



Comprehensive Academy Plan (Standard Operating Procedures)

Abridged Version Revised 08/03/2022

Summary

The Public Safety Academy is a 4-year full time high school college and career readiness program emphasizing police, fire, medical (pre-hospital care) that began in 2011 and added the 9th grade in 2014. PSA is located on the campus of Desert Hot Springs High School and part of the Palm Springs Unified School District. PSA is governed and funded by the California Partnership Academies Program Grant through the California Department of Education. In 2020, PSA was awarded the Proposition 51: Career Technical Education (CTE) Facilities Program Grant and moved into the CTE/PSA 5,000 square foot building in the Spring of 2021.

Targeted Occupations

- Police Officer and Sheriff Deputy
- Fire Fighter
- Emergency Medical Technician and Paramedic

Job Market Descriptions

- [Occupational Guide: Police and Sheriff Patrol Officers in California](#)
 - [Police and Sheriff Patrol Officers in Riverside County](#)
- [Occupational Guide: Fire Fighters in California](#)
 - [Fire Fighters in Riverside County](#)
- [Occupational Guide: Emergency Medical Technicians and Paramedics in California](#)
 - [Emergency Medical Technicians and Paramedics in Riverside County](#)

Goals and Objectives

The purpose of 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 3-year (10th-12th) career focused school-within-a-school academy with integrated academic and career technical education, a committed team of teachers, and active business and post-secondary partnerships.

Vision Statement

The Public Safety Academy's goal is to provide a safe learning environment for cadets to grow as a person, graduate on time, and be prepared for the future. PSA is academically, physically, and emotionally challenging to ensure those that complete PSA can be successful in public safety and in life.

Mission Statement

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

Advisory Committee

The CPA grant required Advisory Committee participates in annual meetings and assists with the development of curriculum, field trips, guest speakers, and equipment, as well as financial accountability. The committee is composed of business partners and representatives from public safety, colleges, universities, cadets, parents, guardians, PSUSD, DHSHS, and PSA.



Recruitment and Application Process

Includes PSA's [website](#) and flyer, PSUSD and DHSHS recruitment events for middle schools and high schools, and word-of-mouth. The application process below is documented in a *Become a PSA Cadet* document in English and Spanish for students and parents/guardians. However, students who enter the 10th grade during the 2nd semester will be enrolled in the non-dual enrollment course.

PSA accepts applications year around. Students may join at the beginning of the semester during 9th and 10th grade and in the fall of 11th grade. PSA is open to students from within and outside PSUSD, interested students need to speak with their counselor or PSA's counselor.

Qualifications

- Voluntarily apply with parent/guardian permission.
- Free of discipline or legal issues. (If not, this will be reviewed on a case-by-case basis.)
- Have a grade-point-average (GPA) of a 2.0 or higher and be on track to graduate. (If not, this will be reviewed on a case-by-case basis.)
- Able to attend DHSHS and participate in PSA events. (Events and other opportunities occur before, during, and after school, on weekends, and during breaks.)
- Able to demonstrate integrity, honesty, respect, and a work ethic.
- Able to participate and complete police, fire, and medical entry level academics and skills.
- Able to and follow policies, procedures, and requirements.
- Able to purchase the uniform t-shirt, pants, and boots.
- Able to complete 90% of credits, with no "Fs", in all 6 periods for both semesters.
- Able to complete no less than 80% attendance, over all 6 periods for both semesters.

Application Steps

1. Review the PSA website and attachments: Comprehensive Academy Plan and grade level Academy and Course Syllabus.
2. Students and parents/guardians meet with a PSA coordinator and visit the CTE/PSA building or attend a PSA open house.
3. Students voluntarily agree to join with parent/guardian permission.
4. Students and parents/guardians complete the [PSA Application](#) (Google Form).
5. Students need to speak with their counselor and the PSA counselor.
6. Students will interview with PSA staff and cadets.
7. Once accepted, the final step is to complete with signatures the grade level Academy and Course Syllabus and the PSUSD Medical Form.

Benefits

Prepare

- ✓ Students will prepare for college and/or career opportunities through the use of public safety equipment, certifications, and dual enrollment courses.
- ✓ Students will prepare for life and to deal with emergencies.

Serve

- ✓ Students will serve their school and community through community service, mentorships, and internships.
- ✓ Students who serve as law enforcement or fire/medical Explorers will automatically receive credit for their required mentorship and internship.

Achieve

- ✓ Students will have positive support by peers and staff through our school-with-in-a-school model, which will assist in achieving their goals.



- ✓ Students will have the opportunities to achieve awards and certificates and participate as leaders and in public safety competitions.
- ✓ Students will graduate with a high school diploma, college transcript, and public safety related knowledge and skills.

Policies, Procedures, and Requirements

In accordance with the Advisory Committee, CPA grant, Career Technical Education Standards, and CA law, the following policies, procedures, and requirements prepare cadets for interactions and future opportunities in public safety. These are included in each grade's Academy and Course Syllabus.

Chain of Command

Outlines the leader's authority and responsibility and influences how communication occurs by addressing those senior, less senior, and/or equal to your role.

- Cadets are to respect adults and cadet leaders, as well as follow their directions.
- Cadets can disregard directions if it will place you and others in danger or are illegal.
- After an event, cadets should speak with the PSA staff to discuss any concerns.
- PSA business or questions must be addressed at the appropriate time and with the appropriate PSA staff.
- Class time is for learning, not for PSA business, unless the instructor initiates.

Cadet Leadership

Cadet Details are modeled after Recruit Details (ranks) used in public safety academies and are assigned for leadership purposes and are intended to accomplish specific objectives.

- Minimum qualifications include a cadet's adherence to policies, procedures, and requirements.
- Are appointed by the PSA staff after an evaluation, which may include an essay and/or oral interview. PSA coordinator(s) may appoint cadets to vacant positions.
- Carry out directions from PSA staff.
- Follow the duties listed under their position.
- Are to lead by example and fulfill their duties to the best of their ability.
- Are expected to be courteous.
- Positions are at will, may be replaced at any time.

Class Leader

- May serve for a quarter or semester.
- Responsible for 1st Platoon.
- Prepare the class for instruction, inspection, physical training, etc.
- Form-up the class for inspection, events, etc.
- Report the class's daily attendance (absences and/or tardies) to the instructor.
- Assist with all equipment (audio/visual, Labs, kits, etc.).
- Assign cadets, as needed, for the care and organization of the classroom.



Assistant Class Leader

- May serve for a quarter or semester.
- Responsible for 2nd Platoon.
- Assume the responsibilities of the Class Leader in their absence.
- Turn-in all documents from the class.
- Distribute handouts per instructor and maintain copies for absent cadets.
- Monitor and return all equipment.
- Write the guest's Name, Rank/Title, and Agency on the whiteboard.

Squad Leader(s)

- May serve for a few weeks to a month.
- Assist the Class or Assistant Class Leader as needed.
- Assume the responsibilities of the Class or Assistant Class Leader in their absence.
- Responsible for their squad's conduct and preparation for instruction, inspection, physical training, etc.
- Report their squad's daily attendance to the Class Leader.
- Accompany the inspecting leader during their squad's inspection and take notes.

Assistant Squad Leader(s)

- May serve for a few weeks to a month.
- Assist the Squad Leader as needed.
- Assume the responsibilities of the Squad Leader in their absence.
- Assist each cadet in their squad and assure that the squad is prepared for instruction, inspection, physical training, etc.
- Turn-in all documents from their respective squad to the Assistant Class Leader.

Public Information Officer(s)

- May serve for a semester or one school year.
- Report directly to the PSA coordinator(s).
- Take photographs of their class and PSA.
- Notify business partners and community about PSA's events and accomplishments.
- Assist in maintaining PSA's website, social media, press releases, and/or newsletters.
- Responsible for the United Student Body (USB) funds collected for/from their class and for PSA, as well as represent PSA at meetings and events.
- Serve as their class and PSA's Club Officer(s) listed below.
 - President: Spokesperson for PSA and the senior class.
 - 1st Vice President: Spokesperson for the junior class; assume the responsibilities of the president in their absence.
 - 2nd Vice President: Spokesperson for the sophomore class.
 - 3rd Vice President: Spokesperson for the freshmen class.
 - Treasurer(s): Sophomore, junior, and/or senior; maintain PSA and club funds and manage fundraisers.
 - Secretary(s): Sophomore, junior, and/or senior; take and maintain PSA and club records.



Adult Leadership

Ms. Kalista Combs
PSUSD Coordinator of Career and Technical Education
District liaison and administrator for all CTE programs.

Mr. Kai Lyles
Assistant Principal (Athletics and CTE)
Site administrator for all CTE programs.

Mr. Eric Huber
Academy Coordinator
CTE Teacher (9th-12th), Dual Enrollment (10th-12th), and SkillsUSA Advisor
Manage cadets, curriculum, certifications, training, mentorships data, records, reports, budgets, purchases, and approve internships.

Mrs. Christine Becerra
Co-Coordinator
Science Teacher (9th-11th), SkillsUSA Co-Advisor, and E15M Coordinator
Share responsibilities with Academy Coordinator and PSA Freshmen Advisor

Mr. Sam Cucciniello
Work Based Learning Coordinator (12th)
Manage site work permits, all site internships, Affiliate Agreements, and recruit business partners.

Mr. Chris Marshall
Counselor
Manage Student D-I
PSA Liaison to Counseling

Mr. Scott Chariton
World History (10th) and Psychology (12th)
PSA Senior Advisor

Mr. Robert Jensen
Physical Education (9th)

Mr. Derrick Perez
English (10th and 11th)
PSA Sophomore Advisor

Mr. Demitrious Sinor
U.S. History (11th)
PSA Junior Advisor



Communication

Cadets are expected to provide the following when contacting PSA staff, business partners, COD instructors, etc.

- Last, First Name
- Course Title and Class Year
- Texting/Voice Message: Also include phone number with area code and message.
- Emailing: Also include a *Subject* along with message.

Documents

Cadets are required to complete all documents as follows:

- Use black ink.
- Follow the directions and complete the document accurately.
- Complete in its entirety with required signatures.
- Turn-in professionally (absent of stains, tears, folds and/or wrinkles).
- Turn-in by the due date to receive full credit, participate, and/or remain in PSA.

Electronics/Technology

- Cadets are to follow the PSUSD, DHSHS, and instructors' policies. Failure to do so may result in the loss of computer and/or Internet privileges. However, cadets are still responsible for completing all work.
- Cadets are expected to appropriately use the Internet and social media. Use only approved websites, do not post information and/or photographs of PSA staff, cadets, guests, or events without permission from the PSA coordinator(s), and do not disparage, slander, and/or bully others or PSA.

Equipment

May be used by or issued to cadets and PSA staff. The following applies to cadets, parents/guardians, and PSA staff.

- Equipment must be signed out electronically and signed in with the PSA CTE Instructor's approval.
- Use only assigned/issued equipment (books, clothing, tools, etc.).
- Are responsible to maintain and care for equipment.
- Must report damaged or lost equipment.
- May have to replace damaged or lost equipment. If not, cadets may be placed on probation and/or removed from PSA. This will be handled on a case-by-case basis.
- Return the equipment in the condition it was issued; inspect for damage and cleanliness, restock used materials, and then return the equipment to its correct location.
- Regular inventory and maintenance of all equipment may be conducted by cadets and the PSA CTE Instructor. Discrepancies must be immediately reported.
- If the equipment cabinets are left or found open or unlocked, an accounting may be conducted by the end of the class period and/or before the end of the school day. Discrepancies must be immediately reported.



Events

Occur year around (before, during, and after school; on weekends; and during breaks) and includes activities, field trips, mentorships, internships, skills, training, volunteer hours, etc. Cadets may only receive credit if they:

- Accurately sign up for the event online and follow all directions.
- Accurately complete and turn-in signed permission documents, varies from event to event.
- Have permission by PSA coordinator(s) to attend and leave an event.
- Arrive and leave on time.
- Adhere to policies, procedures, and requirements.
- Are responsible for maintaining and inputting hours and uploading earned certificates.
- Community Service hours are only eligible when the event occurs outside of school hours.
- If cadets are no longer available to participate, please notify the PSA coordinator(s) and the adult in charge, as soon as possible.

Multimedia

Movies, visual presentations, videos, and websites are used to expand cadet learning and accommodate learning styles. Some are rated PG, PG-13, or R for mature content.

Photography

Cadets and PSA staff may be photographed and/or videotaped at events. This may be published in any form by the Press, PSUSD, DHSHS, PSA, and business partners for educational or public informational purposes without compensation or liability from such use.

Physical Training

Are required in police and fire academies, the hiring process, and for personal safety. Cadets may receive a grade for participation in PT and/or fitness, which may occur in any of the PSA classes.

- Cadets are required to complete the PSUSD Medical Form and be covered by personal medical insurance.

Safety

- Cadets must demonstrate safety by using the proper equipment, wearing appropriate clothing and personal protective equipment (PPE), and following all the directions.
- Cadets may handle equipment only with permission from the instructor.
- Cadets are not to participate in horseplay or unsafe behavior.
- Cadets who become hurt or injured are required to notify PSA staff **IMMEDIATELY!**

Simulated Weapons

Cadets are expected to read and follow the PSUSD approved [Simulated Weapons Policy](#) and are only to bring to school and events the items that were issued or asked to bring.

Terms

Students are referred to 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*.



Uniform

Cadets are required to wear the approved uniform and will be issued a belt, uniform shirt, *jacket (in progress)*, and/or ribbon(s). The jacket and cap may be used with any uniform classification.

- Cadets are required to obtain the approved t-shirt, pants, boots, and professional business attire. The cap (navy with DHS PSA in gold) is optional. Cadets are responsible for notifying the Academy Coordinator if they are unable to obtain these items.
- Cadets are required to wear their uniform at least one day a week, during mentorships and internships, when guests are present, and for events, as well as specific occasions as directed.
- Cadets are required to keep their uniform clean, ironed, and polished.
- Cadets will not wear half or partial uniform and may not add to or alter the uniform.
- Cadets are required to wear the complete uniform with the shirt always tucked in.
- Cadets are required to cover up their uniform when going to and from events and school.
- Cadets are required to stand at attention during the National Anthem or Pledge of Allegiance.
- No public displays of affection (PDA), such as kissing, holding hands, or other forms of intimate behavior while in uniform.
- Cadets will not wear the uniform in public outside of PSA events.
- Cadets may have one excused uniform day per quarter with prior Academy Coordinator approval. However, this does not guarantee that it will be approved.
- Cadets are required to maintain the highest personal appearance and professionalism.

Class A: Primary uniform, worn by 10th, 11th, and 12th grade.

- Issued uniform shirt (light blue button-down) with patch(s), *name plate (gold with blue first initial and last name) (in progress)*, and ribbon(s) as earned.
- PSA T-shirt
- Dickies #874 pants (dark navy work pant / original fit / flex / male style with 4 pockets)
- Issued black belt (basketweave style with plain silver buckle)
- Plain black or white socks
- Plain black leather boots (able to hold a shine)

Class B: Worn for specific occasions by 9th, 10th, 11th, and 12th grade, as directed.

- PSA T-shirt
- Navy or black denim jeans (plain with 4 pockets; no capris, no acid washed, no tears)
- Issued black belt (basketweave style with plain silver buckle)
- Plain black or white socks
- Plain athletic shoes with laces (non-bright colors)

Class C: Worn during physical training (PT) by 9th, 10th, 11th, and 12th grade, as directed.

- PSA T-Shirt
- Plain navy, black, gray, or approved DHSHS or JROTC athletic shorts or sweatpants.
- Plain black or white socks
- Plain athletic shoes with laces (non-bright colors)



Professional Business Attire: Worn by 9th, 10th, 11th, and 12th grade, as directed.

- Dress Shirt - plain long sleeve button down, with collar (solid plain color: white, navy, gray) with tie (solid plain color: black, navy) and plain white t-shirt. Females do not wear ties and may wear a blouse with a plain matching colored or white slip or undershirt.
- Dress Pants - plain with two pockets in the front and two in the rear (solid plain color: black, dark gray, or navy) and plain black leather belt. Female dress pants are acceptable.
- Dress Coat – solid plain color: black, navy, dark gray.
- Dress Footwear - plain black leather (able to hold a shine) and plain black socks. Females same as males; however, max. of a 2 inch heel with plain black stockings.

Appropriate Clothing

Cadets are required to wear appropriate clothing for safety and professionalism. Appropriate clothing must be worn during PSA class periods and at events when not in uniform.

- Cadets must always wear closed-toe and closed-heel shoes and cover intimate body parts. In addition, see-through clothing and bare abdomens are prohibited.
- Cadets not wearing appropriate clothing will not be allowed to train/skills, certify, participate in events, and/or assist at disasters and/or emergencies.

Staff Clothing

PSA staff are expected to wear the staff shirt with plain blue or black jeans or causal tan or khaki pants. Staff should maintain professional grooming standards.

Grooming

While in uniform and during events, physical training, and specifically skills, cadets are required to adhere to public safety (military) grooming standards for safety and professionalism.

- Jewelry of any kind will not be worn (piercings, rings, bracelets, necklaces, earrings, etc.).
- Nail length will not extend past the tip of the finger or thumb and/or interfere with the use of equipment, wearing of personal protective equipment, etc.
- Hair products, makeup, lipstick, and/or nail polish will not be worn.
- 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 shirt collar or interfere with a cover/hat. No highlights/streaks, irregular cuts, and/or unnatural colors. Cadet will be clean-shaven. (A mustache may be worn if neatly trimmed.)

Females: Hair will be neatly and inconspicuously secured, cannot fall over/below the ears, eyebrows, and/or interfere with a cover/hat. No highlights/streaks, irregular cuts, or unnatural colors and no large hair ties or clips; small plain black or navy ties are acceptable. Business partners may require a bun for mentorships, internships, and law enforcement related events. The length of the hair should not hinder a cadet's performance or present a safety risk.

- A bun and/or short hair cannot fall over/below the shirt collar; a hair tie is unseen in a bun.
- A single ponytail and/or single braid must be worn down the center of the back, but length will not extend past the bottom of the shoulder blades while at the position of attention. There is no minimum length for the wear of a ponytail or braid.



Discipline

All forms of discipline may affect a cadet's CTE/PSA credits, grade, eligibility to earn certificates and awards, participate in Cadet Details and events, and/or a cadet may be placed on probation or removed from PSA. Removal from PSA will also remove a cadet from the dual enrollment course, which will affect a cadet's credits and grade. Instructors and/or site administration may handle classroom and site discipline separately.

Consequences: Discipline may be reviewed on a case-by-case basis and documented in Synergy. Depending on the severity or type of violation, the following may or may not occur in order.

- Warning: Verbal discussion regarding a cadet's behavior and the proper methods to handle the situation if the situation is presented to the cadet again. Includes PSA staff.
- Ineligibility: Unable to hold a Cadet Detail and/or participate in events. Includes PSA staff review and possible parent/guardian contact.
- Detention: May occur during lunch, before and/or after school, and/or served at Saturday School. Includes PSA staff review and parent/guardian contact.
- Saturday School: May be assigned when a cadet is absent, attendance falls below 80%, and/or for detention. Includes PSA staff review and parent/guardian contact.
- Referrals: May be issued in situations when a cadet's behavior needs immediate attention by administration. Possible ineligibility to hold a Cadet Detail and/or participate in events, may receive detention or Saturday School, possible probation, or removal from PSA. Includes PSA staff review and parent/guardian contact.
- Probation: May be issued for a specific time with consequences prior to/or in lieu of removal from PSA for the following reasons. However, probation is not automatic, it is reviewed on a case-by-case basis. Includes PSA staff review and parent/guardian contact.
 - Failure to complete and turn-in required documents and signed syllabus.
 - Failure to adhere to the policies, procedures, and/or requirements.
 - Failure to demonstrate safety, professional behavior/conduct, leadership, teamwork, and/or integrity.
 - Violations of federal and/or state laws and/or PSUSD and/or DHSHS policies.
- Removal: May occur in situations where repeated violations occur, when the cadet's behavior needs immediate attention by administration, and/or for any reason(s) indicated under probation. However, removal is not automatic, it is reviewed on a case-by-case basis. Includes PSA staff review and parent/guardian contact. Please understand that PSA is a privilege (a *school-within-a-school*), not a right.



Courses

Cadets will attend classes as a grade level team and are taught academics, skills, teamwork, leadership, and public safety and social skills. Instruction includes the use of police, fire, and medical equipment. Cadets are required to participate in certifications, community service, competitions, field trips, guest speakers, hands-on training, mentorships, internships, physical training, and ride-alongs with public safety personnel. Cadets may receive experience in crowd control, security, emergencies, and in the training of other cadets, students, and adults. Cadets certified in First Aid/CPR/AED and/or Community Emergency Response Team are also required to assist, under adult supervision, at disasters and/or emergencies. Cadets who meet the minimum requirements, can earn certificates and awards. Also refer to [Program of Study](#).

Required Materials

- Textbook and/or Online Curriculum (Specified in the grade level Academy and Course Syllabus.)
- Internet
- Computer with working microphone, speakers, and power cord (headphones optional).

Required Access

- Google Classroom – PSA’s primary source for information.
- Canvas – COD’s primary source for information, assignments, and assessments.
- Jones Bartlett Learning (JBL) – COD’s EMR source for assignments and assessments.
- StudentVue / ParentVue – DHSHS cadet records.
- Email – Cadet’s PSUSD and COD. Parents/guardians need a current email on file.
- Remind App – PSA’s primary source for messaging cadets and parents/guardians.
- Zoom – Primary source for video communications, as needed.

Academics: Course grades will be handled by each instructor since disciplines have its own academic and completion standards. PSA instructors may use this Comprehensive Academy Plan and the Academy and Course Syllabus in conjunction with their syllabus to determine a cadet’s overall grade.

- Cadets are to complete 90% of credits, with no “Fs”, in all 6 periods for both semesters to be compliant with the CPA grant, as well as continued enrollment in PSA. Cadets need “Cs” or higher to be compliant with a-g requirements for colleges and universities.

Attendance: All 6 periods are calculated for the CPA grant and continued enrollment in PSA.

- Cadets are required to complete no less than 80% attendance for both semesters.
- Saturday School may be assigned if attendance falls below 80%.
- Cadets who are absent for any reason, must email the Academy Coordinator and call the DHSHS Attendance Office and are responsible for all work missed during their absence and/or tardy.

Assistance: Cadets who experience academic difficulties are encouraged to attend tutoring. Cadets who have difficulties, which have a detrimental effect on their academic performance (GPA) and/or attendance, are encouraged to meet their grade level PSA advisor and counselor. Conversations may be shared with the PSA staff and/or PSA coordinator(s) on a case-by-case basis and with the cadet’s best interests in mind.



Graded Components and Grade Weights

Emphasis will be placed on correct grammar and format when grading written work. Improper grammar, incorrectly spelled words, and improper format may result in a reduction of a cadet's grade. College level and public safety related work is expected.

Participation 30%: This course requires active participation each day of class, so it is important for cadets to attend every class session, arrive on time, and come prepared. Participation not only enhances the cadet's learning, but it also benefits other cadets in the class, especially when the class is doing small group work or class discussion. Cadets that incur three or more unexcused absences may be dropped from the course.

Assignments 34%: (Specified in the grade level Academy and Course Syllabus.)

Assessments 36%: (Specified in the grade level Academy and Course Syllabus.)

Extra Credit:

- (Specified in the grade level Academy and Course Syllabus.)
- No extra credit will be accepted in lieu of missing assignments and assessments.
- Extra credit may be offered by the instructor but is not guaranteed.

Point System

- Passing
 - A = 90% - 100%
 - B = 80% - 89%
 - C = 70% - 79%
- Not Passing
 - D = 60% - 69%
 - F = 0% - 59%

Drop Policy

It is a cadet's responsibility to drop this course. Cadets who voluntarily drop from PSA will also have to drop from COD's dual enrollment course, which may affect a cadet's credits and/or grade. Cadets are required to complete the following:

- Must speak with the PSA coordinator(s) and provide a reason.
- Need their parent/guardian's signature.
- Must complete and meet all requirements set by the [Counseling Office](#).
- However, if a cadet earns less than a 70% (EMR: an 80% academics and 84% skills) they may be dropped from COD's dual enrollment course and/or from PSA.

Academic Integrity

- PSA will adhere to College of the Desert's Student Code of Conduct, cheating and plagiarism will not be tolerated. Incidents of cheating and/or plagiarism may result in a failing grade on the work and a report may be filed with COD's Office of Student Life.
- In addition, DHSHS administration and the cadet's counselor and parent/guardian may be notified, and the cadet may be placed on probation and/or removed from PSA.



Classroom Conduct

- Cadets are required to check into the course throughout the week, participate in group discussions, and respond to date specific postings. If cadets have never taken a college and/or an online course before, their biggest challenge will be time management! Cadets are encouraged to begin assignments early to allow for questions and time to complete course work.
- Be on time for scheduled class meetings and Zoom sessions.
- No food or drinks (except for water) allowed in class.
- All cell phones must be turned off during class meetings.
- Be respectful of others by following directions the first time given; keeping body parts, comments, and/or objects to yourself; refrain from profanity, bullying, hazing, and/or harassment; and addressing adults as *Sir* or *Ma'am*.
- Be productive by being an active participant, staying on topic, raising your hand prior to speaking clearly, looking up when speaking, wearing appropriate clothing, and completing all work to the best of your ability.
- All assignments must be appropriate for the entire class.
- All assignments should be the original work of the cadet.
- No assignments should be recycled from other classes.

Zoom or Google Meet Conduct

- Also refer to Classroom Conduct.
- Be in a quiet place and check your surroundings, no one may be behind the cadet.
- Have your camera working, always on, and use headphones as needed.
- Sit up straight and be in camera view with your entire head showing.
- Mute yourself when a teacher or another cadet is talking.
- Chat responsibly by typing question(s) in the chat box, no side conversations.
- A professional photograph of yourself and your first and last name must be displayed.
- Participate by staying on topic, raising your hand prior to speaking clearly, looking up when speaking, wearing appropriate clothing, and using your PSUSD email.

Disabled Cadets Programs and Services

Desert Hot Springs High School views a disability as an important aspect of diversity and is committed to providing equitable access to learning opportunities for all cadets. It is the Counseling Department that collaborates with cadets with disabilities to provide reasonable accommodations. Please contact your counselor or visit the Counseling Office for more information. Your accommodations will then be shared with your teachers.

International Cadets

Studying public safety in a foreign language is challenging. Therefore, all international cadets may use official translators during exams. Cell phones cannot be used as translators. Also, if cadets have any questions about definitions or content please see me after class, come to my office hours, or make an appointment to talk with me.

Additional Cadet Resources

DHSHS Library Services, Tutoring, and Counseling can all be accessed through the DHSHS website at: www.psusd.us/dhshs.



Course Sequence

Shaded boxes are the required courses for each grade level. Under this plan cadets are expected to pass all their courses each semester to graduate on time, be a-g compliant or higher, and/or to remain in PSA.

9 th	10 th	11 th	12 th
Public Safety - Introduction (G) CTE	Principles of Emergency Services Dual Enrollment / CTE	Introduction to Criminal Justice Dual Enrollment / CTE	Emergency Medical Responder Dual Enrollment / CTE
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 2, or World Language</i>
Science – The Living Earth (D Lab) CP	Science – Chemistry in the Earth System (D Lab) CP	Science – Biology Advanced Anatomy (D Lab) CP	<i>Art, Elective, PE 2, or World Language</i>
<i>Art, Elective, or World Language</i>	World History (A) CP	U.S. History (A) CP	Civics / Economics (A)
PE 1 (Core)	<i>Art, Elective, PE 2, or World Language</i>	<i>Art, Elective, PE 2, or World Language</i>	Psychology (G)

9th Grade

Course Category: Regular Course
 Course Title: **The Living Earth (CP)**
 Discipline: Science
 A-G Status: Laboratory Science ("d")
 Dual Credit: No
 Articulation Credit: No

Class Description: This natural science course involves the study of life and living organisms, including their physical and chemical structure, function, development and evolution and their connection with the geochemical nature of the planet. Students are required to participate in lab activities with a focus on public safety, and to follow all safety procedures.

Course Category: Regular Course
 Course Title: **Physical Education Core 9th**
 Discipline: Physical Education
 A-G Status: No
 Dual Credit: No
 Articulation Credit: No

Class Description: This program emphasizes physical development through daily exercise and sports activities. Satisfies 9th grade PE requirement. Skill development includes participation in all types of team sports, individual sports, and rhythmic activities. Physical fitness testing is also included in the program.



10th Grade

Course Category: Regular Course
Course Title: **English 2** (Honors)
Discipline: English
A-G Status: English ("b")
Dual Credit: No
Articulation Credit: No

Class Description: Students read and analyze works of world literature, with emphasis on analysis of how choices in stylistic elements and rhetorical appeals shape tone in writing persuasive and argumentative texts, both print and nonprint. Students gain experience deconstructing writing prompts and practicing the skills of writing a synthesis essay that incorporates perspectives from multiple sources. Students develop their independent learning skills as they respond to opportunities for self-evaluation.

Course Category: Regular Course
Course Title: **Chemistry in the Earth System** (CP)
Discipline: Science
A-G Status: Laboratory Science ("d")
Dual Credit: No
Articulation Credit: No

Class Description: Chemistry in the Earth System is a college preparatory UC "D" Laboratory Science course that fulfills the Physical Science graduation requirement. The content is outlined by the National Next Generation Science Standards and Common Core standards. Students will study the composition of the universe by focusing on the structure/function, matter/energy, and stability/change of matter. Students are required to participate in lab activities with a focus on public safety, and to follow all safety procedures.

Course Category: Regular Course
Course Title: **World History** (CP)
Discipline: History
A-G Status: History / Social Science ("a")
Dual Credit: No
Articulation Credit: No

Class Description: Students study major turning points that shaped the modern world, from the late eighteenth century through the present, including the cause and course of the two world wars. They trace the rise of democratic ideas and develop an understanding of the historical roots of current world issues, especially as they pertain to international relations. They extrapolate from the American experience that democratic ideals are often achieved at a high price, remain vulnerable, and are not practiced everywhere in the world. Students develop an understanding of current world issues and relate them to their historical, geographic, political, economic, and cultural contexts. Students consider multiple accounts of events to understand international relations from a variety of perspectives.



11th Grade

Course Category: Regular Course
Course Title: **English 3 (CP)**
Discipline: English
A-G Status: English ("b")
Dual Credit: No
Articulation Credit: No

Class Description: Students focus on American Fiction and nonfiction, using literary and other texts to present the iconic idea of the American Dream. Students research historical and contemporary texts as they articulate the origins and impact of the ideals and realities of the American Dream on life today and on personal thinking. Students are expected to articulate personal convictions and propose solutions to social issues. Writing in a variety of modes (personal essays, opinions and editorials, credos, reflective self-evaluation, speeches, satire, dramatic scripts, surveys, literary analyses, and research projects) expand the student's skills in communicating well through written language.

Course Category: Regular Course
Course Title: **Biology Advanced Anatomy**
Discipline: Science
A-G Status: Laboratory Science ("d")
Dual Credit: No
Articulation Credit: No

Class Description: Students will study the human body by focusing on the integration, continuity, and comparability of the different systems within the body along with their structures and functions. Selected physiology topics and disease conditions will be incorporated to support the body systems studied. Students are required to participate in dissections, including the dissection of a pig. This allows them to see firsthand how anatomy of another mammal closely parallels human anatomy.

Course Category: Regular Course
Course Title: **United States History (CP)**
Discipline: History
A-G Status: History / Social Science ("a")
Dual Credit: No
Articulation Credit: No

Class Description: This course attempts to teach you how to become active change agents, through studying, evaluating, analyzing, and critiquing history. The course also handles History as a discipline versus History as a subject. Meaning, students will view history as a construction of information and not merely as fact-based, dates and things to memorize and regurgitate to the teacher. This course focuses on transferable skills and habits of mind. That is, we will learn to read critically, think critically, and determine the significance of what we learn. We will also develop skills that will focus on teaching students various ways to ask and answer questions, ways to determine author bias, ways to identify bias, and ways to connect concepts. This class covers history from 1900-present day.



12th Grade

Course Category: Regular Course
Course Title: **Psychology**
Discipline: History
A-G Status: College-preparatory elective (“g”)
Dual Credit: No
Articulation Credit: No

Class Description: This course focuses on the study of human behavior. As an introduction to the field of psychology, this course includes consideration of psychological principles, terminology, major theories, careers, methods of experimentation, and practical applications.

Course Subject Matter Outlines

Career Technical Education courses meet the requirements for high school graduation and universities (CP: college prep). Ninth is a G-Elective and 10th, 11th, and 12th are G-Elective and dual enrollment.

All cadets in 10th, 11th, and 12th are initially enrolled in the dual enrollment courses through the College of the Desert. Cadets earn high school and college credit simultaneously during the school day. Cadets who successfully complete all 3 dual enrollment courses may earn a College of the Desert’s Certificate of Public Safety. Cadets who successfully complete the PSA program 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.

Dual Enrollment

10th - Intermediate/Concentrator (Primary Course)

Principles of Emergency Services 1A and 1B

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. (Prerequisite for the fire academy.) Must pass the Fall (1A) and Spring (1B) Semesters with a 70% min. to earn credit.

11th Intermediate/Concentrator (Primary Course)

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. (Transferable to CSU.) Must pass the Fall and Spring Semesters with a 70% min. to earn credit. Requirement: Mentorship

12th Advanced/Capstone (Primary Course)

Emergency Medical Responder 1A and 1B

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. (Prerequisite for EMT program.) Must pass the Fall (1A) and Spring (1B) Semesters with an 80% min. and First Aid / CPR / AED (EMR skills assessments) with an 84% min. to earn credit and certification. Requirement: Internship



G-Electives

9th Beginning/Introductory (Primary Course)

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. Must pass the Fall and Spring Semesters with a 70% min. to earn credit.

10th Intermediate/Concentrator

Public Safety – Fire Technology

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. Must pass the Fall and Spring Semesters with a 70% min. to earn credit.

11th Intermediate/Concentrator

Public Safety – 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. Must pass the Fall and Spring Semesters with a 70% min. to earn credit. Requirement: Mentorship

12th Advanced/Capstone

Public Safety – 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. Must pass the Fall and Spring Semesters with a 70% min. to earn credit and First Aid / CPR / AED (EMR skills assessments) with an 84% min. to earn AHA BLS Provider Card. Requirement: Internship

Co-Curricular and Extracurricular Activities

Occur year-around (before, during, and after school; on weekends; and during breaks) and do not affect a cadet's credits and grades. Due to the financial cost to PSUSD and PSA, cadets who choose to participate are required to attend all meetings, trainings, and competitions for the season. Contact the PSA CTE Instructor for additional information.

- [SkillsUSA](#) is a Career Technical Student Organizations (CTSO) that partners students, teachers, and industry to ensure America has a skilled workforce. It provides educational programs, events, and competitions that support career and technical education in the nation's classrooms. All PSA cadets are registered members. Competitions are voluntary and include Crime Scene Investigation, Criminal Justice, Firefighting, First Aid/CPR, and Leadership. However, the CPA and Perkins grants require PSA to participate in one competition each year.
- [Exploring](#) is not a CTSO; however, this program sponsored by local law enforcement and fire/medical agencies is for those 14-20 years of age. It provides law enforcement and fire/medical experience, training, and networking opportunities with professionals and peers. Cadets are encouraged to join and those who voluntarily participate will automatically receive credit for the CPA grant's required mentorship and internship hours.



Completion Standards

PSA staff, coordinator(s), and/or business partners may evaluate cadets every day over their years in PSA. Standards and/or competencies are required to earn Cadet Details, certificates, and/or awards, prepare cadets for public safety college and career opportunities, and pass CTE/PSA courses, as well as remain in and complete PSA. Also refer to Appendix A - Academy and Course Syllabus Signature Page.

Cadets will be evaluated in the following areas: certifications, competitions, academics and public safety skills, mentorships, internships, leadership, teamwork, training, participation, professional behavior/conduct, safety, uniform, and adherence to the policies, procedures, and requirements. The following are links for standards and/or competencies.

- [California Partnership Academies Program Grant](#)
- [California Technical Education Model Curriculum Standards, 2013](#)
 - Public Service: Public Safety and Emergency Response
- SkillsUSA Standards and Competencies
 - [Crime Scene Investigation, Criminal Justice, Firefighting, First Aid/CPR](#)

Certificates and Awards

Cadets may earn certificates and/or awards each year by completing all required academic and skills assignments and/or assessments with 70% minimum, unless otherwise indicated. Extra credit will not be accepted for missing work.

Seniors may earn a Certificate of Completion and a Graduation Sash. Seniors will be evaluated over all their years in PSA as follows; completion of all required academic and public safety skills assignments and/or assessments with 70% minimum (unless otherwise indicated), be in good standing (adherence to all policies and procedures) and met all CPA grant requirements and CTE Standards. Extra credit will not be accepted for missing work.

Possible Industry Certificates:

- VolunTEEN Services (DRMC)
- Emergency Medical Responder (COD)
- Basic Life Support Provider Card (AHA)
- First Aid/CPR/AED (AHA)
- Bleeding Control Basic v1.0 (DRCM)
- Community Emergency Response Team (FEMA Online)
- Incident Command Systems: IS-100, 200, 700, 800 (FEMA-online)
- Every 15 Minutes (CHP)
- Safe City: Pedestrian, Bicycle, and Driver Awareness (RUHS Public Health and DRCM)
- Safe City: Pedestrian, Bicycle, and Driver Awareness Train-the-Trainer (RUHS Public Health and DRCM)

Possible Non-Industry Certificates:

- SkillsUSA Regional, State, and/or National Competition(s) and Leadership
- PSUSD CTE Ambassador
- PSUSD Career Technical Education Showcase



Possible Awards:

- Uniform Ribbons
- Academic
- Attendance
- Miscellaneous

Business Partners

Internship placement sites are usually through PSA's business partners, who have completed PSUSD's Affiliate Agreement and were approved by PSUSD's Board of Education. The site Work Based Learning Coordinator manages cadet internships and Affiliate Agreements and recruits business partners.

Graduate Follow Up

Each spring the seniors take a Senior Exit Survey via Google Forms per Perkins and CPA grant requirements. The data is maintained by PSUSD CTE and PSA.

Funding and Current Budget

Primary Sources

- [CA Partnership Academy \(CPA\) Program Grant](#) (10th-12th grade)
- [Perkins V Grant](#) (9th grade)

Secondary Sources

At the discretion of the PSUSD CTE and site principal.

- California Career Technical Education Incentive Grant (CTEIG)
- K-12 Strong Workforce
- Local Control Funding
- Site

Donations

PSA has a site United Student Body Club account for items not covered by our primary and secondary sources of funding and for donations.

- Donations are primarily used for cadet meals at events and for items that are keep by cadets, t-shirts, etc.



Academy and Course Syllabus Signature Page for **Grade Level** - **Season** and **Current Year**

Please initial by each lettered item. Do not write in the two right columns, these are for PSA Coordinator(s) use only.

Cadet Initials	Parent / Guardian Initials	The lettered items below are required to remain in PSA and to receive the following: <input type="checkbox"/> Certificates and/or Awards <input type="checkbox"/> Graduation Sash <input type="checkbox"/> CA Dept. of Edu. College and Career Indicator/Readiness Completer Status <input type="checkbox"/> Consideration for Letter of Recommendation	Date Completed
		A. Enrollment: Voluntary by Cadet (Student).	
		B. Enrollment: Permission by Parent/Guardian.	
		C. Documents to be completed and turned in this year: <input type="checkbox"/> COD Title Syllabus <input type="checkbox"/> PSUSD Medical Form <input type="checkbox"/> Proof of Personal Medical Insurance <input type="checkbox"/> PSA Senior Exit Survey	
		D. Attendance: 1 st Semester complete no less than 80%.	
		E. Attendance: 2nd Semester complete no less than 80% (9th-11th grade). Attendance: 2nd Semester successfully graduates after the 12th grade.	
		F. Credits/Grade: 1 st Semester complete 90% of credits, no "Fs".	
		G. Credits/Grade: 2 nd Semester complete 90% of credits, no "Fs".	
		H. PSA Courses to be completed this year: <input type="checkbox"/> <i>(Varies per grade level.)</i>	
		I. 12th Capstone Course: Pass both semesters with an 80% min. and First Aid/CPR/AED with an 84% min. to earn COD's dual enrollment credit and certification.	
		J. 11th Mentorship: Complete 10 hours (approved by PSA) and required documents. 12th Internship: Complete 52 hours (approved by PSA) and required documents.	
		K. Public Safety Certification: Complete 1 (approved by PSA) and required documents.	
		L. Career Technical Student Organization: SkillsUSA Member	
		M. Safety and Professional Behavior/Conduct <input type="checkbox"/> CTE Standard 6.0: Demonstrate health and safety procedures, regulations, and personal health practices and determine the meaning of symbols, key terms, and domain-specific words and phrases as related to the Public Services sector workplace environment. <input type="checkbox"/> CTE Standard 8.0: Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions, when possible, consistent with applicable laws, regulations, and organizational norms. <input type="checkbox"/> CTE Standard 9.0: Work with peers to promote divergent and creative perspectives, effective leadership, group dynamics, team and individual decision making, benefits of workforce diversity, and conflict resolution as practiced in...SkillsUSA...	
		N. Appropriate Clothing, Uniform, and Grooming <input type="checkbox"/> CTE Standard 7.7: Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession. <input type="checkbox"/> Approved by CA Education Code and CA Partnership Academies. <input type="checkbox"/> Required by the PSA Advisory Committee and SkillsUSA.	
		O. Equipment used by or issued must be return, in good condition, and in working order.	

My initials and signature indicate that I have read and understand the content and my responsibilities in the Academy and Course Syllabus.

Cadet Name (print first and last name): _____ Class: **Graduation Year**

Cadet Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____