



PREPARE · SERVE · ACHIEVE

STANDARD OPERATING PROCEDURES



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ADDRESS

Desert Hot Springs High School
65850 Pierson Boulevard, Desert Hot Springs, CA 92240
(760) 288-7000
www.psusd.us/dhshs

Public Safety Academy
Classroom 1301
(760) 288-7000 #4032903

SOCIAL MEDIA

Website: www.psadhshs.org
Facebook: PSA DHSHS
Instagram: @psa_dhshs
Twitter: @psadhshs



Dear Cadets and Parents/Guardians,

The goal of the Public Safety Academy is to provide a safe learning environment to grow as a person, graduate on time, and to be prepared for the future. We cannot achieve this goal without you. We understand that you and your family have a life outside of DHSHS and PSA. For us to work together, we need communication, commitment, and trust.

PSA is a college and career academy for students interested in police, fire, and emergency medical services (pre-hospital care) that began in 2011 and added the 9th grade in 2014. The academy is academically, physically, and emotionally challenging to ensure those that complete the academy can be successful in public safety and in life. This requires dedication, self-control, and a positive attitude. There is no greater reward than knowing that when you do your job, you make a powerful impact on people's lives by enhancing the quality of life on our campus and throughout our community.

PSA instruction includes the use of police, fire, and medical equipment. You are expected to participate in certifications, community service, competitions, field trips, mentorships and internships, physical training (including the use of an obstacle course), and ride-alongs with public safety personnel. You will receive experience in crowd control, security, emergencies, and in the training of other students and adults. Cadets certified in First Aid/CPR/AED and Community Emergency Response Team are also expected to assist, under adult supervision, at disasters and/or emergencies.

You have voluntarily agreed to participate in this academy and your acceptance and continued enrollment is both a privilege and a commitment. These Standard Operating Procedures (SOP) are aligned with our PSA grant requirements and public safety standards because of the required maturity, physical expectations, professionalism, and sensitivity of this career. This SOP, along with other documents and instructor syllabi, exist to ensure a positive, safe, and relevant learning environment that prepares you for success in PSA's Career Technical Education (CTE) and academic courses, as well as post-high school college and/or career opportunities.

We, the PSA Team, have volunteered for the academy and care about your success. We ask for your assistance to ensure the PSA Standard Operating Procedures are followed, school is attended daily, and all course assignments are completed.

Thank you for choosing the Public Safety Academy and we look forward to working together.

Sincerely
PSA Staff



1.0 GENERAL INFORMATION

1.1 Academy (PSA Grant)

The Public Safety Academy (#11033) is govern and funded by the California Partnership Academies (CPA) grant through the California Department of Education ([CA Education Code 54690-54697](#)). (Refer to Appendix: Cadet Agreement)

1.2 Purpose (PSA Grant)

The purpose of the California Partnership Academies is to prepare students to graduate high school on time with knowledge and skills necessary for post-secondary college and career opportunities. This occurs through the three-year (10th-12th) career focused school-within-a-school program with integrated academic and career technical education, a committed team of teachers, and active business and post-secondary partnerships.

1.3 Mission Statement (Industry Standards)

The mission of the Public Safety Academy, in collaboration with our business partners, is to provide experiences that ensure each cadet graduates high school with character, knowledge, empathy, communication, and problem-solving skills necessary to meet public safety requirements.

1.4 Advisory Committee (PSA Grant)

PSA is required to have an Advisory Committee comprised of industry partners and representatives from public safety, colleges and universities, cadets, parents/guardians, PSUSD, DHSHS, and PSA. This committee participates in annual meetings and assists with the development of curriculum, field trips, guest speakers, equipment, and financial accountability. Cadets and parents/guardians from each grade level are encouraged to become members of our Advisory Committee.

1.5 Industry Terms (Industry Standards)

PSA refers to each PSA student as “CADET” because the term refers to a student who is in training prior to entering public safety as a professional.

Teachers will be referred to as “INSTRUCTOR”.

2.0 COURSES & DETAILS

2.1 Courses (PSA Grant, DHSHS Policy, and Industry Standards)

PSA courses allow you to meet the PSA grant requirements, be A-G California State University and University of CA (CSU and UC) compliant, and when applicable earn dual enrollment college credit. (Refer to Appendix: Course Sequence)

2.2 Cadet Details (DHSHS Policy, Industry and CTE Standards 2.0, 3.0, 5.0, 7.0-10.0, A1.0, A2.0, A4.0-A6.0, B1.0-B4.0)

Cadets Details are modeled after the Recruit Details (ranks) used in public safety academies and are assigned for leadership purposes and are intended to accomplish specific assignments. This is an honor and a privilege.

- a. Minimum qualifications for a Cadet Detail position include adherence to this SOP, and academic, industry, and personal integrity.
- b. Cadets are appointed by the PSA Staff after an evaluation, which may include an essay and oral interview. In certain circumstances, the PSA Coordinator(s) may appoint cadets to vacant positions.
- c. Cadets will follow the duties listed under their position and other duties as assigned by PSA Staff.
- d. Cadets are to lead by example and fulfill their duties to the best of their ability.
- e. Cadets are expected to be courteous and respectful.
- f. Cadet Details are “at will” (may be replaced at any time).



Class Leader - Carries out assignments/directions from PSA Staff. Duties include:

- a. Obtain the class folder or binder prior to the beginning of class.
- b. Ensure that the class is prepared for instruction, inspection, physical training, etc., as per the instructor.
- c. Report the daily attendance (absences and/or tardies).
- d. Assist with all audio/visual equipment.
- e. Form up the cadets for inspection, events, etc.
- f. Assign cadets, as needed, for the proper care and organization of the classroom.

Assistant Class Leader - Carries out assignments/directions from the PSA Staff and Class Leader. Duties include:

- a. Assume the responsibilities of the Class Leader in their absence.
- b. Turn in all documents from cadets, as per the instructor.
- c. If needed, distribute handout material prior to instruction and maintain copies for absent cadets.
- d. Obtain and return all equipment.
- e. As needed, write on the whiteboard the Guest Speaker’s Name, Rank/Title, and Agency.

Squad Leader(s) - Ensures accountability of the squad at the direction of the Class or Assistant Class Leader. Will assist the Class and/or Assistant Class Leader in carrying out assignments/directions from the PSA Staff.

Duties include:

- a. Assist the Class or Assistant Class Leader as needed.
- b. Assume the responsibilities of the Class or Assistant Class Leader in their absence.
- c. Responsible for their squad’s conduct and preparation for instruction, inspection, physical training, etc.
- d. Report daily attendance to the Class Leader.

Assistant Squad Leader(s) - Ensures accountability of the squad at the direction of the Squad Leader. Will assist the Class, Assistant Class, and/or Squad Leaders in carrying out assignments/directions from the PSA Staff. Duties include:

- a. Assume the responsibilities of the Squad Leader in their absence.
- b. Assist each cadet in their squad and assure that they are prepared for instruction, inspection, physical training, etc.
- c. Turn in all documents from their respective squad to the Assistant Class Leader.
- d. Accompany the inspecting leader during their squad’s inspection and make notations.

Public Information Officer(s) (PIO) – Report directly to the PSA Coordinator(s). Duties include:

- a. Take photographs of their respective class or academy at events and during instruction.
- b. Notify our partners and the community about PSA’s events and accomplishments.
- c. Assist in maintaining the PSA Website, PSA Social Media, Press Releases, and/or Newsletters.
- d. Serve as the PSA class/academy PSA Club Officer(s) listed below.
 - i. Responsible for the United Student Body (USB) funds collected for/from your peers and for the academy. Represent the PSA Club at school, PSA meetings, and PSA events.

President	Spokesperson for PSA and the Senior Class.
1st Vice President	Spokesperson for the Junior Class and assumes the responsibilities of the President upon their absence.
2nd Vice President	Spokesperson for the Sophomore Class.
3rd Vice President	Spokesperson for the Freshmen Class.
Treasurer	Sophomore/Junior/Senior maintains the Academy and Club funds and fundraisers.
Secretary	Sophomore/Junior/Senior takes and maintains Academy and Club records.



3.0 CHAIN OF COMMAND

3.1 Chain of Command (Industry and CTE Standards: 3.2, 5.0, 7.2, 8.0-10.0, A1.9, A1.11, A5.3, B1.0, B2.0, B3.0)

Outlines the leader's authority and responsibility and influences how communication occurs by addressing those senior, less senior, and/or equal to your role. (Refer to Appendix: Chain of Command)

- a. You are expected to follow the Chain of Command.
 - i. This means that all PSA business or questions must be addressed at the appropriate time and with the appropriate PSA Staff.
 - ii. Class time is for learning, not for PSA business, unless the instructor initiates the conversation.
- b. Cadet Details are extensions of the PSA Staff.
 - i. You are to respect the PSA Staff and your peer leaders and follow their assignments/directions.
 - ii. You can disregard assignments/directions if it will place you and others in danger or are illegal.
 - iii. After an event, you may speak with the PSA Staff (involved at the event) to discuss any concerns.

3.2 PSA Staff (Adult) Leadership

(Refer to Appendix: Chain of Command)

4.0 UNIFORM & APPEARANCE

4.1 Uniform Policy (DHSHS Policy, Industry and CTE Standards: 1.0, 3.0, 7.0, 10.0, 11.0, A1.0, A2.0, A6.0, B1.0, B3.0, B4.0, B8.0) (Refer to Appendix: Uniform)

- a. You will wear your uniform at least one day a week, during mentorships and internships, when guest speakers are present, and for specific occasions, as directed.
- b. You will wear the complete uniform with your shirt tucked-in during the event or school day.
- c. You will keep your uniform clean, ironed, and polished.
- d. You will maintain the highest personal appearance and professionalism/behavior of public safety.
- e. You may have one excused uniform day per quarter for sports, spirit week, etc. with prior approval from the PSA Coordinator(s).
- f. You will cover up your uniform when going to and from events and school.
- g. During the National Anthem or Pledge of Allegiance, come to the position of attention and place your right hand over your heart. If you choose not to participate, you must come to the position of attention and remain quiet.
- h. You will not wear the uniform in public outside of PSA events (e.g., as a costume or for any other reason).
- i. No half or partial uniform is acceptable, and you may not add to or alter the uniform (no hats, earbuds, pins, etc.) without permission from the PSA Coordinator(s).

4.2 Uniform Classifications

(Refer to Appendix: Uniform)

4.3 Uniform Insignias

Once earned, are worn on the uniform shirt.

(Refer to Appendix: Insignias & Ribbons)

4.4 Uniform Ribbons

Once earned, are worn on the uniform shirt.

(Refer to Appendix: Insignias & Ribbons)



4.5 Grooming

While in uniform and during physical training and skills instruction, you will adhere to public safety (military) grooming standards for safety and professionalism.

- a. Jewelry – you will not wear piercings (facial, tongue, etc.), rings, bracelets, necklaces, and/or earrings.
- b. Nail length may not extend past the tip of the finger or thumb and interfere with the use of equipment, wearing of personal protective equipment, etc.
- c. Hair products and/or wear makeup, lipstick, and/or nail polish will not be worn.
- d. Sideburns will be no longer than the middle of the ear and neatly trimmed.

Males - Hair will not be higher than 1½ inches, fall over/below the ears, eyebrows, and collar of the shirt or interfere with a cover/hat. No highlights/streaks, irregular cuts, markings, and/or unnatural colors.

- a. You will be clean-shaven. (Exception: a moustache may be worn if neatly trimmed.)

Females - Hair will be worn in a ponytail or bun and not fall over/below the ears, eyebrows, and collar of the shirt or interfere with a cover/hat. HOWEVER, Business Partners may require buns for mentorships/internships and law enforcement related events. No highlights/streaks, irregular cuts, markings, or unnatural colors. No hair bands or clips.

5.0 EVALUATION & PERFORMANCE

5.1 Performance Objectives (PSA Grant, Industry and CTE Standards: 1.0-11.0, A1.0-A8.0, B1.0-B10.0)

Academic and skills standards have been developed and minimum acceptable levels of competency established to prepare you for the requirements of public safety college and career opportunities.

- a. All written and hands-on assignments and assessments must be completed with a 75% or higher (unless otherwise indicated by industry partners) to receive public safety related awards. (Refer to section 5.4, Study Guide, and Appendix: Insignias & Ribbons)
- b. You may be evaluated/graded on your performance every day for all years in PSA. PSA Staff, PSA Coordinator(s), and/or industry partners may evaluate/grade you in the areas of certifications, competitions, industry academics and skills, participation, professionalism/behavior, Cadet Details or leadership, teamwork, uniform, and your adherence to this SOP.
 - i. In addition, cadets participating in mentorship or internships will be evaluated and are required to adhere to the PSA Mentorship/Internship Handbook.
- c. If you experience academic and/or skills difficulties, you are encouraged to seek tutoring.
- d. If you have difficulties of any kind, which have a detrimental effect on your academic performance (GPA) and attendance, you are encouraged to meet with the PSA Coordinator(s). PSA Coordinator(s) are available for advice and guidance. Problems of a personal nature will be handled in a confidential manner.

5.2 Academics

Course grades will be handled by each of your instructors. PSA instructors may use this SOP in conjunction with their course syllabus to determine your overall grade in that instructor's course.

- a. Grades from all your courses are calculated for the grant, A-G compliance, and continued enrollment in PSA. You are to maintain a minimum GPA of 2.2 with no F's and complete 95% of your credits each semester.

5.3 Attendance

Attendance in all your courses is calculated for the grant and your continued enrollment in PSA. It is also important for your academic success.

- a. You are to maintain an average attendance rate of 80% or higher each semester.
 - i. 3 tardies equals 1 absence.
 - ii. Saturday School may be assigned if attendance falls below 80%.
 - iii. You are responsible for all work missed during your absence and/or tardy.



5.4 Awards

You may earn public safety related awards each year. (Refer to Study Guide and Appendix: Insignias & Ribbons)

- a. To earn certificate(s) and/or ribbon(s), you will need to complete all academic and skills assignments and/or assessments with a 75% or higher (unless otherwise indicated by industry partners). Extra credit will not be accepted for missing assignments or assessments.
- b. To earn a certificate of completion and a sash/stole for graduation, you will need to complete all academic and skills assignments and/or assessments with a 75% or higher. In addition, you must be in good standing (adherence to this SOP) and meet or exceed the PSA Grant requirements. Extra credit will not be accepted for missing assignments or assessments.

6.0 DISCIPLINE

6.1 General Discipline (DHSHS Policy, Industry and CTE Standards: 1.0, 2.0, 3.0, 6.2, 7.0, 8.0, 10.2, A1.0, A2.6, A5.0, A6.10, B1.0, B3.0)

All forms of discipline may affect your PSA/CTE grade and your eligibility to earn awards, participate in Cadet Details and events, and/or you may be placed on PSA probation or removed from PSA.

- a. Instructors and/or site administration may handle classroom and site discipline.
- b. You are expected to always adhere to the DHSHS Student Handbook, PSUSD Student Use of Technology, and the instructor’s syllabus.
- c. You are expected to always adhere to these Standard Operating Procedures (SOP).

6.2 Consequences

Discipline as described in section 6.1 may be reviewed on a case-by-case basis and documented in Synergy. Depending on the severity/type of discipline/violation, the steps below may or may not be followed in order.

- Warning** Verbal discussion regarding your behavior and the proper methods to handle the situation if the situation is presented to you again. Includes PSA Staff.
- Ineligibility and/or Detention** May be issued for violations of policies and procedures, as described in section 6.1. Possible ineligibility to hold a Cadet Detail and/or participate in events. Detention may occur during lunch and/or after school. Includes PSA Staff review and possible parent/guardian contact.
- Probation** May be issued for a specific period prior to/or in lieu of your removal from PSA, refer to section 6.3. Ineligible to hold a Cadet Detail and/or participate in events and may receive detention. Includes PSA Staff review and parent/guardian contact.
- Referrals** May be issued in situations when your behavior needs immediate attention by administration. Possible ineligibility to hold a Cadet Detail and/or participate in events, may receive detention, possible probation, or removal from PSA, refer to sections 6.3 and 6.4. Includes PSA Staff review and parent/guardian contact.
- Removal** May occur in situations where repeated violations of policies and procedures occurs and/or when your behavior needs immediate attention by administration, refer to section 6.4. Includes PSA Staff review and parent/guardian contact.

6.3 Probation

May be issued for a specific period prior to/or in lieu of your removal from PSA for the following reasons. However, your probation is not automatic, it is reviewed on a case-by-case basis.

- a. Failure to complete documents, especially the Hold Harmless Agreement and the Cadet Agreement.
- b. Failure to complete the Athletic Clearance and Physical Form and have personal medical insurance.
- c. Failure to maintain an overall GPA of 2.2, no F’s and complete 95% of your credits each semester.
- d. Failure to maintain an 80% attendance each semester.
- e. Failure to participate in all aspects of this academy (e.g., instruction, internship, events, uniform, etc.)
- f. Failure to demonstrate professional behavior, leadership, teamwork, and integrity.
- g. Violations of federal and state laws, DHSHS policies and procedures, and violation of this PSA SOP.



6.4 Removal

May occur in situations where repeated violations of policies and procedures occur, when your behavior needs immediate attention by administration, and/or for the following reasons. However, your removal is not automatic, it is reviewed on a case-by-case basis. Please understand that PSA is a privilege, not a right.

- a. Failure to complete documents, especially the Hold Harmless Agreement and the Cadet Agreement.
- b. Failure to complete the Athletic Clearance and Physical Form and have personal medical insurance.
- c. Failure to maintain an overall GPA of 2.2, no F's and complete 95% of your credits each semester.
- d. Failure to maintain an 80% attendance each semester.
- e. Failure to participate in all aspects of this academy (e.g., instruction, internship, events, uniform, etc.)
- f. Failure to demonstrate professional behavior, leadership, teamwork, and integrity.
- g. Violations of federal and state laws, DHSHS policies and procedures, and violation of this PSA SOP.

7.0 DEMEANOR

7.1 Personal Conduct (DHSHS Policy, Industry and CTE Standards: 1.0, 2.0, 3.0, 5.0, 7.0-11.0, A1.0, A2.0, A4.0, B1.0, B3.0, B8.0)
Since you are a representative of the PSUSD, DHSHS, PSA, our business and industry partners, public safety, and our community the following is expected.

- a. You are to maintain a positive reputation for all stakeholders (listed above) including yourself.
- b. You are to model academic, industry, and personal integrity.
- c. You are to demonstrate professional behavioral (e.g., addressing adults as "Sir" or "Ma'am.")
- d. You are to respect others. (This requires that you follow directions the first time given; keep your hands and feet and objects to yourself; and refrain from profanity, bullying, hazing, and/or harassment.)
- e. You are to be prepared. (Arrive to class on time with all your required materials.)
- f. You are to be productive. (Participate and complete all work to the best of your ability.)
- g. No public displays of affection (PDA), such as kissing, holding hands, or other forms of intimate behavior in violation of DHSHS policy and while in uniform.

7.2 Academic Integrity

Cheating and/or plagiarism has a zero tolerance in college and within public safety. This will also not be tolerated in PSA. If implicated of cheating or plagiarism, the following may occur besides a consequence, as described in section 6.2.

- a. Assignment(s) and/or assessment(s) may not be made up.
- b. Projects, you may redo your portion and resubmit it. (This will be at the instructor's discretion.)

Cheating - Lying; copying from another's assignments and/or assessments; discussion at any time of answers or questions on an assignment and/or assessment; taking or receiving copies of an exam; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed assignment and/or assessment conditions (Merriam-Webster dictionary).

Plagiarism - Copying and passing off (the expression of ideas or words of another) as one's own or to use (another's work) without crediting the source (Merriam-Webster dictionary).

8.0 MISCELLANEOUS

8.1 Communication (Industry and CTE Standards: 1.0, 2.0, 4.0, 5.1, 7.7, 10.2)

- a. Communication methods will be listed in the instructor's syllabus.
- b. When contacting PSA Staff, Business/Industry Partners, COD Instructors, etc., you are expected to provide the following:
 - i. Last, First Name
 - ii. Course Title and Class Year
 - iii. Texting/Voice Message: Also include your number with area code and clearly state the message.
 - iv. Emailing: Also include a SUBJECT along with your message.



8.2 Co-Curricular and Extracurricular Opportunities (Industry and CTE Standards: 1.0-11.0, A1.0-A6.0, B1.0-B9.0)

These opportunities benefit your future goals, do not affect your grade, and occur year around (before, during, and after school; on weekends; and during breaks). However, if you choose to participate, you are expected to attend all meetings, trainings, and competitions for the season. (Refer to Appendix: Notes)

8.3 Documents (Industry and CTE Standards: 1.0, 2.0, 4.0, 10.2, A1.7, A4.0, B3.7)

You are required to complete documents (agreements, applications, and forms) each year for certifications and participation. Some of these are electronic and others will be physical copies.

- a. You must follow the directions and complete the document accurately.
- b. All documents will be completed in black or blue ink.
- c. All documents will be completed in its entirety and signed by you and your parent/guardian, if needed.
- d. All documents will be turned in professionally (absent of stains, tears, folds and/or wrinkles).
- e. All documents will be turned in by the due date to receive full credit or to participate.

8.4 Electronics/Technology (DHSHS Policy, Industry and CTE Standards: 1.0-4.0, 8.0-10.0, A1.0, A4.0, B1.0, B2.0)

- a. You are expected to follow the PSUSD, DHSHS, and your course instructors' Electronic Device policy.
- b. You are expected to appropriately use the Internet and social media. (Use only approved websites, do not post information and photographs of PSA Staff, cadets, guests, or events without permission from the PSA Coordinator(s), and do not disparage, slander, and/or bully.)
- c. You are expected to follow the PSUSD Student Use of Technology policies. (Failure to do so may result in the loss of computer privileges; however, you are still responsible for completing all assignments and assessments.)

8.5 Recruitment (PSA Grant and CTE Standards: 2.0, 3.8, 9.4)

PSA is voluntary where students (with their parents/guardians' permission) from within and outside PSUSD are eligible to apply. Per the PSA grant, we only accept students for grades 9th, 10th, and the fall semester of 11th. Interested students are required to complete an application and have a meeting with the PSA Staff and/or Coordinator(s). Please refer interested students to their counselor and the PSA website.

8.6 Safety (Risk Management and DHSHS Policy, Industry and CTE Standards: 6.0-8.0, 10.2, 11.0, A1.0, A6.3, B1.0, B4.0, B7.0)

You are to demonstrate safety by using the proper equipment for the assignment or task, wearing the proper clothing and/or personal protective equipment (PPE), and by following all the directions.

- a. You may handle equipment only with permission from the adult leader or PSA Staff.
- b. You must have permission from the adult leader or PSA Staff to attend or leave an event.
- c. You are **not** to participate in horseplay or unsafe behavior.
- d. **If you become hurt or injured, you are required to notify the adult leader or PSA Staff immediately.**

8.7 Hold Harmless Agreement (Risk Management Policy and Industry and CTE Standards: 1.0, 6.0, 10.2, 11.0)

You and your parent/guardian are required to read, sign, and return the cadet and parent/guardian portions of the Hold Harmless Agreement (Refer to Appendix: Hold Harmless Agreement) to participate and remain in PSA.

8.8 Multimedia Clause (PSUSD Policy, Industry and CTE Standards: 1.0-11.0, A1.0-A8.0, B1.0-B10)

To implement various teaching strategies and appeal to cadet learning styles, we use movies, visual presentations, videos, and Internet sites related to public safety for educational purposes. Some are rated PG, PG-13, or R for mature content; however, they are educational and will be used to expand learning.

8.9 Photography Clause (PSUSD Policy, Industry and CTE Standards: 3.8, 10.0)

We are a public safety academy and as such, we are at several public events. We are often photographed and/or videotaped, which may be published in any form by the Press, PSUSD, DHSHS, PSA, and business/industry partners for educational or public informational purposes without compensation or liability from such use.



8.10 Drop Policy (DHSHS Policy and CTE Standards: 2.0, 3.0, 8.0)

You are required to complete the following to leave PSA.

- a. First, you must speak with the PSA Coordinator(s) and provide a reason.
- b. Second, you will need your parent/guardian's permission.
- c. Third, you must complete all requirements by the Counseling Department.

8.11 Physical Training Policy (Risk Management Policy, Industry and CTE Standards: 1.0, 6.0, 10.2, 11.0, A1.6, A3.0, B1.2, B5.0)

Physical training and fitness are required in professional academies, the hiring process, and for personal safety.

- a. Due to the physical expectations and standards, you are required to complete the Athletic Clearance Process and Physical Form and be covered by personal medical insurance to participate in PSA events and remain in PSA. (Refer to Appendix: Links)
- b. You will receive a grade for your participation in physical training (PT). Physical training will occur in your PE course and may occur through skills instruction in your PSA CTE and academic courses.

8.12 Simulated Weapons Policy (CA Edu. Code, PSUSD Policy, Industry and CTE Standards: 8.0, 10.2, 11.0, A1.0, A5.0, A6.0)

You are expected to read and follow the full version of this policy (Refer to Appendix: Simulated Weapons Policy).

You are only to bring to school and PSA events the items that were issued or asked of you to bring.

- a. No weapons of any kind (e.g., guns, knives, pepper spray, stun guns, etc.) are allowed.

8.13 Equipment Procedures (PSUSD Policy, Industry and CTE Standards: 6.0, 11.0, A6.0, B3.8, B4.2, B8.4, B8.7, B9.3, B9.11)

PSA equipment may be used or issued to you and PSA Staff on a regular basis.

- a. Issued and returned equipment must be signed out electronically and signed in with the PSA CTE Instructor's approval.
- b. Use only your assigned equipment (books, clothing, tools, etc.).
- c. Return the equipment in the condition it was issued; inspect for damage, clean, and then return the equipment to its correct location.
- d. You and/or your parents/guardians are responsible to maintain and care for issued equipment.
- e. You and/or your parents/guardians must report damaged or lost equipment.
- f. You and/or your parents/guardians may have to replace damaged or lost equipment. If not, you may be placed on PSA probation and/or removed from PSA. This will be handled on a case-by-case basis.
- g. Regular inventory and maintenance of all equipment may be conducted by cadets and the PSA CTE Instructor. Discrepancies must be immediately reported.
- h. If the equipment cabinets are left or found open/unlocked, an accounting may be conducted at the end of the class period and before the end of the school day. Discrepancies must be immediately reported.

8.14 Event Procedures (PSUSD and DHSHS Policies and Industry and CTE Standards: 1.0-11.0, A1.0-A6.0, B1.0-B9.0)

Events provide you with additional experience for your future college and/or career goals. Events occur year around (before, during, and after school; on weekends; and during breaks). Events include **activities, field trips, skills instruction, volunteer hours, etc.** You may only receive credit or community service hours if you:

- a. Correctly sign up for the PSA event online (following all directions).
- b. Complete and turn in your signed permission documents (varies from event to event).
- c. Arrive and leave on time.
- d. Adhere to this SOP (e.g., uniform, professionalism/behavior, leadership, teamwork, and integrity).
- e. If you no longer can participate, please notify the PSA Coordinator(s) as soon as possible.
- f. Community Service Hours - You are only eligible when the event occurs outside of school hours.
- g. You are responsible for maintaining and imputing event hours and uploading earned certificates.



APPENDIX

Appendices

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Links

[DHSHS Athletic Clearance Web Page](#)

[DHSHS Athletic Clearance Physical Form](#)

[DHSHS Athletic Clearance Online Portion](#)

Notes

Co-Curricular and Extracurricular Opportunities *continued*

- a. CyberPatriot - Competition in cyber security using computers.
- b. SkillsUSA - Competitions in Crime Scene Investigation, Criminal Justice, Firefighting, First Aid/CPR, Leadership, etc.



COURSE SEQUENCE

Summary: PSA is a **four-year full-time commitment** for students interested in police, fire, and emergency medical services. Learning occurs through academics, hands-on training, field trips, competitions, and guest speakers. Students attend classes as a grade level and are taught teamwork, leadership, physical training, and industry and social skills. All classes meet the “G” Elective requirement for high school graduation and universities. In addition, the Career Technical Education courses for grades 10th, 11th, & 12th are dual enrollment (high school and college credit).

<p>9th Introduction</p>	<p>As a freshman in PSA you will...</p> <ul style="list-style-type: none"> ✓ Be enrolled in Public Safety - Introduction. ✓ Wear a public safety uniform and model integrity. ✓ Participate in hands-on training and certifications. ✓ Participate in community service, mentorship, and other events. 	<p>To enter the PSA freshman class, you must...</p> <ul style="list-style-type: none"> ✓ Be interested in learning about police, fire, and emergency medical services (EMS). ✓ Have your parent's/guardian's permission. ✓ Complete the PSA application process. ✓ Visit and review the PSA website www.psdhshs.org.
<p>10th Fire</p>	<p>As a sophomore in PSA you will...</p> <ul style="list-style-type: none"> ✓ Be enrolled in Principles of Emergency Services college course (earn high school & college credit). ✓ Wear a public safety uniform and model integrity. ✓ Participate in hands-on training and certifications. ✓ Participate in community service, mentorship, and other events. ✓ Participate in field trips related to the fire service. 	<p>To enter the PSA sophomore class, you must...</p> <ul style="list-style-type: none"> ✓ Have successfully completed <i>Public Safety – Introduction</i> and an overall GPA of 2.2 or higher. or ✓ Be interested in learning about police, fire, and EMS. ✓ Have your parent's/guardian's permission. ✓ Complete the PSA application process. ✓ Visit and review the PSA website www.psdhshs.org.
<p>11th Police</p>	<p>As a junior in PSA you will...</p> <ul style="list-style-type: none"> ✓ Be enrolled in Introduction to Criminal Justice college course (earn high school & college credit). ✓ Wear a public safety uniform and model integrity. ✓ Participate hands-on training and certifications. ✓ Participate in community service, mentorship/job shadowing, and other events. ✓ Participate in field trips related to criminal justice. 	<p>To enter the PSA junior class, you must.</p> <ul style="list-style-type: none"> ✓ Have successfully completed <i>Principles of Emergency Services</i> and an overall GPA of 2.2 or higher. or ✓ <i>Complete the PSA application process (students are accepted 1st Semester only).</i> ✓ Be interested in learning about police, fire, and EMS. ✓ Have your parent's/guardian's permission. ✓ Visit and review the PSA website www.psdhshs.org.
<p>12th EMS</p>	<p>As a senior in PSA you will...</p> <ul style="list-style-type: none"> ✓ Be enrolled in Emergency Medical Responder college course (earn high school & college credit). ✓ Wear a public safety uniform and model integrity. ✓ Participate in hands-on training and certifications. ✓ Participate in community service, internship, and other events. ✓ Complete a <i>Capstone Project</i> with a 70% or higher. 	<p>To enter the PSA senior class, you must...</p> <ul style="list-style-type: none"> ✓ Have successfully completed <i>Introduction to Criminal Justice</i> and an overall GPA of 2.2 or higher. ✓ <i>Students are not allowed to enter PSA as a senior, per our grant.</i>

Students in ALL grade levels have opportunities to participate in:

- Activities with police officers, firefighters, and emergency medical services personnel.
- Police and Fire Exploring (hands-on experience with local Police and Fire Departments)
- SkillsUSA (leadership and competition experience in Crime Scene Investigation, Criminal Justice, Cyber Security, First Aid/CPR, etc.)

PSA is for students who...

- Are interested in police, fire, and emergency medical services careers.
- Are problem solvers and enjoy physical challenges.
- Understand the importance of integrity, following directions, and making a difference in their community.

Students with the following may NOT be accepted into the academy...

- A history of violence, harassment, theft, damage of property, and/or drug use.
- Failure to follow rules and work as a team.



COURSE INFORMATION

Level	Abbreviation & Section No.		Description	CTE Required
9 th Beginning / Introductory	Public Safety Intro	5489L	Public Safety – Introduction: Provides an overview of career exploration, criminal justice, fire service, and emergency medical services. In addition, students will research industry and social skills, teamwork, and leadership and participate in a mentorship. <u>Must earn a final grade of 70% or higher in this G-Elective course.</u>	N/A
10 th Intermediate / Concentrator	Princ Emrgncy Servc 1A	FIRE001A	Principles of Emergency Services: Provides an overview of career opportunities, history, public and private fire protection services, laws, fire protection functions and systems, fire chemistry and physics, and fire strategy and tactics. <u>Must earn a final grade of 70% or higher in this College of the Desert dual enrollment course for credit.</u>	Mentorship
	Princ Emrgncy Servc 1B	FIRE001B		
11 th Intermediate / Concentrator	Introd Crim Justi	CJ001	Introduction to Criminal Justice: Provides an overview of the structure and function of police, courts, and corrections. Focus is placed on the history, principles, and challenges to crime, criminal law, legal process, and sentencing and incarceration. <u>Must earn a final grade of 70% or higher in this College of the Desert dual enrollment course for credit.</u>	Mentorship / Job Shadowing
12 th Advanced / Capstone	EMR 1A	EMR080A	Emergency Medical Responder: Provides an overview of prehospital care for patients. Areas of study include an introduction to emergency medical services, roles and responsibilities, anatomy and physiology, medical emergencies, and trauma. <u>Must pass the Fall and Spring Semesters with an 80% or higher and First Aid/CPR/AED (EMR skills assessments) with an 84% or higher to earn the College of the Desert dual enrollment course credit and State and National Certification.</u>	Internship
	EMR 1B	EMR080B		

* Section 1A = Fall Semester & 1B = Spring Semester

Certificates		
<ul style="list-style-type: none"> Community Emergency Response Team Emergency Medical Responder First Aid / CPR / AED 	<ul style="list-style-type: none"> Incident Command Systems PSUSD Ambassador PSUSD Career Technical Education Showcase 	<ul style="list-style-type: none"> Safe City – Pedestrian, Bicycle, & Driver Awareness SkillsUSA Competitions Stop the Bleed

Plan for High School Graduation

PSA is a “school-within-a-school” model funded through the California Partnership Academies grant ([CA Education Code 54690-54697](#)). Shaded boxes are the **REQUIRED** PSA courses for each grade level. Under this plan students are expected to pass all their courses each semester to graduate on time.

9 th	10 th	11 th	12 th
Public Safety - Introduction (G) CTE	Principles of Emergency Services Dual Enrollment	Introduction to Criminal Justice Dual Enrollment	Emergency Medical Responder Dual Enrollment
English 1 (B)	English 2 (B) Honors	English 3 (B) CP	English 4 (B)
Math 1 (C)	Math 2 (C)	Math 3 (C)	Art, Elective, PE 2, or World Language
Science - Living Earth (D Lab) CP	Science - Chemistry (D Lab) CP	Science - Anatomy & Phys. (D) CP	Art, Elective, PE 2, or World Language
Art, Elective, or World Language	World History (A) CP	US History (A) CP	Civics / Economics (A)
PE 1 (Core) Required	Art, Elective, PE 2, or World Language	Art, Elective, PE 2, or World Language	Psychology (G)

Grades 10th, 11th, and 12th are **dual enrollment** courses with College of the Desert. This means that students enrolled may earn high school and college credit simultaneously during the school day. Students who successfully complete all 3 dual enrollments courses may earn a College of the Desert’s Certificate of Public Safety. Students who successfully complete the PSA and graduate from high school may have priority registration for College of the Desert’s **Basic Peace Officer Training, Basic Firefighter Academy, and Emergency Medical Technician Program.**

For additional information, please visit us at www.psadhshs.org or use the QR code to the right. To apply for the Public Safety Academy at Desert Hot Springs High School, please contact your counselor.

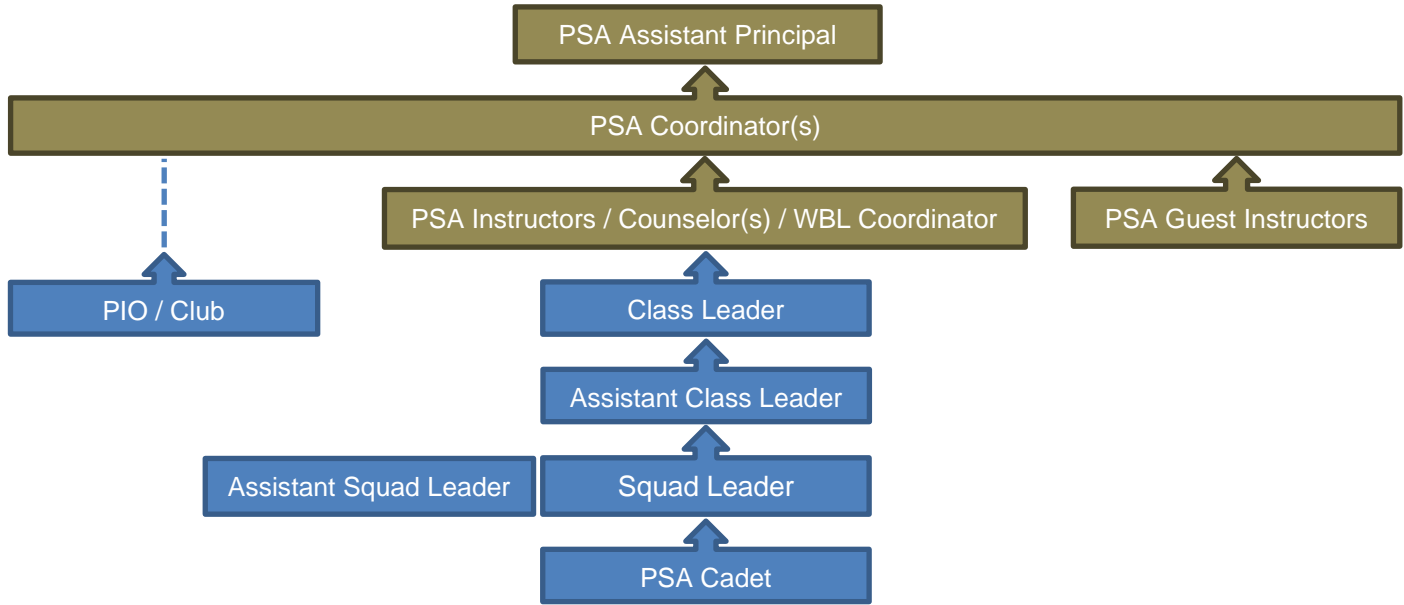




CHAIN OF COMMAND

Chain of Command *continued* (Chart)

- Gold equals PSA Staff (Adult) leadership.
- Blue equals Cadet Details / cadet leadership.



PSA Staff (Adult) Leadership *continued*

Assistant Principal	Mr. Kai Lyles	Handles cadet concerns and questions after the cadet has met with the instructor, coordinator(s), and/or counselor. Handles instructor concern and questions after the instructor has met with the coordinator(s) and/or counselor.
Coordinators	Mr. Eric Huber Mrs. Christine Becerra	Handles cadet and instructor academy business and questions.
Work Based Learning Coordinator	Mr. Sam Cucciniello	Handles cadet work permits and assists with mentorships, job shadowing internships, and business partners (guest speakers, field trips, etc.).
Advisor	Mrs. Christine Becerra	Handles cadet and instructor CyberPatriot business and questions.
Advisor	Mr. Eric Huber	Handles cadet and instructor SkillsUSA and Exploring business and questions.
Counselor	Mr. Antonio Rodriguez	Handles cadet with academic and personal topics not covered by instructors and/or coordinator(s).
Classroom	Instructors (PSA & Non-PSA)	Handles cadet and other instructor questions, not covered by the coordinator(s) and counselor(s), regarding the instructor's classroom structure and assignments.



UNIFORM

Uniform Policy *continued*

- l. You are required to obtain the approved PSA t-shirt, pants, boots, and professional business attire.
 - i. You are responsible for notifying the PSA Coordinator(s) if you are unable to obtain these items.
- m. PSA will supply the belt, uniform shirts, jacket, and ribbons.

Uniform Classifications

Class A - Worn for specific occasions by 9th-12th grades, as directed by the PSA Coordinator(s).

- a. PSA Issued Long Sleeve Uniform Shirt with Patches and Issued Tie and Tie Bar (ribbons as earned)
- a. PSA T-shirt
- b. Dark Navy Pants - Dickies #874 (Work Pant / Original Fit / Flex / male style with 4 pockets)
- c. PSA Issued Black Belt (Basketweave Style with Plain Silver Buckle)
- d. Plain Black Socks with Plain Black Leather Boots (without safety toe and shank; able to hold a shine)

Class B - Main uniform, worn by 10th-12th grades and 9th grade beginning 2nd Semester.

- a. PSA Issued Short Sleeve Uniform Shirt with Patches (ribbons as earned)
- b. PSA T-shirt
- c. Dark Navy Pants - Dickies #874 (Work Pant / Original Fit / Flex / male style with 4 pockets)
- d. PSA Issued Black Belt (Basketweave Style with Plain Silver Buckle)
- e. Plain Black Socks with Plain Black Leather Boots (without safety toe and shank; able to hold a shine)

Class C - Worn for specific occasions by 9th-12th grades, as directed by the PSA Coordinator(s).

Worn by the 9th grade during 1st Semester.

- a. PSA T-shirt
- b. Blue Denim Jeans (plain with 4 pockets; no capris, no acid washed, no tears, or no artwork)
- c. PSA Issued Black Belt (Basketweave Style with Plain Silver Buckle)
- d. Plain White Socks with Plain Athletic Shoes with Laces (non-bright colors)

Physical Training Gear - Worn during physical training (PT) by all grades.

- a. PSA T-Shirt
- b. Plain Blue PE Shorts (DHSHS PE shorts are acceptable).
- c. Plain White Socks with Plain Athletic Shoes with Laces (non-bright colors)

Professional Business Attire (PBA) - Worn by all grades, as directed by the PSA Coordinators.

- a. Dress Shirt - plain long sleeve button down, with collar (solid plain colors: white, blue, gray) with tie (solid plain colors: black, navy blue) and plain white t-shirt.
 - i. Females do not wear ties and may have a dress style shirt with plain white t-shirt or slip.
- b. Dress Pants - plain with two pockets in the front and two in the rear (solid plain colors: black, dark gray, or navy blue).
 - i. Female pants usually do not have pockets.
- c. Dress Shoes - plain black leather (able to hold a shine) and plain black socks.
 - i. Females same as males (with a maximum of a 2-inch heel) with plain black female socks or stockings.



INSIGNIAS & RIBBONS

Cadet Detail Uniform Insignias

Once earned, are worn on the Class A and B uniform shirts. *(To be determined.)*

- Class Leader
- Assistant Class Leader
- Squad Leaders
- Assistant Squad Leaders
- Public Information Officers / Club Positions

Miscellaneous Uniform Insignias

Once earned, are worn on the Class A and B uniform shirts. *(To be determined.)*

Achievement/Retention Uniform Ribbons

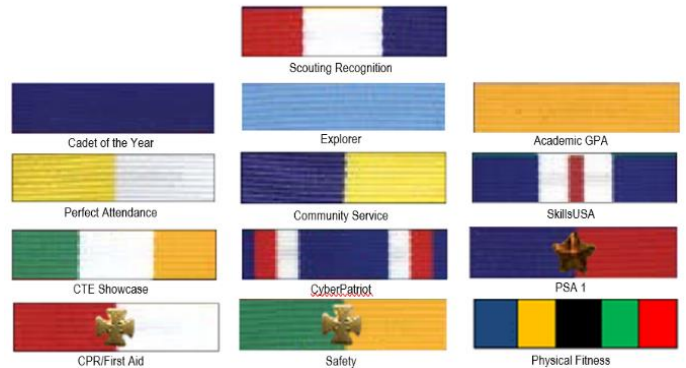
Once earned, are worn on the Class A and B uniform shirts, lined up and centered on the top seam of the left pocket. Only 3 ribbons will be worn in a row.

Uniform View

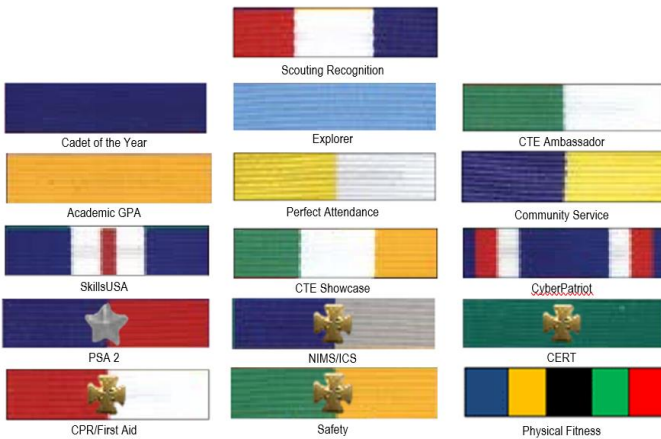
9th Grade



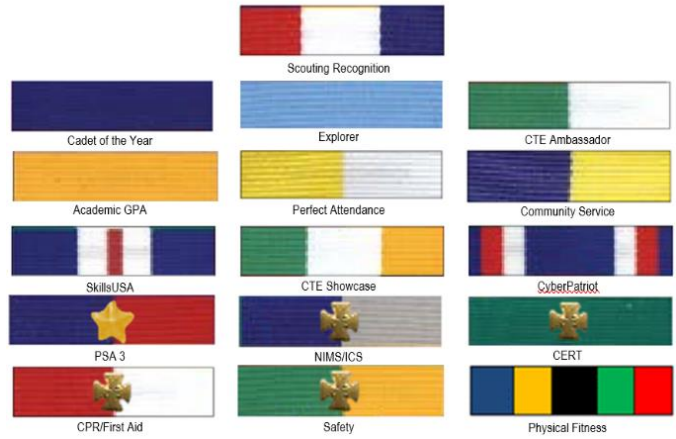
10th Grade



11th Grade



12th Grade





INSIGNIAS & RIBBONS

Achievement/Retention Uniform Ribbons

1. Cadets are expected to maintain their competency in their certifications/trainings and demonstrate their knowledge with others and peers.
2. Ribbons are earned and awarded. Ribbons may also be removed for not demonstrating the expectations associated with the ribbon(s).
3. Only Cadets who successfully complete PSA and graduate their senior year will be allowed to retain their ribbons and wear it on their PSA stole.
4. Stars will be added to ribbons for each time earned (Ribbon = 1st; Bronze = 2nd; Silver = 3rd; and Gold = 4th time).

	Scouting's Eagle or Gold Award Recognition <ul style="list-style-type: none"> • Cadet must earn the top award in Scouting (Must provide proof of award from Scouting Advisor.)
	Cadet of the Year <ul style="list-style-type: none"> • Cadet must meet and exceed (1) all academics and skills requirements and (2) all SOP for their grade level. • Be voted by their peers, PSA Staff, and industry partners for their outstanding character and dedication.
	Law Enforcement / Fire Explorer <ul style="list-style-type: none"> • Cadet must all be an active member of a law enforcement/fire Explorer program; issued by the Explorer Advisor. • May only wear the ribbons if they are an active member of an Explorer program in good standing.
	PSUSD CTE Ambassador <ul style="list-style-type: none"> • Cadet must apply, interview, and be selected for the ambassadorship, as well as complete their term in good standing.
	Academic Achievement <ul style="list-style-type: none"> • Cadet must earn an overall GPA of 3.5 or higher in all their courses for an academic year.
	Perfect Attendance <ul style="list-style-type: none"> • Cadet must have attendance at every scheduled class meeting during the preceding academic year.
	Community Service <ul style="list-style-type: none"> • Cadet must complete 100 hours of approved outside of school and related to public safety community service.
	SkillsUSA <ul style="list-style-type: none"> • Cadet must attend all meetings and trainings and demonstrate leadership qualities. • Compete at the regional, state, and/or national level(s) related to public safety.
	PSUSD CTE Showcase <ul style="list-style-type: none"> • Cadet must conduct the research and planning, as well as participate in the Showcase. • Cadet and their team must receive 1st or 2nd place in the Showcase.
	CyberPatriot <ul style="list-style-type: none"> • Cadet must attend all meetings and trainings, as well as compete at the regional, state, and/or national level(s).
	Senior Year (formerly PSA 3) – Tenure, Academics, and Skills <ul style="list-style-type: none"> • Cadet must meet the SOP (all policies and procedures including uniform, events, and professionalism). • Must complete all assignments, assessments, and skills in Emergency Medical Responder with a 3.0 GPA or higher, as well as completion of their internship and Capstone Project.
	Junior Year (formerly PSA 2) - Tenure, Academics, and Skills <ul style="list-style-type: none"> • Cadet must meet the SOP (all policies and procedures including uniform, events, and professionalism). • Must complete all assignments, assessments, and skills in Introduction to Criminal Justice with a 2.2 GPA or higher, as well as completion of their mentorship/job shadowing.
	Sophomore Year (formerly PSA 1) - Tenure, Academics, and Skills <ul style="list-style-type: none"> • Cadet must meet the SOP (all policies and procedures including uniform, events, and professionalism). • Must complete all assignments, assessments, and skills in Principles of Emergency Services with a 2.2 GPA or higher, as well as completion of their mentorship.
	Freshmen Year (formerly PSA Pre-Service) - Tenure, Academics, and Skills <ul style="list-style-type: none"> • Cadet must meet the SOP (all policies and procedures including uniform, events, and professionalism). • And complete all assignments, assessments, and skills in Public Safety - Introduction with a 2.2 GPA or higher.
	FEMA's National Incident Command Management System <ul style="list-style-type: none"> • Cadet must earn certification in all four (ICS 100, 200, 700, 800).
	Community Emergency Response Team <ul style="list-style-type: none"> • Cadet must earn certification in CERT.
	CPR/First Aid <ul style="list-style-type: none"> • Cadet must earn First Aid/CPR/AED (Infant/Child/Adult) by ARC or AHA, as well as earn "Stop the Bleed" certification.
	Safety Award <ul style="list-style-type: none"> • Cadet must earn certification in Pedestrian and Bicycle Safety from Riverside University Health System, Public Health.
	Public Safety Physical Fitness Award <ul style="list-style-type: none"> • Cadet must complete the requirements for the Law Enforcement Exploring Physical Fitness Proficiency Award.



SIMULATED WEAPONS POLICY

(Written January 31, 2018)

Purpose

The Public Safety Academy (PSA), at Desert Hot Springs High School (DHSHS) with the Palm Springs Unified School District (PSUSD), is committed to maintaining a safe and secure environment for the campus, community, and its guests. In support of this commitment, this policy sets forth guidelines governing the possession of public safety simulated weapons for use in events sponsored and/or authorized by PSA, including use in competitions, recruitment, and training. This policy does not address the possession and use of real weapons and of simulated weapons for non-training purposes, which are covered by policies/laws set by the Palm Springs Unified School District's Board of Education and California Education and Penal Codes.

Definitions

For the purpose of this policy, a weapon is defined as a manufactured device designed to intimidate, injure, or kill another person. Examples of weapons include, but are not limited to: firearms, knives, explosives, air/BB/pellet guns, stun guns, paintball guns, bows (of any kind), swords, martial arts weapons, knuckles, chemical weapons, slingshots, Billy clubs, or any device use to commit a crime and prohibited by California Education and/or Penal Codes, as well as federal law.

Procedures

PSUSD strictly prohibits possession of simulated weapons in and around any facility owned or controlled by the PSUSD and at any PSUSD approved or sponsored event. Exception: Staff and/or student(s) are authorized to possess a simulated weapon for competition, recruitment, and/or training with PSA, only when the following criteria are met.

1. Staff, student(s), and their parent/guardian (if applicable) must have read and acknowledged this policy via signature.
2. Staff and student(s) must complete training for transporting, handling, and the safe use of the simulated weapon (as prescribed by the CTE/PSA Instructor and Business/Industry Partners).
3. Simulated weapons must:
 - a. Be inspected prior to the event.
 - b. Have been approved by public safety agencies and/or SkillsUSA.
 - c. Have been approved by PSA's Business/Industry Partners.
 - d. Be specifically manufactured for simulation or training purposes.
 - e. Be UNABLE to chamber/house and/or fire a projectile.
 - f. Be UNABLE to discharge an electrical current.
4. Simulated weapons may only be used in the classroom and at approved competitions during the time and in the manner specified.
5. Whenever simulated weapons are transported from one location to another, including within the same building, it must be placed in a secure container in such a manner that it cannot be observed.
6. Under no circumstance are staff and student(s) to remove a simulated weapon(s) from campus, place in their backpack or bag, and/or take home.
7. Staff and student(s), to whom written permission has been granted, must maintain custody of the simulated weapon(s) at all times and may not transfer custody of the simulated weapon(s) to any person not specified in the written permission. The written permission must accompany the simulated weapon(s) at all times.
8. Staff and student(s), to whom permission has been granted, may not use or be under the influence of alcohol, a controlled substance or narcotic, and/or engage in any reckless behavior while in possession of a simulated weapon(s).
9. When not in use for competitions, recruitment, and/or training, the simulated weapon(s) must be securely stored in a location chosen by the CTE/PSA Instructor and approved by the PSUSD Director of CTE, DHSHS Principal, or his/her designee(s). Under no circumstances may simulated weapon(s) be stored in any DHSHS/PSUSD owned, leased, or controlled facilities other than an approved safety storage area.
10. If for any reason it is not possible for staff and/or student(s), in authorized possession of simulated weapon(s), to return the item(s) to an approved safety storage area, the simulated weapon(s) should be brought for temporary safe storage to the Principal or Assistant Principal's office or his/her designee(s).



11. Under no circumstances may staff, student(s), and guests bring their own simulated weapon(s) to campus or events. Staff, student(s), and authorized public safety guests are limited to using simulated weapon(s) supplied by the CTE/PSA Instructor or authorized public safety agencies.
12. If at any time the simulated weapon(s) is lost, stolen, or taken, the staff and student(s) responsible for the simulated weapon(s) must IMMEDIATELY contact the PSA staff member present. The PSA staff member present will then IMMEDIATELY contact the CTE/PSA Instructor and Principal or Assistant Principal's office or his/her designee(s). The CTE/PSA Instructor and Principal or Assistant Principal's office or his/her designee(s) will then notify the School Resource Officer and/or PSUSD Security.
13. If at any time the simulated weapon(s) cause concern with others, the simulated weapon(s) will be removed from public view and locked in the appropriate storage container. Staff and/or student(s) responsible for it must IMMEDIATELY contact the PSA staff member present. The PSA staff member present will then IMMEDIATELY contact the CTE/PSA Instructor and Principal or Assistant Principal's office or his/her designee(s).
14. An Incident Report must be written by the student(s) responsible for the simulated weapon(s), as well as the PSA staff member present if *Procedures 12 and/or 13* occur. The original Incident Report must be submitted the Principal or Assistant Principal's office or his/her designee(s) and a copy submitted to the CTE/PSA Instructor.
15. Any staff and/or student(s) in violation of this policy will be referred to the Principal or Assistant Principal's office. If misconduct is determined, the staff and/or student(s) may receive a consequence, referred to law enforcement, and/or be removed from PSA.
16. The PSUSD's Director of Linked Learning / CTE will be notified by the CTE/PSA Instructor of any incidences and provided with monthly updates.
17. PSUSD, DHSHS, PSA, and PSA's Business/Industry Partners reserve the right to change, alter, and/or modify this policy at any time at its discretion and without notice.

Inventory Control

1. All simulated weapons must be locked in an approved cabinet or storage container and designed room.
2. All simulated weapons must be signed "out" and "in" by the user and CTE/PSA Instructor or his/her designee(s), who is a PSUSD employee, not a student.
3. All simulated weapons must be visually accounted for daily and after any time it is used.

Additional

This section has been updated. Appendix A: PSA Simulated Weapons Use Form and Appendix B: PSA Issued Materials Form (from the original document) are no longer in use. Cadets are to use an electronic Google Form for Equipment Management.

Acknowledgement of Understanding

The following signatures indicate that I/we (staff, student, and parent/guardian) have read and understand PSA's Simulated Weapons Policy and I/we agree to adhere to the guidelines, procedures, and consequences stated within. (All documents are linked or posted in Google Classroom and on the PSA website. All staff will receive a hardcopy.)

*** Signature on the Cadet Agreement covers this policy.**



**HOLD HARMLESS AGREEMENT
2021-2022**

This student portion of the Hold Harmless Agreement (Release, Waiver, and Assumption of the Risk) pertains to my participation with the Palm Springs Unified School District’s Desert Hot Springs High School Public Safety Academy.

I understand that I hold the Palm Springs Unified School District (PSUSD), its officers, agents, employees, and business/industry partners harmless from any and all liability or claims, which may arise out of or in connection with my participation in the Desert Hot Springs High School’s (DHSHS) Public Safety Academy (PSA) during cocurricular and extracurricular activities, excursions, and field trips as indicated in California Education Code Section 35330.

I fully understand, as a student participant, that I am to abide by all policies and procedures governed by the PSUSD, DHSHS, PSA Standard Operating Procedures (SOP), and PSA’s business/industry partners. Any violation of these policies and procedures may result in me receiving a consequence, as described in the PSA SOP section 6.2.

For and in consideration of allowing me to participate with the DHSHS PSA and to the maximum extent allowed by law, it is my intention by signing this document to exempt and relieve the PSUSD, its officers, agents, employees, and business/industry partners from liability for personal injury, property damage, or wrongful death. I am fully aware of the risks and hazards inherent in participating and nevertheless, I hereby elect voluntarily to participate and assume all risk of loss, damage, or injury that may be sustained by me while participating.

I understand that this Student Hold Harmless Agreement (Release, Wavier, and Assumption of the Risk) shall apply not only to me but also to my heirs, executors, administrators, next of kin, assigns, and successors.

I acknowledge that I have read this document and have been fully and completely advised of the potential dangers incidental in participating, as described in the PSA SOP; I am fully aware of the legal consequences of signing this document. By my signature below, I hereby certify that I am at least eighteen (18) years old. If I am under the age of eighteen (18), my parent/guardian has read this form with me and has completed the parent/guardian portion of the Hold Harmless Agreement (Release, Wavier, and Assumption of the Risk) below.

Student Name (Print Legal First and Last Name): _____

Date of Birth (mm/dd/yyyy): _____

Student Signature: _____ Date: _____

This parent/guardian portion of the Hold Harmless Agreement (Release, Waiver, and Assumption of the Risk) pertains to my child’s/minor’s participation with the Palm Springs Unified School District’s Desert Hot Springs High School Public Safety Academy.

I, the parent/guardian of _____, (my child’s/minor’s name) do hereby represent that I am, in fact, acting in such capacity and agree to defend, indemnify, and hold harmless the Palm Springs Unified School District, and any of its officers, agents, employees, and/or business/industry partners, from all liability, loss, or harm that may occur by reason of my child’s/minor’s participation in the Desert Hot Springs High School’s Public Safety Academy. By my signature below, I, the parent/guardian, acknowledge and agree to the above, as well as the student portion of the Hold Harmless Agreement (Release, Waiver, and Assumption of the Risk) signed above by my child/minor.

Parent/Guardian Name (Print First and Last Name): _____

Parent/Guardian Signature: _____ Date: _____



**CADET AGREEMENT
2021-2022**

I have read, understand, and agree to adhere to the policies and procedures set forth in the DHSHS Student Handbook, PSUSD Student Use of Technology, PSA Standard Operating Procedures (SOP), PSA Mentorship/Internship Handbook, College of the Desert's Dual Enrollment Agreement, and instructors' syllabi. I understand that the Public Safety Academy is a full-time commitment for students interested in preparing for college and/or a career in police, fire, and emergency medical services (prehospital care). That PSA is designed to be academically, physically, and emotionally demanding to ensure those that complete the academy can be successful in public safety and in life. That PSA has enrollment and continued enrollment policies and procedures, is voluntary, and requires parent/guardian approval. Therefore, PSA is a privilege not a right.

My initials indicate that I have read, understand, and agree to adhere to the following:

PSA is governed and/or funded by to the following:

- [California Partnership Academies Grant \(CA Education Code Section 54690-54697\)](#)
- California School DASHBOARD's [College/Career Readiness](#)
- California Career Technical Education Model Curriculum Standards, 2013 ([Public Service: Public Safety and Emergency Response](#))
- Industry Standards (set at Advisory Meetings with our [Business/Industry Partners](#))
- [College of the Desert](#) Dual Enrollment Agreement and Course Syllabi

Section 1.0 **General Information:** Mission Statement, Advisory Committee, etc.

Section 2.0 **Courses & Details:** Required Courses and Cadet Details (Leadership Responsibilities), etc.

Section 3.0 **Chain of Command:** PSA has a structure, which all cadets must follow.

Section 4.0 **Uniform & Appearance:** Cadets must wear a uniform and follow grooming policies.

Section 5.0 **Evaluation & Performance:** Grading and attendance policies exceed the high school's and is correlated to our grant. To successfully pass the course and earn awards and certifications, cadets must meet the minimum standards and grading percentage.

Section 6.0 **Discipline:** PSA is a school-with-in-a-school and therefore cadets can be placed on PSA Probation and/or removed from PSA.

Section 7.0 **Demeanor:** PSA is a college and career readiness academy, where cadets are to demonstrate public safety industry professional standards.

Section 8.0 **Miscellaneous:** Multimedia and Photography Clauses; Hold Harmless Agreement; Event and Equipment Procedures; and Simulated Weapons, Physical Training, and Drop Policies.

The following documents are due within the first week of the semester signed and completed to remain in the academy without a consequence or removal.

1. Cadet Agreement
2. Hold Harmless Agreement
3. DHSHS Athletic Clearance Form and Online Portion
4. Mentorship/Internship Forms

Cadet Name (Print First and Last Name): _____

Cadet Signature: _____ Date: _____

Parent/Guardian Name (Print First and Last Name): _____

Parent/Guardian Signature: _____ Date: _____