Maynard Police Department Youth Academy

Registration Form

Attention: Officer Manchuso
197 Main St
Maynard, MA 01754
Telephone: (978)897-1011

Please complete and return this application and **Parental Consent and Release Form** to the Maynard Police Department. All applicants are required to attach a copy of the student's most recent doctor's physical exam, similar to the one required for application in their school athletics, to this application form. Academy uniforms, consisting of a t-shirt and hat will be provided by the department and must be worn at all times during the academy. Each participant will be required to provide their own black athletic shorts (knee length) and athletic footwear (suitable for running) which will be worn throughout the academy program. The academy staff reserves the right to dismiss any participant as a result of inappropriate conduct or for failure to comply with any academy rules. Admission to the Youth Academy is open to Maynard residents and admission will be granted on a first come, first serve basis. Parents/guardians are responsible for transportation for their participant to and from the academy each day.

The 2019 Maynard Police Department Youth Academy will be held Monday July 22nd, 2019 - July 26th, 2019 from 9:00AM - 3:00PM.

Child's Name:_____Male/Female: _____

Address:_____Town:_____Zip: _____

Home Phone:_____Date of Birth:_____Age: _____

Grade in fall:_____ School: _____

Parents /Guardian Name:_____Work Phone: _____

Parent Cell Phone: _____

Emergency Contact (other than parents):_____Phone: _____

Relationship to Child: _____

Food Allergies/Intolerances: _____

Please list any physical disabilities that would restrict participation in programs (i.e. asthma, allergies to bee stings, medication being taken, tubes in ears, etc.): _____

E-Mail Address: _____

I give permission for my child's picture to be taken for program scrapbooks/DVD video, local access television, newspaper, You Tube, etc._____(parent/guardian initials)

Participant Shirt Size (Circle): Adult: **Small** **Medium** **Large** **X-Large**

Child: **Small** **Medium** **Large** **X-Large**

Maynard Police Department

Parental Consent and Release Form

I, the undersigned parent/guardian of_____, a minor; do hereby consent to his/her participation in the voluntary Youth Police Academy sponsored by the Town of Maynard Police Department.

I also agree to forever release the Town of Maynard, the Maynard Police Department and all their employees, officers, agents, board members, volunteers and any and all individuals and organizations assisting or participating in the Youth Police Academy of the Town of Maynard Police Department ("the Releases") from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to my child or property damage resulting from my child's participation in the Town of Maynard Police Department's Youth Police Academy.

I also promise, to indemnify, defend and hold harmless the Releases against any and all legal claim and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to my child or property damage resulting from my child's participation in the Town of Maynard's Youth Police Academy Program.

I further affirm that I have read the Consent and Release Form and I understand the contents of this form. I understand that my child's participation in these programs is voluntary and that my child and I are free to choose not to participate in said programs. By signing this form, I affirm that I have decided to allow my child to participate in the Town of Maynard Police Department's Youth Academy with full knowledge that the Releases will not be liable to anyone for personal injuries and property damage my child or I may suffer in the voluntary Town of Maynard's Youth Police Academy programs.

_____ _____

Signature of Parent/Guardian Date

Maynard Police Department
Youth Academy

End of the Day Pick Up Protocol

At the completion of each academy day, students must be picked up promptly at 3:00pm. Please note below who will be allowed to pick up your student officer. Whoever will be picking up will need to provide a valid ID each day of pick up. In event of an emergency, please send a note with your child with the person's information who will be picking up your student officer.

Name:_____Date of Birth:_____
Address:_____
Relationship to student officer: _____

Name:_____Date of Birth:_____
Address:_____
Relationship to student officer: _____

Name:_____Date of Birth:_____
Address:_____
Relationship to student officer: _____

Name:_____Date of Birth:_____
Address:_____
Relationship to student officer: _____

☐ My son/daughter will be walking home at the end of each academy day.

Parent Signature: _____

Maynard Police Department

<u>PARENTS:</u> Pick-up each day is promptly at 3:00 p.m. Academy Staff may have other commitments at the conclusion of each academy day so it is imperative that the pick-up time is adhered to. Thank you!

<u>Youth Academy Protocol</u>

1. On the first day of the Academy, students must arrive with a minimum 20 oz. water bottle filled with water or Gatorade. On subsequent days, students must bring from home their Academy issued water bottle filled with either water or Gatorade. If students would like more than this amount of water throughout the day, water will be available while at the station. On days we are away from the station, notice will be given beforehand; students may bring additional water or Gatorade.

2. Students must wear plain, knee length black athletic shorts, a white t-shirt (no logos), white socks and sneakers upon arrival for the Academy's first day. An Academy uniform including a hat, t-shirt and a water bottle will be issued to each student on the first day. Each student will be allowed to change into their Academy uniform in a secured, private room.

3. Students must arrive at a time that will allow them to be prepared and ready to begin the day at 0900 hours (9:00 a.m.) each day, drop off will be in the rear of the station. Each morning students will wait in formation for the Academy Staff to greet them. The same location will be utilized for pick-up of students at the end of the day. Students should not be brought inside on the first day. Academy staff will meet them outside.

4. Only items and equipment required by academy staff will be brought to the academy. Any other items will be considered contraband. Inspections will include checks for contraband. Contraband will be seized by Academy Staff and turned over to the student's parents/guardian at pick-up time.

5. Students are expected to participate in all academy activities, following orders and requests of Academy Staff. Students are expected to participate with a positive attitude,

considering what is best for the class and Academy, and render proper courtesy for others at all times.

6. Cellular phones may be kept in the student's personal lunch bags, or handed over to Academy Staff, but they must remain off during academy hours. If there is a true emergency where contact needs to be made with a student, parents may contact the Maynard Police Department's main business telephone number at 978-897-1011.

7. Students shall remain within the designated areas of the building at all times, unless otherwise directed by Academy Staff. All other areas are off limits to students.

8. Students shall only enter and exit the building through the designated entrance unless otherwise directed by Academy Staff. All other entrances and exits are off limits to students.

9. Students shall always access walkways on the academy grounds and shall never walk on grass areas, mulched areas, through bushes, brush or any other areas which are not designated walkways unless otherwise directed by Academy Staff.

10. Students shall never leave the academy building or academy grounds without first receiving prior permission of the Academy Director, and Academy Staff Instructor or a designee.

11. Students will be prepared for any unannounced inspections at any time during the Academy. These inspections may include academic notebooks, uniforms, and personal appearance.

12. No paging devices, recording devices, electronic games, iPods, Kindles, iPads, tablets, etc. are allowed during academy hours, or on academy grounds, and may be considered contraband.

13. Students shall never chew gum, candy, tobacco or other items while in formation, while in the classroom, while attending a practical phase of training, or any other time during their academy training. In addition, students shall not possess such items during academy hours.

14. Any absences missed time, early dismissal, tardiness, or non-participatory time must be documented by submitting an Absenteeism Report in writing by the student and signed by his/her parent or guardian.

15. Students shall address members of the academy staff, academic instructors, any persons associated with the Maynard Police Department and others as directed by academy staff by title or rank and name, or as "Sir" or "Ma'am" at all times when speaking to a member of the Academy Staff, academic instructors, and any person associated with the Academy or facility.

16. Academy staff, upon learning of a violation of academy rules or protocol, will report the violation to the Academy Coordinator. The Academy Coordinator will discipline the student in accordance with progressive discipline theories, including but not limited to, counseling, verbal reprimand, issuance of written homework assignment, preparing for and conducting a class presentation, written reprimand, suspension, and dismissal. Discipline is not expected to laterally progress per violation, but is expected to sufficiently correlate with the violation taking into consideration previous violations, repeat violations of same offense, and seriousness of violation.

17. While walking in the halls of the building, students shall "square" the corners, that is, students shall walk to the end of any hall in which they are walking and when they turn their direction to walk along a perpendicular hallway. Students shall turn 90 degrees by making a column left or column right facing movement (students will be shown how to complete this movement in the academy). Students walking in the hallways of the building shall walk along the right wall at all times.

18. When a student is dismissed by a member of the academy staff or academic instructor, he or she will acknowledge the dismissal by stating "Sir (or Ma'am), yes Sir" (or Ma'am) and complete an about face movement before leaving.

19. Whenever students are engaged in conversation with anyone and not required to be at the position of attention, they will be in the "interview stance". (Students will be shown what this stance is while in the academy.)

20. Students will not curse, use profanity, insulting names, inappropriate gestures, or make disparaging remarks about anyone.

21. Whenever a member of the academy staff or an academic instructor walks into a classroom or any other room the students are in, the first student, closest to the staff/instructor, shall call the class to attention by stating loudly so that all students can hear, “Attention on Deck”. Upon hearing this, every student in the classroom or area shall come to attention until otherwise directed by the staff member or instructor. The only exception to this is when a member of the academy staff or an academic instructor is already present in the room and has control of the class.

22. Whenever a student addresses or responds to a member of the academy staff or an academic instructor, the first and last words spoken by the student shall be “Sir” or “Ma’am”. Hence, all sentences begin with “Sir” and end with “Sir” (or “Ma’am)”, depending on the person’s gender. The only exception to this is while the student is in a classroom setting with an academic instructor and only as the academic instructor may dictate to facilitate a discussion. i.e., a class is being conducted and the student is responding to instructor inquiries or class discussion is taking place.

23. Students shall stand at the position of attention whenever speaking to an academy staff member or academic instructor and shall remain at the position of attention until such time the staff member or instructor commands the civilian cadet to stand at “parade rest”, “at ease” or other appropriate command. If the staff member or instructor issues no alternative commands, the student shall remain at the position of attention until the staff member or instructor dismisses the student. The only exception to this is while the student is in a classroom setting, i.e., a class is being conducted and the civilian cadet is responding to an instructor’s inquiries or class discussion is taking place.

Maynard Police Department Youth Academy

Permission Slip

Dear Parent or Guardian,

The Maynard Police Department Youth Academy will be participating in a field trip during the week of July 22nd, 2019 - July 26th, 2019 during academy hours. The date and location of the trip are TBD. The details will be provided to parents and guardians upon confirmation of date and location.

If you are interested in your child participating, please fill out the bottom section of this notice, and return it with the application.

Participant Name: _____

I give permission for my child (named above) to participate in the field trip with Maynard Police Department Youth Academy. The Student Officers will be accompanied by Maynard Police Department Staff, and transportation will be provided by the Assabet Valley Boys & Girls Club.

Signature of Parent or Legal Guardian: _____

Printed Name of Parent or Guardian: _____

Date: _____