



# Standard Operating Procedures

## 2020-2021

INTRODUCTION

Dear students and parents/guardians,

The Public Safety Academy (PSA) is a four-year school-within-a-school model. You have voluntarily agreed to participate in this academy and your acceptance and continued enrollment is both a privilege and a commitment. We have developed these Standard Operating Procedures (SOP) because of the required maturity, physical expectations, professionalism, and sensitivity of the public safety industry. This SOP, along with other academy documents and teacher syllabi, exist to ensure your success in the PSA Career Technical Education (CTE) and academic courses.

PSA instruction may include the use of law enforcement, fire/rescue, and medical equipment, an obstacle course and participation in certifications, competitions, field trips, and physical training. You may also have the opportunity to participate in community service, mentorships, internships, and ride-alongs with public safety personnel, where you may receive experience in crowd control, security, emergencies, and in the training of other students and adults. Students certified in First Aid/CPR/AED and Community Emergency Response Team (CERT) are expected to assist, under adult supervision, at disasters and/or emergencies on campus and at PSA events.

The intent of this SOP is to establish academy policies and procedures aligned with both the PSA grant requirements and public safety industry standards. This provides for a positive, safe, and relevant learning environment that prepares you for post-high school college and career opportunities. This SOP may be amended at any time for the betterment of the academy. All parties will be notified of any amendments. You and your parent/guardian are responsible for reading and adhering to this SOP.

Thank you for choosing PSA and for your cooperation.

Sincerely,  
PSA Staff

SOCIAL MEDIA

Please follow us on:

- Website: [www.psadhshs.org](http://www.psadhshs.org)
- Facebook: PSA DHSHS
- Instagram: @psa\_dhshs
- Twitter: @psadhshs

COVID-19 Announcement

PSA is following state, district, and site protocols for personal safety. Students will not be participating in events that will compromise their health and safety. However, students will need to be ready to adhere to all SOP if/when restrictions are lifted.

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**1.0 GENERAL INFORMATION**

**1.1 Academy (PSA Grant)**

The Public Safety Academy (#11033) is grant funded through the California Partnership Academies (CPA) with the California Department of Education (Education Code 54690-54697). Our focus is criminal justice, firefighting, and emergency medical services (pre-hospital care). Our curriculum aligns with the California Career Technical Education Model Curriculum, 2013 (Public Service: Public Safety and Emergency Response), SkillsUSA, and public safety industry standards.

**1.2 Purpose (PSA Grant)**

The purpose of the California Partnership Academies is for students to graduate high school on time with knowledge and entry level industry skills necessary for post-high school college and career opportunities.

**1.3 Mission Statement (Industry Standard)**

The mission of the Public Safety Academy is to provide students will academic and industry experience to be successful in college and careers related to public safety.

**1.4 Advisory Committee (PSA Grant)**

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

**1.5 Term “CADET” (Industry Standard)**

PSA will be referring to each PSA student as “CADET” because the term refers to a student who is in training prior to entering into the public safety industry.

**2.0 COURSES & DETAILS**

**2.1 Course (PSA Grant and DHSHS Policy)**

These courses allow you to meet the PSA grant requirements, be A-G (CSU and UC) compliant, and earn dual enrollment college credit. Shaded boxes indicate the cohorted PSA courses per grade level. You are required to take these courses to remain in PSA, no exceptions. For course descriptions, refer to the teacher’s syllabus or your counselor.

9th	10th	11th	12th
PSA Pre-Service <i>Introduction to Public Safety</i> CTE (G-Elective)	PSA 1 <i>Introduction to Criminal Justice</i> CTE (G-Elective)	Fire-001 A/B <i>Principles of Emergency Services</i> Dual Enrollment - COD	EMT-080 A/B <i>Emergency Medical Responder</i> Dual Enrollment - COD
English 1 (B)	English 2 (B) Honors	English 3 (B) CP	English 4 (B)
Math 1 (C)	Math 2 (C)	Math 3 (C)	<i>Art, Elective, PE, or World Language</i>
Science - Living Earth (D Lab Sci) CP	Science - Chemistry (D Lab Sci) CP	Science - Anatomy & Phys. CP	<i>Art, Elective, PE, or World Language</i>
<i>Art, Elective, or World Language</i>	World History (A) CP	US History (A) CP	Civics / Economics
PE Core	<i>Art, Elective, PE, or World Language</i>	<i>Art, Elective, PE, or World Language</i>	Psychology (G Elective)

**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 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 include adherence to this SOP, as well as academic, industry, and personal integrity.
- b. Cadets are appointed by the PSA Staff after an evaluation, which may include an essay, oral interview, and/or a point rubric. In certain circumstances, the PSA Coordinators 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. Cadet Details are “at will” (may be replaced at any time).

**Class Leader** - Carries out assignments/directions from PSA Staff. The Class Leader will be identified by TBA worn on the uniform shirt. 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, and physical training, as per the teacher.
- 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. The Assistant Class Leader will be identified by TBA worn on the uniform shirt. Duties include:

- a. Assume the responsibilities of the Class Leader in their absence.
- b. Turn in all documents from cadets, as per the teacher.
- 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 Leaders** - 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. Squad Leaders will be identified by TBA worn on the uniform shirt. 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.
- d. Report daily attendance to the Class Leader.

**Assistant Squad Leaders** - 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. Assistant Squad Leaders will be identified by TBA worn on the uniform shirt. 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.
- 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.

**PSA Club Positions** - Elected by the class and approved by PSA Staff, cadets will be responsible for the management of United Student Body (USB) funds collected for/from their peers and for the academy. Cadets may also represent their PSA Club at school, PSA meetings, and PSA events. Duties may include:

- a. Serve as the PSA/class **Public Information Officers (PIO)**.
- b. Take photographs of their respective class at events and during instruction.
- c. Notify the PSUSD, industry partners, media, and/or community about PSA’s events and accomplishments.
- d. Assist in maintaining the PSA Website, PSA Social Media, Press Releases, and/or Newsletters.

<b>President</b>	The main spokesperson for PSA and the Senior Class.
<b>1st Vice President</b>	The main spokesperson for the Junior Class and assumes the responsibilities of the President upon their absence.
<b>2nd Vice President</b>	The main spokesperson for the Sophomore Class.
<b>3rd Vice President</b>	The main spokesperson for the Freshmen Class.
<b>Treasurer</b>	Sophomore/Junior/Senior responsible for maintaining the Club funds and fundraisers.
<b>Secretary</b>	Sophomore/Junior/Senior responsible for taking and maintaining all 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, A7.2, B1.5, B2.0, B3.0)

The Chain of Command outlines authority and responsibility and influences how communication occurs, by addressing assignments/directions with those senior, less senior, and/or equal to your role.

- a. You are expected to follow the Chain of Command. This means that all PSA business or questions must be addressed at the appropriate time and with the appropriate PSA Staff.
- b. Class time is for learning, not for PSA business, unless the teacher initiates the conversation.
- c. Counselors assist you with academic and personal topics not covered by teachers and/or coordinators.

#### 3.2 Adult Leadership - PSA Staff

Assistant Principal	Mr. Kai Lyles	Handles cadet concerns and questions after the cadet has met with the teacher, coordinators, and/or counselor. Handles teacher concern and questions after the teacher has met with the coordinators and/or counselor.
Coordinators	Mr. Eric Huber Mrs. Christine Becerra	Handles cadet and teacher academy business and questions.
Work Based Learning Coordinator	Mr. Mike Phelan	Handles cadet mentorships and internships, as well as the main contact for business partners (guest speakers, field trips, etc.)
Advisor	Mrs. Christine Becerra	Handles cadet and teacher CyberPatriot business and questions.
Advisor	Mr. Eric Huber	Handles cadet and teacher SkillsUSA and Exploring business and questions.
Classroom	Teachers (PSA & Non-PSA)	Handles cadet and other teacher questions (not covered by the coordinators and counselors) regarding the teacher's classroom structure and assignments.

#### 3.3 Cadet Leadership

Cadet Details are extensions of the PSA Staff.

- a. You are to respect the PSA Staff and your peer leaders and follow their assignments/directions.
- b. You are allowed to disregard assignments/directions if it will place you and others in danger or are illegal.
- c. After an event, you may speak with the PSA Staff (involved at the event) to discuss your concerns.

### 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)

- a. You are required to obtain the approved PSA t-shirts, pants, boots, and professional business attire.
- b. You will wear your uniform at least one day a week, during internships, and for specific occasions, as directed.
- c. You will cover up your Class A and B uniform when going to and from events and school.
- d. You will maintain the highest personal appearance and professionalism/behavior of public safety.
- e. You will wear the complete uniform with your shirt/t-shirt tucked-in throughout the entire event or school day.
- f. You will keep your uniform clean, ironed, and polished.
- 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. No public displays of affection (PDA), such as kissing, embracing, holding hands, or other forms of intimate behavior.
- i. You will not wear the uniform in public outside of PSA events (e.g. as a costume or for any other reason).
- j. Not wearing the uniform and/or exceptions to grooming standards requires prior permission from the PSA Coordinators. Request for exceptions does not mean it will be approved.
- k. 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 Coordinators. Request for exceptions does not mean it will be approved.

#### 4.2 Uniform Classifications

**Class A** - Worn for specific occasions by 9th-12th grades, as directed by the PSA Coordinators.

- 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 Coordinators.

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

**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

**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. 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). Female pants usually do not have pockets.
- c. Dress Shoes - plain black leather (able to hold a shine) and plain black socks. Females same as males (with a maximum of a 2-inch heel) with plain black female socks or stockings.

#### 4.3 Grooming

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

- a. Males - Hair may not fall over/below the ears, eyebrows, and collar of the shirt or interfere with a cover/hat. No highlights/streaks, irregular cuts, markings, not higher than 1½ inches, and/or unnatural colors.
  - i. You will always be clean-shaven. (Exception: a moustache may be worn if neatly trimmed.)
- b. Females - Hair will be worn in a bun and not fall over/below the ears, eyebrows, and collar of the shirt or interfere with a cover/hat. No highlights/streaks, irregular cuts, markings, or unnatural colors. No hair bands or clips.
- c. Sideburns will be no longer than the middle of the ear and neatly trimmed.
- d. You will not use hair product or wear makeup, lipstick, or nail polish.
  - i. Nail length may not extend past the tip of the finger or thumb and interfere with physical training and skills instruction (e.g. equipment use, wearing of personal protective equipment, etc.).
- e. You will not wear piercings (facial, tongue, etc.), rings, necklaces, and/or earrings anywhere for safety reasons.

#### 4.4 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. Refer to section 5.0 and the PSA Study Guide for criteria on earning ribbons.

#### 4.5 Notation

PSA will supply the belt, uniform shirts, and ribbons. You are required to obtain the PSA t-shirts, pants, and boots, and professional business attire. You are responsible for notifying the PSA Coordinators if you are unable to obtain these items.

## 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 skill 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 competencies (in the form of written and hands-on assignments and assessments) must be completed with a 75% or higher (unless otherwise indicated by industry partners) in order to receive public safety related awards. Refer to section 5.4 on earning ribbons.
- b. You may be evaluated/graded on your performance every day for all years in PSA. PSA Staff, PSA Coordinators, and/or industry partners may evaluate/grade you in the areas of certifications, competitions, industry academics and skills, leadership, participation, professionalism/behavior, Cadet Details, teamwork, uniform, and your adherence to this SOP.
  - i. In addition, cadets participating in off-campus mentorships or internships are required to adhere to the PSA Internship Handbook.
- c. If you experience academic and/or skill difficulties, you are encouraged to seek tutoring.
- d. If you have difficulties of any kind, which are having a detrimental effect on your academic performance (GPA), you are encouraged to meet with the PSA Coordinators. PSA Coordinators are available for assistance, 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 teachers, refer to their syllabus. PSA teachers may use this SOP in conjunction with their course syllabus to determine your overall grade in that teacher's course.

- a. Grades in all of your courses are calculated for the PSA grant and for A-G compliance.
  - i. You are to maintain, at all times, a minimum GPA of 2.2 with no F's.

### 5.3 Attendance

Attendance in all of your courses are calculated for the PSA grant and is 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 have the opportunity to earn public safety related awards each year in the academy. Refer to section 5.1 and the PSA Study Guide for the evaluation/grading criteria.

- a. To earn public safety related certificate(s) and/or ribbon(s), you will need to complete all academic and skill competencies (all assignments and/or assessments) with a 75% or higher (unless otherwise indicated by industry partners).
- b. In order to earn a certificate of completion and a stole for graduation, you will need to complete all academic and skill competencies (all assignments and/or assessments) with a 75% or higher, as well as be in good standing (adherence to this SOP), and meet or exceed the PSA Grant requirements.

## 6.0 DISCIPLINE

### 6.1 General Discipline (DHSHS Policy, Industry and CTE Standards: 1.0, 2.0, 6.2, 7.0, 8.0, 10.2, A1.0, A2.6, A5.0, A6.10, B1.0, B8.0)

**All forms of discipline may affect your PSA/CTE grade, as well as result in your ineligibility to earn awards, participate in Cadet Details and events, and/or being placed on PSA probation or removed from PSA.**

- a. Teachers and/or site administration may handle classroom and site discipline.
- b. You are expected to adhere to the DHSHS Student Handbook, PSUSD Student Use of Technology, and the teacher's syllabus at all times. Violations of these policies and procedures may result in a consequence, as described in section 6.2.
- c. You are expected to adhere to this PSA Standard Operating Procedures (SOP) at all times. Violations of these policies and procedures may result in a consequence, as described in section 6.2.

## 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 or Detention. 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 of time 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. 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 or 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 of time 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.

- Failure to return completed PSA documents, especially the Hold Harmless Agreement and the Cadet Contract.
- Failure to complete the DHSHS Athletic Clearance and Physical Form and have personal medical insurance.
- Academics - Failure to maintain an overall GPA of 2.2, no F's, each semester.
- Attendance - Failure to maintain an 80% attendance each semester.
- Participation - Failure to participate in all aspects of this academy (e.g. instruction, internship, events, uniform, etc.)
- Professionalism - Failure to demonstrate professional behavior, leadership, teamwork, and integrity.
- 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.

- Failure to return completed PSA documents, especially the Hold Harmless Agreement and the Cadet Contract.
- Failure to complete the DHSHS Athletic Clearance and Physical Form and have personal medical insurance.
- Academics - Failure to maintain an overall GPA of 2.2, no F's, each semester.
- Attendance - Failure to maintain an 80% attendance each semester.
- Participation - Failure to participate in all aspects of this academy (e.g. instruction, internship, events, uniform, etc.)
- Professionalism - Failure to demonstrate professional behavior, leadership, teamwork, and integrity.
- 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, 2.6, 3.0, 5.0, 7.0-11.0, A1.0, A2.6, A4.0, B1.0, B3.0, B8.0)

Since you are a representative of the PSUSD, DHSHS, PSA, public safety, and our community, the following is expected.

- You are to maintain a positive reputation for PSUSD, DHSHS, PSA, public safety, our community, and yourself.
- You are to be a role model for others by conducting yourself in a professional manner and modeling academic, industry, and personal integrity.
- You are to use language that embodies "Industry Professionalism" (e.g. addressing adults as "Sir" or "Ma'am.")
- 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.)
- You are to be prepared. (Arrive to class on time with all your required materials.)
- You are to be productive. (Your responsibility is to participate and complete all work to the best of your ability.)



## 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. Your assignment and/or assessment may not be allowed to be made up.
- b. Projects, you may redo your portion and resubmit it. (This will be at the teacher's discretion.)

**Cheating** - Lying; copying from another's assessments; discussion at any time of answers or questions on an assessment; taking or receiving copies of an exam; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed 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 Contacting PSA Staff (Industry and CTE Standards: 2.0, 4.0, 5.1, 7.7, 10.2)

When texting, leaving a voice message, and/or emailing, please provide the following information:

- a. Last, First Name
- b. Class Year
- c. Texting/Voice Message: Include your contact number with area code and clearly state the reason for the contact.
- d. Emailing: Include your email address and a SUBJECT along with your message.

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

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

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

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

- a. You are expected to follow the PSUSD, DHSHS, and your course teachers' 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 Coordinators, 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.)

### 8.4 Event Procedures (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 career goals. Events occur year around (before, during, and after school; on weekends; and during breaks). Events include **activities, field trips, skills instruction, 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.
- 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 Coordinators as soon as possible.
- f. Community Service Hours - You are only eligible for community service hours when the event occurs outside of scheduled school hours and/or during lunch.
- g. In addition, you are responsible for maintaining event hours and earned certifications log.

### 8.5 Extracurricular Opportunities (Industry and CTE Standards: 1.0-11.0, A1.0-A6.0, B1.0-B9.0)

Do not affect your grade and occur outside of school hours. However, the experience may benefit your future college and career goals. Possible opportunities include:

**CyberPatriot** - Competition in cyber security using computers.

**SkillsUSA** - Competitions in Criminal Justice, Crime Scene Investigation, First Aid/CPR, and Leadership.

**8.6 Equipment Procedures** (PSUSD Policy, Industry and CTE Standards: 2.4, 3.2, 6.3, 7.6, 10.0, 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 Mr. Huber'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 replace damaged or lost equipment. If not, the cost of the equipment may be added to your DHSHS Student Account.
- f. Regular inventory and maintenance of all equipment may be conducted by cadets and Mr. Huber. Discrepancies must be immediately reported.
- g. 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.

**8.7 Hold Harmless Agreement** (PSUSD Risk Management Policy and Industry and CTE Standards: 10.2)

You and your parent/guardian are required to read, sign, and return the student and parent/guardian portions of the Hold Harmless Agreement (Release, Waiver, and Assumption of the Risk) in order 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 Photograph Clause** (PSUSD Policy, Industry and CTE Standards: 10.2)

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 industry partners for educational or public informational purposes without compensation or liability from such use.

**8.10 Physical Training Policy** (DHSHS and Risk Management Policy, Industry and CTE Standards: 1.0, 6.0, 11.0, 10.2, A1.7, A3.0, B1.2, B5.0)

Physical training and fitness is required in public safety academies, the hiring process, and for personal safety.

- a. Due to the physical expectations and standards, you are required to complete the DHSHS Athletic Clearance process and Physical Form and be covered by personal medical insurance in order to participate in PSA events and remain in PSA.
- 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 course.

**8.11 Recruitment** (PSA Grant)

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

**8.12 Safety** (PSUSD 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 proper instruction and 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 expected to **not** 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.**

**8.13 Simulated Weapons Policy** (CA Education 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, which sets guidelines governing the possession of public safety simulated weapons for use in events sponsored or authorized by PSA. (Refer to Simulated Weapons Policy located on the PSA Website and in Google Classroom.)

- a. You are only to bring to school and PSA events the items that were issued or asked of you to bring.
- b. No weapons of any kind (guns, knives, pepper spray, stun guns, etc.) are allowed.



2020-2021
CADET CONTRACT

- 1. My signature acknowledges that 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), and teacher syllabi.
2. I acknowledge that being a PSA cadet is a privilege and that failure to follow the Cadet Contract may affect my (the cadet's) PSA/CTE grade and/or my result in my:
a. Ineligibility to participate in events (including mentorships and/or internships).
b. Ineligibility to hold a Cadet Detail.
c. Ineligibility to receive awards (e.g. certificates, ribbons, a stole, etc.).
d. Ineligibility to successfully complete PSA with a certificate of completion.
e. Placement on probation and/or removal from PSA.
3. I further acknowledge the following California Partnership Academies grant requirements and PSA SOP:
a. I will participate in all instruction (academics, skills, physical training, mentorship, internship, etc.).
b. I will maintain a minimum GPA of 2.2 with no F's each semester.
c. I will attend tutoring, if I receive an overall GPA below a 2.0 in any course at any time.
d. I will attend all classes on time and maintain an average attendance rate of 80% or higher each semester.
e. I will adhere to federal and state laws, PSUSD and DHSHS policies and procedures, and the PSA SOP.
f. I will appropriately use electronic devices, the Internet, and social media.
g. I will demonstrate professional behavior, leadership, and teamwork and model academic, industry, and personal integrity.

Event Procedures - I may only receive credit/hours if I: (a) sign up online, (b) complete required permission documents, (c) arrive and leave on time, and (d) are in compliance with the PSA SOP. I am also responsible for maintaining a record of my hours and certifications.

Equipment Procedures - PSA equipment may be used or issued to me - on a regular basis and I must sign it out electronically and sign it in with Mr. Huber's approval. My parents/guardians and I are responsible to maintain and care for issued equipment and must replace damaged or lost equipment. If not, the cost of the equipment may be added to my DHSHS Student Account.

Hold Harmless Agreement - My parent/guardian and I are required to read, sign, and return the student and parent/guardian portions of the Hold Harmless Agreement (Release, Waiver, and Assumption of the Risk).

Internship Handbook - I am expected to read and follow the guidelines governing off-campus mentorships and internships.

Multimedia Clause - My parent/guardian and I consent for me to view public safety related movies, visual presentations, videos, and Internet sites for educational purposes. We acknowledge that some are rated PG, PG-13, or R for mature content.

Photograph Clause - My parent/guardian and I consent for me to be photographed and/or videotaped by the Press, PSUSD, DHSHS, PSA, and/or industry partners for educational or public informational purposes without compensation or liability from such use.

Physical Training Policy - I am expected to participate in physical training and/or physical education for a grade and I am required to complete the DHSHS Athletic Clearance process and be covered by personal medical insurance.

Medical Insurance Carrier: Policy Number:

Simulated Weapons Policy - I am expected to read and follow the full version of this policy, which sets guidelines governing the possession of public safety simulated weapons for use in events sponsored or authorized by PSA.

Uniform Policy - I am required to obtain the PSA t-shirt, pants, boots, and professional business attire, wear my uniform at least one day a week and at specific occasions, and reflect the high personal appearance standards and professionalism for a grade. You will be permitted one excused allowance per quarter for sports, spirit week, etc. with prior approval from the PSA Coordinators.

By checking this box, my parent/guardian and I also agree to read and follow the PSA/CTE Syllabus and Study Guide.

Failure to complete and return the DHSHS Athletic Clearance documents, PSA Student and Parent/Guardian Hold Harmless Agreement, Mentorship/Internship documents, PSA/CTE Syllabus and this Cadet Contract may result in a consequence, as described in section 6.2, specifically probation or removal from PSA.

Cadet Name (Print First and Last Name):

Cadet Signature: Date:

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

Parent/Guardian Signature: Date:



2020-2021  
HOLD HARMLESS AGREEMENT

**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: \_\_\_\_\_