an emergency or illness. Parents must be able to pick up their child in case of an emergency within thirty (30) minutes of the Academy notifying you of the issue.

If a student is authorized to be picked up by a person **OTHER** than the parent or guardian, the parent/guardian must authorize that person in **WRITING** to pick up their child and **MUST** provide the police department with a letter the morning of. If it is unexpected, a call must be placed to police headquarters (201-664-4200) to give proper permission.

In the even a custodial parent/guardian does **NOT** wish to have a non-custodial parent/guardian pick up the child, the custodial parent/guardian must provide a letter to the police department indicating this. They must also provide a legible copy of the court order indicating that they have sole custody of the child.

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STUDENT BEHAVIORIAL CONTRACT

The purpose of this contract is to inform the students that he/she must comply with all provisions of the Hillsdale Police Department's Youth Leadership Academy. Due to the nature of the academy there will be a ZERO TOLERANCE for any and all rule regulation infraction or violation. Undesirable conduct such as dangerous horseplay, bullying, rude behavior to fellow students/instructors, and violation of the dress code and possession/use of tobacco, alcohol, or drugs will result in IMMEDIATE removal of the student from the HPD YLA. This contract represents an agreement by the student and student's parents/guardian that he/she has received a copy of the CC and agrees to adhere to this code at ALL times in the academy, at home and at school. We have read the above and agree to comply with its terms.

Parent/Guardian signature _____

Parent/ Guardian name printed _____

Child signature _____

Chile name printed _____

Date _____