

STANDARD OPERATING PROCEDURES

Revised 01.07.2024



PREPARE • SERVE • ACHIEVE

This SOP documents Desert Hot Springs High School Public Safety Academy’s policies, procedures, and requirements, as well as the preparation of cadets for college and career readiness. It was approved by PSA’s Advisory Committee and complies with the California Partnership Academies Program Grant, California Career Technical Education Model Curriculum Standards, and California Education Code. Also refer to the PSA Cadet Handbook.

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GENERAL INFORMATION

The Public Safety Academy (PSA) is a 3-year full-time high school college and career readiness/career technical education (CCR/CTE) program emphasizing law enforcement, firefighting, and emergency medical services (pre-hospital care) that began in 2011. In 2014, PSA added the 9th grade as an introduction to public safety course prior to students committing to the 3-year program.

PSA is part of the [Palm Springs Unified School District \(PSUSD\)](#) and located on the campus of [Desert Hot Springs High School \(DHSHS\)](#). PSA is governed and funded by the [California Partnership Academies Program Grant \(CPA #11033\)](#) through the California Department of Education. In 2020, PSA was awarded 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.

PSA is overseen by an Advisory Committee. This committee (required by CPA) participates in annual meetings and assists with the development of curriculum, training, mentorships, internships, certifications, field trips, guest speakers, and equipment, as well as financial accountability. It is composed of Business Partners (public safety agencies, colleges, and universities) and representatives from the community, cadets, parents/guardians, PSUSD, DHSHS, and PSA.

- PSUSD requires all Business Partners to complete Affiliate and Fingerprint Agreements and be approved by PSUSD's Board of Education.
- DHSHS's Work Based Learning Coordinator manages cadet internships and Affiliate Agreements and recruits Business Partners.

Targeted Occupations

- Police Officer and Sheriff Deputy
- Firefighter
- Emergency Medical Technician and Paramedic

Job Market Descriptions

- [O*NET: Police and Sheriff's Patrol Officers](#)
 - [Riverside County: Police and Sheriff Patrol Officers](#)
- [O*NET: Firefighters](#)
 - [Riverside County: Fire Fighters](#)
- [O*NET: Emergency Medical Technicians](#)
 - [Riverside County: Emergency Medical Technicians and Paramedics](#)

Statements

California Partnership Academies' purpose is to provide a state-school-business partnership through integrated academic and occupational training to ten-through-twelfth-grade students. This school-within-a-school model focuses on student achievement, attendance, and program accountability, as well as a committed team of teachers, business partnerships, and post-secondary education.

PSA's vision 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 the program can be successful in public safety and in life.

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

Core Values/Motto

PREPARE - Cadets prepare for life and college and/or career opportunities, as well as to deal with emergencies through training, certifications, and dual enrollment courses.

SERVE - Cadets serve through community service, law enforcement or fire Explorer programs, mentorships, and internships.

ACHIEVE - Cadets achieve success through our school-with-in-a-school model, as well as earn awards, leadership rank, high school diploma, and college transcript.

Terms

- Students are referred to as *Cadets*.
- Teachers will be referred to as *Instructors*.
- *Class* refers to the year cadets graduate high school.

Forms are linked below as PDF.

- [Event Permission](#)
- [Medical History](#)
- [Request to Drop](#)
- [Student Injury Report](#)

Events: Occur year around (before, during, and after school, as well as on weekends and during breaks) and includes activities, competitions, field trips, guests, mentorships, internships, training, volunteer hours, etc. Cadets may only receive credit if they/their:

- Accurately sign-up for the event online and follow all directions, as well as maintain a record.
- Accurately complete and turn-in signed permission documents, varies from event to event.
- Are covered by personal medical insurance.
- Have permission from the Academy Coordinator to attend and leave an event.
- Arrive and leave on time.
- Adhere to the SOP.
- Demonstrate safety by using the proper equipment and personal protective equipment (PPE), as well as by following the uniform and grooming standards.
- Do not participate in horseplay or unsafe behavior.
- Are responsible for maintaining and inputting hours and uploading earned certificates.
- Community service hours occur outside of school hours.
- Notify the Academy Coordinator and the adult in charge, as soon as possible, if the cadet is no longer available to participate.

Safety: Cadets who become hurt or injured are required to notify PSA staff ***IMMEDIATELY!*** At the earliest time and when it is safe to do so, cadets are required to complete a Student Injury Report and notify the Academy Coordinator.

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

FUNDING

Annually, the CA Dept. of Education requires a Letter of Intent, Proposed Budget, and an End-of-Project Financial Expenditure Report with a narrative. In addition, PSUSD's CCR/CTE Office requires an Operating Budget. The following is required for all reports, also refer to [Appendix A](#).

- Number of cadets enrolled in grades 10th-12th (min. of 90 cadets are required for full funding).
- Amount of requested funds based on enrollment (max. full funding equals \$81,000).
- How the requested funds will be spent per Object Code; some areas have spending limits.
- How the requested funds will be matched by the PSUSD in monetary funds and/or in-kind.
- How the requested funds will be matched by Business Partners in in-kind and/or donations.

Primary Sources

- California Partnership Academy Program Grant (10th-12th grade)

Secondary Sources: At the discretion of the PSUSD CCR/CTE and/or site principal.

- [California Career Technical Education Incentive Grant](#) (CTEIG)
- [K-12 Strong Workforce Program](#) (K12 SWP)
- [Perkins V Grant](#) (9th-12th grade)
- [Local Control Funding](#)
- Site Funds

Additional Sources

- Curriculum
 - 10th-12th grade textbooks are replaced every 3-years through PSUSD's textbook fund for dual enrollment courses per the MOU with College of the Desert.
 - 9th grade online curriculum is paid for by PSUSD's CCR/CTE Office.
- Club Dues are \$20.00 annually. All cadets are automatically a member of DHSHS United Student Body's (USB) PSA Club. This account is used for donations and fund raisers, as well as for expenses that are not covered by other funding sources.
- Donations are used for expenses or items not covered by other funding sources. *Do not make donations through The Foundation or PSUSD.*

California Partnership Academies — 20XX–20XX Budget Narrative

High School Name: **Desert Hot Springs High School**

Academy Name and ID Number: **Public Safety Academy, 11033**

1. **Certified or Digital Signatures** are required below.
2. **Totals** within each object code and column need to match the totals on the Proposed Budget Form.
3. **Field trips** should be instructional in nature and tied to the occupational area of the academy.
4. **Personnel:** Expenditures in line item 1000, 2000 and 3000 inclusive **may not exceed 40 percent of the overall budget.**
5. **Technology:** Technology expenditures **may not exceed 25 percent of the overall budget.**
6. Narrative description **columns do expand** for additional information.
7. **Font Size cannot be smaller than Arial 11.**
8. **For an example of the preferred format and expected level of detail, please refer to the Budget Narrative Form (Enclosure 5).**

Object Code	CPA Grant Funds	District Match (100% required)	Business Partner Match (100% required)
1000 Certificated Personnel Salaries			
2000 Classified Personnel Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenditures/ Travel and Conferences			
6000 Capital Outlay			
7000 Indirect Costs			
Total			

RECRUITMENT

Includes PSA's website and brochure, PSUSD and DHSHS events for middle schools and high schools, as well as word-of-mouth. The application process below is documented in *Become a PSA Cadet*.

DHSHS's Public Safety Academy is open to students from within and outside PSUSD and applications are accepted year around. Students may join at the beginning of the semester during 9th and 10th grade and in the fall of 11th. However, students who enter the 10th grade during the 2nd semester will be enrolled in the non-dual enrollment course. We are not allowed to accept seniors per our California Partnership Academies Program Grant.

Qualifications

Students must:

- Voluntarily apply with parent/guardian permission.
- Be free of discipline or legal issues.
- Have a grade-point-average (GPA) of a 2.0 or higher and be on track to graduate.
- Be able to attend DHSHS and participate in PSA events. (Events and other opportunities occur before, during, and after school, as well as on weekends and during breaks; *year-round*.)
- Be able to follow the California Partnership Academies Program Grant, PSA's Standard Operating Procedures and Cadet Handbook.
- Be able to demonstrate integrity, honesty, respect, and work ethic.
- Be able to participate and complete law enforcement, fire, and medical entry level academics and skills training.
- Be able to purchase the required t-shirts (2), nameplate, cap, pants, and boots.
- Be able to complete min. of 90% of credits (2.2 GPA), with no Fs, in all 6 periods each semester.
- Be able to complete at least 80% attendance, over all 6 periods each semester.

Application Steps

1. Review the PSA website and attachments (Standard Operating Procedures, etc.)
2. Students and parent/guardian complete the online [Application](#) (Google Form).
3. Students need to speak with their counselor and the PSA counselor.
4. Students and parent/guardian meet with a PSA coordinator and visit the CTE/PSA building or attend a PSA open house.
5. Students may be interviewed by PSA staff and cadets.
6. Once accepted, the final step is to complete with signatures the following:
 - Standard Operating Procedures Signature Page
 - Medical History Form
 - PSUSD requires all cadets to be covered by personal medical insurance to participate in events and skills training.
 - CTE Course Syllabus Signature Page

Social Media

Website: www.psadhshs.org
Instagram: [psa_dhshs](#)

Facebook: PSA DHSHS
X (Twitter): @psadhshs

ACADEMICS

Cadets attend classes as a grade level team and use real law enforcement, fire, and medical equipment. Cadets are taught academics, teamwork, leadership, and social skills and required to participate in certifications, community service, competitions, field trips, guest speakers, hands-on training, a mentorship, an internship, and physical training 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, in disasters and/or emergencies.

Course Credits/Grade will be handled by each instructor since subjects have their own academic and completion standards. PSA instructors may use this SOP in conjunction with their syllabus to determine a cadet's final grade. A cadet's final transcript credits/grade is at the instructor's discretion.

- Cadets are to complete a minimum of 90% credits (2.2 GPA), with no Fs, in all 6 periods each semester to be compliant with CPA and continued enrollment in PSA. Cadets need C's or higher to be compliant with a-g requirements for UC/CSU.

Physical Training is required for competitions, law enforcement 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 courses.

Attendance from all 6 periods is calculated for CPA and continued enrollment in PSA.

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

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 (includes Attendance) 30%, Assignments 34%, and Assessments 36%
- Extra credit may be offered by the instructor but is not guaranteed.
- Passing: A = 90% - 100%, B = 80% - 89%, C = 70% - 79%
- Not Passing: D = 60% - 69%, F = 0% - 59%

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.

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 with their grade level PSA advisor and counselor. Conversations may be shared with the PSA staff and/or Academy Coordinator on a case-by-case basis.

- Cadets with D's and F's may not participate in events until their grade is raised.
- Documentation of attending tutoring will be taken into consideration for limited participation.

Classroom Conduct

Expected in all courses.

- Cadets are responsible for turning in their completed work by the due date.
- Cadets are to be on time for scheduled class meetings and Zoom sessions.
- Cadets must turn off or silence their cellphone during class meetings and training.
- Cadets are to be respectful of others by following directions the first time given; keeping body parts, comments, and/or objects to themselves; refrain from profanity, bullying, hazing, and/or harassment; and addressing adults as *Sir* or *Ma'am* or by their title.
- Cadets are to be productive by being an active participant, staying on topic, raising their hand prior to speaking clearly, looking up when speaking, wearing appropriate clothing, and completing all work on time.
- Cadets must have a/n professional photograph of themselves or emoji (determined by the instructor), as well as their first and last name for Canvas, Google Classroom, Remind, etc.

Zoom or Google Conduct

Expected in all courses.

- Cadets will also refer to Classroom Conduct.
- Cadets are to be in a quiet place with no one behind the cadet.
- Cadets must have their camera working, always on, and use headphones as needed.
- Cadets must sit up straight and be in camera view with your entire head showing.
- Cadets must mute themselves when an instructor or another cadet is talking.
- Cadets must chat responsibly by typing question(s) in the chat box, no side conversations.
- Cadets must have a professional photograph of themselves, as well as their first and last name displayed.
- Cadets must participate by staying on topic, raising their hand prior to speaking clearly, looking up when speaking, wearing appropriate clothing, and using your PSUSD email.

Disabled Cadets Programs and Services: DHSHS views a disability (504, IEP, health, etc.) as an 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 accommodation will then be shared with your instructors.

Drop Policy: It is the cadet's responsibility to drop a 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 must speak with the Academy Coordinator and provide a reason.
- Cadets, who voluntarily drop, are required to complete the DHSHS [Request to Drop/Change of Course Form](#) with their parent/guardian's signature.
- Cadets who earn less than 70% (80%/84% in EMR) may be dropped from COD's dual enrollment course and/or removed from PSA.
- Cadets who drop or are dropped, must return their cover (cap) and PSA t-shirt. They will be reimbursed half the cost of each item. In addition, all issued equipment and textbooks must be returned.

Courses: DHSHS's College Prep (CP) and dual enrollment courses have been approved by the University of California (UC) and California State University (CSU) systems. Cadets who successfully complete their courses with a minimum grade of C, meet the minimum requirements to be accepted at a UC/CSU. Cadets who plan to go directly to a university cannot receive D's or lower in their courses.

DHSHS students must earn a minimum of 225 credits and maintain a minimum GPA of 1.15 to receive a high school diploma from PSUSD.

UC/CSU (a-g) and Graduation Requirements

Subject Area	UC/CSU (a-g)	DHSHS
A: History/Social Science	2 years / 20 credits	3 years / 30 credits
B: English/Language Arts	4 years / 40 credits	4 years / 40 credits
C: Mathematics (4 years recommended)	3 years / 30 credits	3 years / 30 credits
D: Laboratory Science (3 years recommended)	2 years / 20 credits	2 years / 20 credits
E: Language Acquisition / Foreign Language (3 years recommended)	2 years / 20 credits	1 year / 10 credits
F: Visual/Performing (Fine) Arts	1 year / 10 credits	
G: College Prep Electives	1 year / 10 credits	
*Physical Education	--	2 years / 20 credits
*Electives	--	75 credits
*Algebra	--	1 year / 10 credits

The shaded boxes below are the required PSA courses, and the white boxes are the required courses toward graduation for each grade level. Under this plan, cadets are expected to pass (C or higher) all their courses each semester to graduate on time, be a-g compliant or higher, and/or to remain in PSA. In grades 10th-12th, all cadets are required by CPA (CA Education Code) to take the courses in the shaded boxes to remain in PSA. There are NO substitutions or options.

PSA Required Courses

9 th	10 th	11 th	12 th
Public Safety - Introduction (G) CTE	Principles of Emergency Services Dual Enrollment / (G) CTE	Introduction to Criminal Justice Dual Enrollment / (G) CTE	Emergency Medical Responder Dual Enrollment / (G) CTE
<i>Art, Elective, or World Language</i>	World History (A) CP	U.S. History (A) CP	Civics / Economics (A)
English I (B)	English II (B) Honors	English III (B) CP	English IV (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 <i>Planned for 2024-2025</i>	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>
PE 1	<i>Art, Elective, PE 2, or World Language</i>	<i>Art, Elective, PE 2, or World Language</i>	Psychology (G)

Academic (non-CTE) 1-Year Courses

9th Grade Course (Planned for 2024-2025)

Course Title: **The Living Earth (CP)**

Discipline/A-G Status: Laboratory Science (D)

Dual/Articulation Credit: No

Credits: 10

Class Description: The Living Earth is the natural science that 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. This course ties in foundations of biology and earth science phenomena with applications in engineering.

10th Grade Courses

Course Title: **World History (CP)**

Discipline/A-G Status: History/Social Science (A)

Dual/Articulation Credit: No

Credits: 10

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.

Course Title: **English II (Honors)**

Discipline/A-G Status: English (B)

Dual/Articulation Credit: No

Credits: 10

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 Title: **Chemistry in the Earth System (CP)**

Discipline/A-G Status: Laboratory Science (D)

Dual/Articulation Credit: No

Credits: 10

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.

11th Grade Courses

Course Title: **United States History (CP)**
Discipline/A-G Status: History/Social Science (A)
Dual/Articulation Credit: No
Credits: 10

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.

Course Title: **English III (CP)**
Discipline/A-G Status: English (B)
Dual/Articulation Credit: No
Credits: 10

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 Title: **Biology – Advanced Anatomy (CP)**
Discipline/A-G Status: Laboratory Science (D)
Dual/Articulation Credit: No
Credits: 10

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 the anatomy of another mammal closely parallels human anatomy.

12th Grade Course

Course Title: **Psychology I & II (CP)**
Discipline/A-G Status: History/Social Science (G-Elective)
Dual/Articulation Credit: No
Credits: 10

Class Description: Psychology I and II are each a semester long course taken in sequence. A major thesis is that in order to understand others you must first understand yourself. The course will focus on the cognitive aspects, those parts of the discipline that are characterized by energy or effective action, and positive human relations. In this course the student will study these ideas in the context of discovering what a healthy personality is, how the discipline of psychology seeks to help individuals to attain a healthy personality, and how you can assess the state of your own personality.

Dual Enrollment (CTE) 1-Year Courses

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. In addition, 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, and/or Emergency Medical Services academies/programs.

Course Title: **Principles of Emergency Services 1A and 1B** / FIRE001A and FIRE001B

Grade/Level: 10th Intermediate/Concentrator

Credits: 10 High School / 3 College

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

Course Title: **Introduction to Criminal Justice** / CJ001

Grade/Level: 11th Intermediate/Concentrator

Credits: 10 High School / 3 College

Requirement: Mentorship (min. of 10 hours)

Class Description: 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.

Course Title: **Emergency Medical Responder 1A and 1B** / EMR080A and EMR080B

Grade/Level: 12th Advanced/Capstone

Credits: 10 High School / 3 College

Requirement: Internship (min. of 52 hours)

Class Description: 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. (National prerequisite for EMS programs.) Must pass the Fall (1A) and Spring (1B) Semesters with an 80% min. and First Aid/CPR/AED (skills assessments) with an 84% min. to earn credit and certification.

CTE G-Electives (non-Dual Enrollment) 1-Year Courses

Course Title: **Public Safety – Introduction** (CP)

Grade/Level: 9th Beginning/Introductory

Credits: 10

Class Description: 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.

Backup CTE G-Electives (non-Dual Enrollment) 1-Year Courses

Course Title: **Public Safety – Fire Technology (CP)**

Grade/Level: 10th Intermediate/Concentrator

Credits: 10

Class Description: 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.

Course Title: **Public Safety – Criminal Justice (CP)**

Grade/Level: 11th Intermediate/Concentrator

Credits: 10

Requirement: Mentorship (min. of 10 hours)

Class Description: 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.

Course Title: **Public Safety – Emergency Medical Responder (CP)**

Grade/Level: 12th Advanced/Capstone

Credits: 10

Requirement: Internship (min. of 52 hours)

Class Description: 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 (skills assessments) with an 84% min. to earn AHA BLS Provider Card.

CO-CURRICULAR AND EXTRACURRICULAR

These events occur year-around (before, during, and after school, as well as on weekends and during breaks) and are an additional commitment to a cadet's high school academics and requirements. Due to the financial cost to PSUSD and PSA and/or our partnerships with law enforcement and fire/medical agencies, cadets who choose to participate are required to attend all meetings, training, and competitions; unprofessional behavior may result in a consequence or removal from PSA.

[Mentorship](#) is required of CPA and begin the summer of junior year. Cadets must complete a minimum of 10 hours related to public safety approved by the Academy Coordinator.

[Internship](#) is required of CPA and begin the summer of senior year. Cadets must complete a minimum of 52 hours related to public safety approved by the Academy Coordinator.

[SkillsUSA](#) is a [Career Technical Student Organizations](#) (CTSO) that partners students, teachers, and industry to ensure America has a skilled workforce. It provides educational events and competitions that support CTE 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](#) or [equivalent](#) are not a CTSO, but a program sponsored by law enforcement and fire/medical agencies for those 14-20 years of age. It provides experience, training, and networking opportunities. Cadets are encouraged to join and those who voluntarily participate may receive credit for CPA required certifications, mentorship, internship, etc.

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 Leadership, certificates, and awards, as well as prepare cadets for public safety college and career opportunities and pass CTE/PSA courses to remain in PSA.

Cadets will be evaluated in the following areas: certifications, community service, competitions, academics, skills, physical training, mentorships, internships, leadership, teamwork, training, participation, professional behavior/conduct, safety, uniform, and adherence to the Standard Operating Procedures, Cadet Handbook and the following requirements, standards, and/or competencies.

- [California Partnership Academies Program Grant](#)
- California Technical Education Model Curriculum Standards, January 2017
 - [Public Services: Public Safety and Emergency Response](#)
- SkillsUSA Standards and Competencies
 - Crime Scene Investigation, Criminal Justice, Firefighting, First Aid/CPR

Certificates and Awards are earned each year by completing all required academic and skills assignments and/or assessments with 75% minimum, unless otherwise indicated. Extra credit will not be accepted for missing work.

Seniors may earn a Certificate of Completion and a Graduation Stole. Seniors will be evaluated over all their years in PSA as follows; completion of all required academic and skills assignments and/or assessments with 75% minimum (unless otherwise indicated) and be in good standing, as well as met all CPA and SOP requirements and CTE Standards. Extra credit will not be accepted for missing work.

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

Certifications shaded in blue are currently available.

Title	Issued By
Basic Life Support Provider	America Heart Association
Bleeding Control Basic v1.0 (Stop the Bleed)	Desert Regional Medical Center
Train-the-Trainer	
Certificate of Completion – Intro. to PSA (FIRE001, CJ001, & EMR080)	College of the Desert - PSA
Certificate of Completion - PSA	Desert Hot Springs H.S. - PSA
Community Emergency Response Team	FEMA & RVC Emergency Management Dept.
CyberPatriot	Air & Space Forces Association
Drone Operations	
Emergency Medical Responder	College of the Desert
Every 15 Minutes	California Highway Patrol
First Aid/CPR/AED (Ped/Child/Adults)	America Heart Association
Incident Command Systems: 100, 200, 700, 800, 5a, 904, 905, & 907	FEMA (online)
Law Enforcement or Fire Explorer Program or Equivalent	CAL FIRE/RVC, CCPD, PSFD, SBSD
Pedestrian & Bicycle Safety	Riverside Univ. Health System-Public Health
Train-the-Trainer	
District CCR/CTE Ambassador	Palm Springs Unified School District
Robotics: Search and Rescue	
SkillsUSA CA (CSI, CJ, FF, FA/CPR, & Leadership)	SkillsUSA (CTSO)
VolunTEEN Services	Desert Regional Medical Center

Achievement/Retention Ribbons

- Are awarded and may be removed for not demonstrating the expectations associated with the ribbon(s).
- Cadets are to maintain their competency and demonstrate their knowledge with others.
- Cadets who successfully complete PSA and graduate their senior year, will retain their ribbons, and may wear them on their PSA Stole.
- Star(s) added to a ribbon equals the number of years participated or achieved.
- Ribbons are shown in order of precedence.

	Academy Cadet Leader - One cadet per year must meet and exceed (1) CPA and SOP requirements and (2) may be voted on by peers, PSA staff, and/or business partners for their continued outstanding character and dedication.
	Cadet of the Month - One cadet per month must meet and exceed (1) CPA and SOP requirements and (2) may be voted on by peers, PSA staff, and/or business partners for their outstanding character and dedication.
	Scouting's Eagle or Gold Award Recognition - Cadets must earn the top award in Boy/Girl Scouts of America.
	Law Enforcement / Fire Explorer (w/ Maltese Cross) - Cadets must be an active member in good standing with a Law Enforcement or Fire Explorer Program or equivalent.
	PSUSD CTE Ambassador - Cadets must apply, interview, and be selected for the PSUSD CCR/CTE Ambassadorship and complete their term in good standing.
	Academic Achievement - Cadets must earn an overall GPA of 3.5 or higher in all their courses for an academic year.
	Perfect Attendance - Cadets must have 100% attendance in all courses during the preceding academic year.
	Community Service - Cadets must complete 100 hours (approved, outside of school, and related to public safety).
	SkillsUSA - Cadets must attend meetings and trainings, demonstrate leadership qualities, and compete at the regional, state, and/or national level(s) related to leadership or public safety.
	CyberPatriot - Cadets must attend training and compete at the regional, state, and/or national level(s).
	PSUSD CTE Showcase - Cadets must conduct the research and present in the Showcase.
	FEMA's National Incident Command Management System - Cadets must earn the following certifications: ICS 100, 200, 700, 800, 5a, 904, 905, and 907
	Community Emergency Response Team - Cadets must complete FEMA's academic and skill requirements.
	Medical - Cadets must earn certification in (1) AHA's First Aid/CPR/AED (Infant/Child/Adult) and (2) "Stop the Bleed".
	Safety Award - Cadets must earn certification in Pedestrian and Bicycle Safety from Riverside University Health System, Public Health and one of the following: <ul style="list-style-type: none"> • Cadets must earn certification for instructing others on how to properly wear a bicycle helmet. • Cadets must earn another certification approved by RUHS related to public health and safety.
	Public Safety Physical Fitness Award - Cadets must complete the requirements for the Law Enforcement Exploring Physical Fitness Proficiency Award .
	Completed 4 years of PSA - Cadets must meet or exceed (1) CPA requirements (e.g., GPA, attendance, internship, capstone project, etc.) and (2) SOP (e.g., uniform, events, professionalism, etc.).
	Completed 3 years of PSA - Cadets must meet or exceed (1) CPA requirements (e.g., GPA, attendance, mentorship, etc.) and (2) SOP (e.g., uniform, events, professionalism, etc.).
	Completed 2 years of PSA - Cadets must meet or exceed (1) CPA requirements (e.g., GPA, attendance, etc.) and (2) SOP (e.g., uniform, events, professionalism, etc.).
	Completed 1 year of PSA - Cadets must meet or exceed (1) CPA requirements (e.g., GPA, attendance, etc.) and (2) SOP (e.g., uniform, events, professionalism, etc.).

CHAIN OF COMMAND

Outlines the leader’s authority and responsibility; it is vital for accurate communication and the effective completion of objectives by addressing those senior, less senior, and/or equal to your role.

- PSA staff, cadets, and parents/guardians are expected to follow the Chain of Command.
- Cadets are to respect adults and cadet leaders; respect the rank!
- Cadets will address adults as Sir or Ma’am or by their title.
- Cadets may only disregard directions if it will place you and others in danger or are illegal.
- Cadets with concerns will write a [memorandum](#) to the Academy Coordinator after an event.
- Class time is for learning, not for PSA business, unless the instructor initiates.
- All PSA business/questions must include the Academy Coordinator in the process.
- Failure to follow the Chain of Command may result in a consequence or removal from PSA.

Cadet Leadership: Cadet ranks, as used in public safety, are assigned for leadership purposes, and are intended to accomplish specific objectives and the enhancement of the academy.

- Minimum qualifications include a cadet’s adherence to CPA and SOP.
- Cadets are appointed by the PSA staff after an evaluation, which may include an essay, application, and/or oral interview. Academy Coordinator may appoint cadets to vacant positions.
- Cadets execute directions from PSA staff and business partners.
- Cadets must fulfill the duties listed under their rank, lead by example, and be courteous.
- Cadets must continue to comply with CPA and SOP requirements to keep their rank.
- Cadet leaders are *at will*, may be replaced at any time.

Cadet Organization Chart

								Academy Leader <i>Captain</i>							
Senior Class Leader <i>Lieutenant</i>				Junior Class Leader <i>Lieutenant</i>				Soph. Class Leader <i>Lieutenant</i>				Fresh. Class Leader <i>Lieutenant</i>			
1 st Platoon <i>Sergeant</i>		2 nd Platoon <i>Sergeant</i>		1 st Platoon <i>Sergeant</i>		2 nd Platoon <i>Sergeant</i>		1 st Platoon <i>Sergeant</i>		2 nd Platoon <i>Sergeant</i>		1 st Platoon <i>Sergeant</i>		2 nd Platoon <i>Sergeant</i>	
Squads <i>Corporals</i>		Squads <i>Corporals</i>		Squads <i>Corporals</i>		Squads <i>Corporals</i>		Squads <i>Corporals</i>		Squads <i>Corporals</i>		Squads <i>Corporals</i>		Squads <i>Corporals</i>	

Academy Leader

- Senior, Junior, or Sophomore; one Captain for the academy.
 - Met or exceeded CPA and SOP the previous years.
 - Proven to peers, staff, and business partners of their leadership qualities and character.
 - May serve for one year.
 - Work daily with the Academy Coordinator to maintain and develop the academy.
 - Responsible for the academy, as well as Academy PIO/Club President*.

Class Leader

- Senior, Junior, Sophomore, and Freshmen; one Lieutenant for each class.
 - May serve for a semester or year.
 - Responsible for the class, as well as class PIO*.
 - Welcome and write the guest’s Name, Rank/Title, and Agency on the whiteboard.
 - Meet with the instructor daily and prepare the class for the period or event.
 - Report the class’s daily attendance (absences and/or tardies) to the instructor.
 - Collect and turn in documents from the class to the instructor.
 - Responsible for all the class’s documents and records.

1st Platoon Leader

- Senior, Junior, Sophomore, and Freshmen; one Sergeant for each class.
 - May serve for a semester or year.
 - Responsible for 1st Platoon, as well as assume Class Leader in their absence.
 - Prepare the platoon for the day (instruction, inspection, physical training, events, etc.).
 - Report the platoon's daily attendance (absences and/or tardies) to the Class Leader.
 - Collect and turn in documents from the platoon to the Class Leader.
 - Distribute handouts to the Squad Leaders.
 - Responsible for equipment (inspection, setup, take down, maintenance, and the return of all equipment for storage) and its documentation.

2nd Platoon Leader

- Senior, Junior, Sophomore, and Freshmen; one Sergeant for each class.
 - May serve for a semester or year.
 - Responsible for 2nd Platoon.
 - Prepare the platoon for the day (instruction, inspection, physical training, events, etc.).
 - Report the platoon's daily attendance (absences and/or tardies) to the Class Leader.
 - Collect and turn in documents from the platoon to the Class Leader.
 - Distribute handouts to the Squad Leaders.
 - Responsible for equipment (inspection, setup, take down, maintenance, and the return of all equipment for storage) and its documentation.

Squad Leader

- Senior, Junior, Sophomore, and Freshmen; one Corporal for each squad.
 - May serve for a quarter, semester, or year.
 - 1st Squad Leader assumes the responsibilities of their Platoon Leader in their absence.
 - Assist their Platoon Leader as needed.
 - Responsible for their squad's conduct for instruction, inspection, physical training, etc.
 - Report their squad's daily attendance to their Platoon Leader.
 - Collect and turn in documents from their squad to their Platoon Leader.
 - Distribute handouts and maintain copies for absent cadets from their squad.
 - Accompany the inspecting leader during their squad's inspection and take notes.

Public Information Officer

- Academy and Class Leaders*
 - May serve up to one school year.
 - Report directly to the Academy Coordinator.
 - Take photographs of their class and PSA.
 - Notify business partners and community about events and accomplishments.
 - Assist in maintaining the 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 PSA's Club Officers (President, Treasurer, and Secretary must be from the senior, junior, and/or sophomore class).
 - President: Spokesperson for PSA; Academy Leader.
 - Treasurer: Class Leader; maintain and document PSA and club funds and manage fundraisers.
 - Secretary: Class Leader; take and maintain PSA and club records.
 - Representative: Class Leader(s) not represented above.

Adult and Academy Organization Chart

California Partnership Academies	Governs and funds PSA through the CA Education Code. CPA staff provide guidance with academy compliance.
PSA Advisory Committee	Required by CPA, governs PSA's operations as it relates to public safety college and career instruction and preparation.
Ms. Karen Dimick, Ed.D.	Director of College & Career Readiness District liaison and administrator for all CCR/CTE programs.
Mr. Omar Tinoco	Principal Responsible for high school operations and compliance.
Mr. Kai Lyles	Assistant Principal (Athletics and CTE) Handles cadet concerns and questions after the cadet has met with the instructor/teacher, coordinators, and/or counselor. Handles instructor concerns and questions after the instructor has met with the Academy Coordinator.
Ms. Paulina Tuscano	School Resource Officer/Police Officer, Desert Hot Springs Police Department PSA Advisor
Mr. Eric Huber	Academy Coordinator Instructor CTE (9th-12th) and Dual Enrollment (10th-12th) and SkillsUSA Advisor Responsible for the management of the academy and ensures CPA and SOP requirements are met. Handles cadet, parent/guardian, and instructor academy business and questions.
Mrs. Christine Becerra	Co-Coordinator Instructor Science (9th in 24-25) (10th-11th), Freshmen Advisor, SkillsUSA Assistant Advisor, and Every 15 Minutes Coordinator Assist with the management of the academy and ensure CPA and SOP requirements are met.
Mr. Sam Cucciniello	Work Based Learning Coordinator Manages work permits and work experience, internships, Affiliate Agreements, and recruits business partners.
Ms. Juldene Sims	Counselor (students N-R) PSA Liaison to counseling and handles cadet academic and personal questions not covered by coordinators and instructors.
<i>PSA Instructors handle cadet questions not covered by the coordinators and counselor regarding the instructor's classroom structure and assignments.</i>	
Mr. Scott Chariton	Instructor World History (10th) and Psychology (12th) PSA Senior Advisor
Mr. Derrick Perez	Instructor English (10th and 11th) PSA Sophomore Advisor
Mr. Demitrious Sinor	Instructor U.S. History (11th) PSA Junior Advisor
Classroom Teachers (Non-PSA) handle cadet questions (not covered by the PSA staff) regarding the teacher's classroom structure and assignments.	
Cadet Organization Chart	

EQUIPMENT

May be used by or issued to cadets and PSA staff. The following applies to cadets, parent/guardian, and PSA staff:

- Sign-out electronically and check-in issued equipment with the PSA CTE Instructor's approval.
- Use only assigned or issued equipment (books, clothing, tools, etc.).
- Must demonstrate safety by using the proper equipment and personal protective equipment (PPE), as well as by following the uniform and grooming standards.
- May handle equipment only with permission from the instructor.
- No horseplay or unsafe behavior when using equipment; use the equipment for the assigned task and for what it was intended for.
- If anyone becomes hurt or injured, notify PSA staff **IMMEDIATELY!**
 - At the earliest time and when it is safe to do so, complete an Injury Report and notify the Academy Coordinator.
- Be responsible for maintaining and caring for equipment.
- Report damaged or lost equipment; memorandum required.
- 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 equipment in the condition it was issued.
 - Inspect for damage and cleanliness, restock used materials, and then return the equipment to its correct location.
- Regularly inventory and maintain all equipment. Conducted by cadets and the PSA CTE Instructor; discrepancies must be immediately reported.
- Report, inventory, and document if the equipment cabinets are left or found open or unlocked, prior to the end of the class period and/or before the end of the school day. Discrepancies must be immediately reported.

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.

UNIFORM

Cadets are required to wear the approved uniform and will be issued a belt, uniform shirt, jacket, and/or ribbon(s) and rank. The jacket and cover (hat) may be used with any uniform classification. Also refer to the Cadet Handbook for uniform and grooming specifications. Cadets are responsible for notifying the Academy Coordinator if they are unable to obtain these items.

- Cadets are required to obtain the approved, also refer to [Appendix B](#):
 - Seniors: PSA and COD EMS t-Shirt, nameplate, pants, and boots.
 - Juniors and Sophomores: PSA t-Shirt, nameplate, pants, and boots.
 - Freshmen: PSA t-Shirt (at the direction of the Academy Coordinator)
- 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/t-shirt always tucked in.
- Cadets are to remove their cover while inside buildings.
- Cadets are not to wear their rank insignias while at mentorships, internships, and on ride-alongs.
- Cadets are required to stand at attention and participate during the National Anthem or Pledge of Allegiance.
- Cadets are not to engage in public displays of affection, such as kissing, holding hands, etc.
- Cadets are required to maintain grooming standards and professionalism.
- Cadets are required to cover up their uniform when going to and from events and school.
- Cadets will not wear the uniform in public outside of PSA events.

Class A: Primary uniform, worn by seniors, juniors, and sophomores.

- Issued uniform shirt (light blue button-down) with patch(s), nameplate (silver with blue first initial and last name), ribbon(s), and rank 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 socks (must be above the top of the boot)
- Plain black leather boots with rubber sole, able to hold a shine, and no steel toe or shank.

Class B: Worn for specific occasions by seniors, juniors, and sophomores (freshmen as directed).

- PSA t-Shirt
- Navy 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 seniors, juniors, and sophomores (freshmen as directed).

- PSA t-Shirt
- Plain navy athletic shorts or sweatpants.
- Plain white socks
- Plain athletic shoes with laces (non-bright colors)

Appropriate Clothing: For safety and professionalism, all cadets are required to wear appropriate clothing at school and at events when not in uniform. If not, cadets will not participate in the event and may receive a consequence(s).

- Cadets must wear closed-toe and closed-heel shoes.
- Cadets must cover intimate body parts.
- See-through clothing and bare abdomens are prohibited.

Grooming: While in uniform, using equipment, and during events, physical training, and skills, cadets are required to adhere to public safety (military) grooming standards for safety, the proper use of personal protective equipment (PPE), and professionalism. Refer to PSA Cadet Handbook.

- 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.
- 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.
- Tattoos must always be covered.

Males: Hair will not be higher than 2 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 (if the color/dye on your hair is noticeable, it is unacceptable). Cadets will be clean-shaven; a mustache may be worn if neatly trimmed and not extended passed the upper lip or be wider than the center of the lips.



Females: Hair will not be higher than 2 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 (if the color/dye on your hair is noticeable, it is unacceptable). Hair will be neatly and inconspicuously secured with small plain black or navy ties (large hair ties or clips are unacceptable). The length of the hair should not hinder a cadet's performance or present a safety risk. Hair may be worn in either of two ways:

- a. Bun, in public safety/military style; no loose hair and a hair tie must be unseen.
- b. Short, in public safety/military style; hair cannot fall over/below the shirt collar.










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

Cadet Uniform Purchases

Cadets are required to wear the approved uniform and will be issued a belt, uniform shirt, jacket, and/or ribbon(s) and rank. Cadets are required to obtain the approved PSA t-shirt, nameplate, pants, and boots. In addition, seniors are required to obtain the approved COD EMS t-shirt. Cadets are responsible for notifying the Academy Coordinator if they are unable to obtain these items.

- Prices may change at any time due to the vendor's materials and labor costs. Large one-time orders reduce individual item costs.
- Cadets who drop or are dropped, must return their cover (cap) and PSA t-shirt. They will be reimbursed half the cost of each item.

<p>Cover (Cap) Optional, but required for some mentorships and internships; good for the desert's weather; only cover allowed. PSA will order and pick up; one size fits all. Cost: \$16.00</p>	
<p>PSA T-Shirt Versions may vary. New cadets will receive one t-shirt with PSA Club dues payment. PSA will order and pick up; cadet's size needed. Cost: \$11.00</p>	
<p>COD EMR T-Shirt Worn senior year during the EMR course. It may be used at COD's EMS Academies. One is required; PSA will order and pick up; cadet's size needed. Short Sleeve: \$13.00 (Sm-XL) and \$15.00 (2XL+) Long Sleeve: \$15.00 (Sm-XL) and \$17.00 (2XL+)</p>	
<p>Nameplate Worn on the uniform shirt (must have 1st initial and last name). Sophomores will receive one nameplate with PSA Club dues payment. PSA will order and pick up. Cost: \$13.00</p>	
<p>Pants Dickies #874 <i>Dark navy work pant / original fit / flex / male style with 4 pockets</i> Cadet will purchase. Approximate Cost: \$18.00 to \$35.00</p>	
<p>Boots Plain black leather. Able to hold a shine, no steel toe or shank, can be all leather or as shown. Cadet will purchase. Approximate Cost: \$25.00 to \$60.00</p>	
<p>Athletic Shorts or Sweatpants</p> <ul style="list-style-type: none"> • Plain navy-blue athletic shorts with a drawn string. All PT shorts must fit properly at the waist and be above the knees. • Plain navy-blue cotton sweatpants with an elastic waistband and elastic ankle cuffs. <p>No pockets, stripes, or logos. The sweatpants are optional (athletic shorts and/or sweatpants). Cadet will purchase. Approximate Cost: <i>Varies</i></p>	

DISCIPLINE

All forms of discipline may affect a cadet's CTE/PSA credits and grade, eligibility to earn certificates and awards, participate in Cadet Leadership and events, as well as 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.

Physical Discipline: Push-ups, sit-ups, running, etc. may be given to mirror law enforcement and fire academies' preparation and discipline. Cadets will be given the choice of physical discipline in lieu of documented disciplinary action when offered by PSA staff.

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.

Memorandum: May be used as a form of discipline. First, they require extra effort by the cadet, which is a form of discipline. Second, it gives the cadet a chance to reflect on and explore the nature of the infraction, thus fully understanding the need for such policies, procedures, and/or requirements; refer to [Appendix C](#). Include PSA staff.

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.

Demotion/Ineligibility: Unable to hold a Cadet Leadership position and/or participate in events. Includes PSA staff review and possible parent/guardian contact.

Detention or Saturday School: May occur during lunch, before and/or after school, and/or served at Saturday School. May be assigned when a cadet is absent, attendance falls below 80%, etc. Includes PSA staff review and parent/guardian contact.

Referrals: May be issued in situations when a cadet's behavior needs immediate attention by the administration. Possible ineligibility to hold a Cadet Leadership position 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 SOP and syllabus.
- Failure to adhere to the California Partnership Academies Program Grant and Standard Operating Procedures (policies, procedures, and/or requirements).
- Failure to demonstrate safety, professional behavior, leadership, teamwork, and/or integrity.
- Violations of federal or state laws and/or PSUSD 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 above. However, removal is not automatic, it is reviewed on a case-by-case basis. Includes PSA staff review and parent/guardian contact.

MEMORANDUM

Date: January 01, 20XX *Date Written*

To: Academy Coordinator Huber *Who is the memorandum directed to?*

From: John Doe *Cadet's First and Last Name*
Cadet 20XX *Rank and Class*

Subject: Sample Memorandum *What are you writing about or asking?*

On January 1, 20XX, at approximately 1530 hours, Academy Coordinator Huber directed me to prepare a memorandum for the Public Safety Academy Class 20XX being conducted at Desert Hot Springs High School.

A memorandum is used as a form of discipline and training, as well as to inform others. First, they require extra effort by the cadet, which is a form of discipline. Second, it gives the cadet a chance to reflect on and explore the nature of the infraction, thus fully understanding the need for such policies, procedures, and/or requirements. As a training tool, it helps to teach the cadet a structured, methodical, and public safety method of writing. Last, it helps to inform others of situations that they were not present. State your reason for being absent, not having your equipment, injury reports, issues of concern, ideas to better our academy, or respond to what you have been asked to write about.

All memorandums are to be handwritten in all capital letters with one-inch margins. A memorandum is to be printed on lined white college rule paper (8½" x 11") for freshmen and sophomores and plain white paper (8½" x 11") for juniors and seniors using black ink. It will include the date and time the memorandum was assigned, who assigned it or directed to, and the purpose of the memorandum. The memorandum will be single spaced between lines with one blank line between each paragraph. Proper spelling, grammar, and punctuation are essential. They will be one page in length unless indicated. Be sure to answer who, what, when, where, and why, in the details of the memorandum. A memorandum will also include a closure or status paragraph indicating how the infraction is to be resolved, or what is the next step or required. A signature block is required at the end of the memorandum and will be assigned with an original signature in black ink. The signature block will be left justified, about three lines below the last paragraph. All memorandums are required to be turned in at the beginning of the next course meeting, unless indicated. It is recommended that you keep a copy of all assigned memorandums.

A memorandum is an important training tool for cadets of any public safety academy. View it as an opportunity to learn.

Signature (cursive writing)

First and Last Name
Cadet 20XX

STANDARD OPERATING PROCEDURES SIGNATURE PAGE

Season and Current Year

Please initial by each lettered item. Do not write in the right column.

Cadet Initials	Parent / Guardian Initials	<p>The lettered items below are required to remain in PSA and to receive the following:</p> <ul style="list-style-type: none"> • Certificates and/or Awards • Graduation Stole • Consideration for Leadership and/or Letter of Recommendation • CA Dept. of Edu. College and Career Indicator/Readiness Completer Status
		A. Enrollment: Voluntary by Cadet (Student).
		B. Enrollment: Permission by Parent/Guardian.
		C. Documents to be completed and turned in this year: <ul style="list-style-type: none"> <input type="checkbox"/> College of the Desert Dual Enrollment Syllabus Signature Page (online) <input type="checkbox"/> PSA Course Syllabus Signature Page <input type="checkbox"/> PSA Standard Operating Procedures Signature Page <input type="checkbox"/> Medical History Form <input type="checkbox"/> Proof of Personal Medical Insurance <input type="checkbox"/> PSA Senior Exit Survey (online)
		D. Attendance: 1 st Semester complete no less than 80% (10 th -12 th).
		E. Attendance: 2 nd Semester complete no less than 80% (10 th -11 th grade). Attendance: 2 nd Semester successfully graduate after the 12 th grade.
		F. Credits/Grade: 1 st Semester complete min. 90% of credits (2.2 GPA), no "Fs".
		G. Credits/Grade: 2 nd Semester complete min. 90% of credits (2.2 GPA), no "Fs".
		H. PSA Courses to be completed this year: <ul style="list-style-type: none"> <input type="checkbox"/> 09th Grade: CTE & Science <input type="checkbox"/> 10th Grade: CTE, World History, English, & Science <input type="checkbox"/> 11th Grade: CTE, U.S. History, English, & Science <input type="checkbox"/> 12th Grade: CTE & Psychology
		I. 12 th Grade Capstone Course/Project: Pass EMR with an 80% minimum and First Aid/CPR/AED with an 84% minimum to earn COD's dual enrollment credit and certification.
		J. 11 th Grade Mentorship: Complete minimum of 10 hours (approved by PSA) and required documents. 12 th Grade Internship: Complete minimum of 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 (<i>competing is optional</i>)
		M. Safety and Professional Behavior/Conduct <ul style="list-style-type: none"> • <u>CTE PS Standard 6.0</u>: 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. • <u>CTE PS Standard 8.0</u>: Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions, when possible, consistent with applicable laws, regulations, and organizational norms. • <u>CTE PS Standard 9.0</u>: 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 <ul style="list-style-type: none"> • <u>CTE PS Standard 7.7</u>: Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession. • Approved by CA Education Code and CA Partnership Academies Program Grant. • Approved and required by the PSA Advisory Committee and SkillsUSA.
		O. Equipment used or issued must be checked out and then returned in good condition and working order.

My initials and signature indicate I have read, understand, and will follow the CPA Program Grant, SOP, syllabi, and Cadet Handbook.

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

Cadet Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____