

STANDARD OPERATING PROCEDURES

Revised 07.22.2023



PREPARE • SERVE • ACHIEVE

These Standard Operating Procedures (SOP) document the program plan for Desert Hot Springs High School’s Public Safety Academy to prepare cadets for interactions and future opportunities in public safety. These SOPs comply with the California Partnership Academies Program Grant, California Career Technical Education Model Curriculum Standards, as well as California Law and are approved by PSA’s Advisory Committee.

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Summary

The Public Safety Academy (PSA) is a 3-year full-time high school college and career readiness program emphasizing criminal justice, 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 and located on the campus of Desert Hot Springs High School. 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 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

Purpose Statement

[California Partnership Academies'](#) (CPA) 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.

Vision Statement

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.

Mission Statement

PSA's mission in collaboration with our business partners is to provide experiences that ensure each cadet graduates high school with character, communication, 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, a mentorship, and an internship.

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

Advisory Committee

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

Recruitment and Application Process

Includes PSA's website and brochure, PSUSD and DHSHS recruitment events for middle schools and high schools, as well as word-of-mouth. The application process below is documented in *Become a PSA Cadet*. 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. 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. PSA is open to students from within and outside PSUSD, interested students need to speak with their counselor or PSA's counselor.

Qualifications

Students must:

- Voluntarily apply with parent or guardian permission.
- Be 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.)
- 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.)
- Be able to demonstrate integrity, honesty, respect, and a work ethic.
- Be able to participate and complete law enforcement, fire, and medical entry level academics and skills.
- Be able to follow policies, procedures, and requirements.
- Be able to purchase the required t-shirts (2), name tag, cap, pants, and boots.
- Be able to complete 90% of credits, with no "Fs", in all 6 periods for both semesters each year.
- Be able to complete no less than 80% attendance, over all 6 periods for both semesters each year.

Application Steps

1. Review the PSA website and attachments (Standard Operating Procedures, etc.)
2. Students and parents or 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 or guardian permission.
4. Students and parents or guardians complete the online [Application](#) (Google Form).
5. Students need to speak with their counselor and the PSA counselor.
6. Students may be interviewed by PSA staff and cadets.
7. Once accepted, the final step is to complete with signatures the Standard Operating Procedures Signature Page and the PSUSD Medical Form.

Social Media

Website: www.psadhshs.us Facebook: PSA DHSHS
Instagram: [psa_dhshs](https://www.instagram.com/psa_dhshs) Twitter: @psadhshs

Policies, Procedures, and Requirements

Chain of Command

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

- 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.
- 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 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 policies, procedures, and requirements.
- Cadets are appointed by the PSA staff after an evaluation, which may include an essay, application, and/or oral interview. PSA coordinator(s) may appoint cadets to vacant positions.
 - Cadets execute directions from PSA staff.
 - Cadets follow the duties listed under their position.
 - Cadets are to lead by example and fulfill their duties to the best of their ability.
 - Cadets are expected to be courteous.
 - Cadets must have passing grades in all 6 periods to keep their rank.
 - Cadet leaders are *at will*, may be replaced at any time.
- Rank:
 - Seniors – Will have one Captain, one Lieutenant, and Sergeants.
 - Juniors and Sophomores – Will have Sergeants and Corporals.
 - Freshmen – Will not wear rank insignias but will rotate through the positions.

Class Leader

- *Seniors, one Captain*
- *Juniors and Sophomores, one Sergeant each.*
 - May serve for a semester or year.
 - Responsible for the class and 1st Platoon, as well as assume class PIO in their absence.
 - Prepare the class for instruction, inspection, physical training, events, etc.
 - Report the class's daily attendance (absences and/or tardies) to the instructor.
 - Welcome and write the guest's Name, Rank/Title, and Agency on the whiteboard.
 - Assign cadets, as needed, for the care and organization of the classroom.

Assistant Class Leader

- *Seniors, one Lieutenant*
- *Juniors and Sophomores, one Sergeant each.*
 - May serve for a semester or year.
 - Responsible for 2nd Platoon.
 - Assume the responsibilities of the Class Leader in their absence.
 - Collect and turn in all documents from the class.
 - Distribute handouts and maintain copies for absent cadets.
 - Responsible for equipment inspection, setup, take down, maintenance, and the return of all equipment for storage. Also, document who is issued and returned the equipment.

Squad Leader(s)

- *Seniors, Sergeants*
- *Juniors and Sophomores, Corporals*
 - May serve for a quarter or semester.
 - 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)

- *Seniors, Sergeants*
- *Juniors and Sophomores, Corporals*
 - May serve for a quarter or semester.
 - 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.
 - Assist the Assistant Class Leader with documents and equipment.

Public Information Officer(s)

- *Seniors, one Sergeant*
- *Juniors and Sophomores, one Corporal each.*
 - May serve up to 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's and PSA's Club Officer(s) listed below.
 - President: Spokesperson for PSA and the senior class.
 - Treasurer: Spokesperson for the junior class; assume the responsibilities of the president in their absence and maintain PSA and club funds and manage fundraisers.
 - Secretary: Spokesperson for the sophomore class and takes and maintains PSA and club records.
 - Representative: Spokesperson for the freshmen class.

Adult Leadership/PSA Staff

TBA

- PSUSD Director 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.

TBA

- School Resource Officer, Desert Hot Springs Police Department
 - PSA Advisor

Mr. Eric Huber

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

Mrs. Christine Becerra

- Co-Coordinator
- Science (10th-11th)
- SkillsUSA Co-Advisor and Every 15 Minutes Coordinator
 - Share responsibilities with Academy Coordinator.

Mr. Sam Cucciniello

- Work Based Learning Coordinator
 - Manages site work permits and work experience, all site internships, Affiliate Agreements, and recruit business partners.

Ms. Juldene Sims

- Counselor (students N-R)
 - PSA Liaison to Counseling

Mr. Scott Chariton

- World History (10th) and Psychology (12th)
- PSA Senior Advisor

Mr. Derrick Perez

- English (10th and 11th)
- PSA Sophomore Advisor

Mr. Demitrious Sinor

- U.S. History (11th)
- PSA Junior Advisor

Club Dues

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 expenditures that are not covered by PSA's other funding sources.

- Dues are \$10.00 for freshmen and \$20.00 for seniors, juniors, and sophomores per year.

Equipment

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

- 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.).
- Be responsible for maintaining and caring for equipment.
- Report damaged or lost equipment.
- 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.

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:

- 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.
- Have permission from 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 imputing hours and uploading earned certificates.
- Attend community service outside of school hours.
- Notify the PSA coordinator(s) and the adult in charge, as soon as possible, if the cadet is no longer available to participate.

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 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 classes.

- Cadets are required to complete the PSUSD Medical Form and must be covered by personal medical insurance. Cadets must have a copy of their medical insurance policy.

Safety

- Cadets must demonstrate safety by using the proper equipment and personal protective equipment (PPE), as well as by following the uniform and grooming policies and 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, and/or ribbon(s). The jacket and cover (hat) may be used with any uniform classification. *Cadets are responsible for notifying the Academy Coordinator if they are unable to obtain these items.*

- Cadets are required to obtain the approved:
 - Seniors: PSA and COD EMS t-shirt, name tag, pants, and boots.
 - Juniors and Sophomores: PSA t-shirt, name tag, pants, and boots.
- 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 not to wear their rank insignias while at mentorships, internships, and on ride-alongs.
- Cadets are required to cover up their uniform when going to and from events and school.
- 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 will not wear the uniform in public outside of PSA events.
- Cadets are required to maintain grooming standards and professionalism.

Class A:

Primary uniform, worn by seniors, juniors, and sophomores.

- Issued uniform shirt (light blue button-down) with patch(s), name plate (silver with blue first initial and last name), chords, and 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 or white socks (must be passed the top of the boot)
- Plain black leather boots (able to hold a shine)

Class B:

Worn for specific occasions by seniors, juniors, sophomores, and 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 white socks
- Plain athletic shoes with laces (non-bright colors)

Class C:

Worn during physical training (PT) by seniors, juniors, sophomores, and 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, 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 and cover intimate body parts.
- See-through clothing and bare abdomens are prohibited.

Staff Clothing

PSA staff are expected to wear the staff shirt with plain blue jeans or causal 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.
- Tattoos must always be covered.

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. Cadets 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 and hung down the center of the back; length will not extend past the bottom of the shoulder blades while at the position of attention; and not wider than the width of the head.

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.

- 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 policies, procedures, and/or requirements.
 - Failure to demonstrate safety, professional behavior/conduct, 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 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 attend classes as a grade level team and use 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.

Academics: Course grades 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 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 Program Grant, as well as continued enrollment in PSA. Cadets need "C's" or higher to be compliant with a-g requirements for colleges and universities.

Attendance: All 6 periods are calculated for the CPA Program 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.

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.

- Record and at the instructor's discretion.
- When possible, the grading will include the following:
 - Participation 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%

Drop Policy

It is the 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 Academy Coordinator and provide a reason.
- Must complete and meet all requirements set by the Counseling Office.
 - Need their parent/guardian's signature.
- However, if a cadet earns less than 70%, 80% academics and 84% skills in EMR, 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

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 be turned off or on silent 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 yourself; 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 your hand prior to speaking clearly, looking up when speaking, wearing appropriate clothing, and completing all work to the best of your ability on time.

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

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 accommodation 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 your instructor after class. Also make an appointment with the Academy Coordinator.

Course Sequence

Desert Hot Springs High School's College Prep courses have been approved by the University of California system. That means that the students who successfully complete these courses with grades of 'C' or above, meet the course requirement to be accepted at a University of California or California State University school. Students who plan to go directly to university cannot receive D's or lower on these classes without it impacting their ability to graduate on time. *DHSHS, students must earn 225 credits to receive a diploma. Students must maintain a minimum grade point average (GPA) of 1.15 or better.

The shaded boxes 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 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 the CPA Program Grant (CA Education Code) to take the shaded boxes (courses) to remain in PSA. There are NO substitutions or options.

UC/CSU (a-g) and Graduation Requirements

<i>Subject Area</i>	<i>UC/CSU (a-g)</i>	<i>DHSHS</i>
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

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 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>
PE 1	<i>Art, Elective, PE 2, or World Language</i>	<i>Art, Elective, PE 2, or World Language</i>	Psychology (G)

10th Grade Academic (Non-CTE) Courses

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 Academic (Non-CTE) Courses

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 the 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 Academic (Non-CTE) Courses

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 CTE Courses

10th Grade - Intermediate/Concentrator (Primary Course)

Principles of Emergency Services 1A and 1B

Princ Emrgncy Servc 1A and 1B / FIRE001A and FIRE001B

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 Grade - Intermediate/Concentrator (Primary Course)

Introduction to Criminal Justice

Introd Crim Justi / CJ001

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 Grade - Advanced/Capstone (Primary Course)

Emergency Medical Responder 1A and 1B

EMR1A and EMR1B / EMR080A and EMR080B

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

CTE G-Electives (non-Dual Enrollment) Courses

9th Grade - Beginning/Introductory (Primary Course)

Public Safety – Introduction

Public Safety Intro / 5489L

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 Grade - Intermediate/Concentrator (Backup Course)

Public Safety – Fire Technology

Public Safety Fire Tech / 5491L

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 Grade - Intermediate/Concentrator (Backup Course)

Public Safety – Criminal Justice

Public Safety Crim Justi / 5492L

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 Grade - Advanced/Capstone (Backup Course)

Public Safety – Emergency Medical Responder

Public Safety EMR / 5493L

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, as well as on weekends; and during breaks) and does 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, training, and competitions for the season. Unprofessionalism may result in a consequence.

- **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 Program 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 Leadership, certificates, and awards; prepare cadets for public safety college and career opportunities; as well as pass CTE/PSA courses and remain in PSA. Also refer to Appendix B – Standard Operating Procedures Signature Page.

Cadets will be evaluated in the following areas: certifications, competitions, academics, skills, mentorships, internships, leadership, teamwork, training, participation, professional behavior/conduct, safety, uniform, as well as 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, 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

Cadets may earn certificates and/or awards 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. Certifications with an “*” are currently available.

- Uniform Ribbons – Refer to Appendix A.

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 (adherence to all policies and procedures), as well as met all CPA Program Grant requirements and CTE Standards. Extra credit will not be accepted for missing work.

Certifications:

• Basic Life Support Provider (AHA)*	• Pedestrian & Bicycle Safety (RUHS Public Health)*
• First Aid/CPR/AED (AHA)*	• and Train-the-Trainer (RUHS Public Health)
• Bleeding Control Basic v1.0 (DRCM)*	• CyberPatriot
• and Train-the-Trainer (DRCM)*	• Drone Operations
• Emergency Medical Responder (COD)*	• Robotics: Search and Rescue
• VolunTEEN Services (DRMC)	• SkillsUSA*
• Every 15 Minutes (CHP)	• PSUSD CTE Ambassador*
• Incident Command Systems: IS-100, 200, 700, 800, 5a, 904, 905, 907 (FEMA-online)*	• Law Enforcement or Fire Explorer Programs (issued by the respective agency/department)
• Community Emergency Response Team	

Business Partners

- Are required by the CPA Program Grant.
- PSUSD requires all business partners to complete the Affiliate Agreement and Fingerprint Agreement and be approved by the Board of Education.
- The site Work Based Learning Coordinator manages cadet internships and Affiliate Agreements and recruit business partners.

Graduate Follow Up

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

Funding and Current Budget

- PSA is required to submit a Budget Proposal annually to the state explaining how the requested funds will be spent for the specific year.
 - An End-of-Project Financial Expenditure Report is also submitted annually.
- PSA is required to submit an Operating Budget each year to the PSUSD CTE Office explaining the state's proposed budget and what additional funds are required to operate the academy for one year.

Primary Sources

- California Partnership Academy 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
- Perkins V Grant (10th-12th grade)
- Local Control Funding
- Site Funds

Donations

PSA has a site United Student Body Club account for expenses 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 kept by cadets (caps, t-shirts, etc.).








Curriculum

- Tenth-Twelfth grade textbooks are replaced through the PSUSD's textbook fund (not the CPA Program Grant) every three years for the dual enrollment courses as needed and per the MOU with College of the Desert.
- Ninth grade uses online curriculum, which is paid for by PSUSD's CTE Office.

ACHIEVEMENT / RETENTION RIBBONS

Expectations

1. Cadets are expected to maintain their competency and demonstrate their knowledge with others and their peers.
2. Ribbons are awarded. Ribbons may also be removed for not demonstrating the expectations associated with the ribbon(s).
3. Cadets who successfully complete PSA and graduate their senior year, will retain their ribbons, and wear it on their PSA Stole.

	Scouting's Eagle or Gold Award Recognition <ul style="list-style-type: none"> • Cadet must earn the top award in Boy Scouts or Girl Scouts of America; issued by Scouting.
	Cadet(s) of the Year <ul style="list-style-type: none"> • Cadet must meet and exceed (1) all academic and training requirements each year and (2) be voted by their peers, PSA staff, and business partners for their outstanding character and dedication. Usually given senior year.
	Law Enforcement Explorer and Fire Explorer (w/ Maltese Cross) <ul style="list-style-type: none"> • Cadet must all be an active member of a Law Enforcement or Fire Explorer Program; issued by the Explorer Advisor. May only be worn if an active member of an Explorer Program in good standing.
	PSUSD CTE Ambassador / Representative <ul style="list-style-type: none"> • Cadet must apply, interview, and be selected for the PSUSD CTE Ambassadorship and complete their term of ambassadorship in good standing.
	Academic Achievement <ul style="list-style-type: none"> • Cadet must earn an overall GPA of 3.5 or higher in all their courses for an academic year.
	Perfect Attendance <ul style="list-style-type: none"> • Cadet must have attendance at every scheduled class meeting during the preceding academic year.
	Community Service <ul style="list-style-type: none"> • Cadet must complete 100 hours of approved outside of school and related to public safety community service.
	SkillsUSA <ul style="list-style-type: none"> • Cadet must attend meetings and trainings, demonstrate leadership qualities, and compete at the regional, state, and/or national level(s) related to leadership or public safety.
	PSUSD CTE Showcase <ul style="list-style-type: none"> • Cadet must conduct the research and present in the Showcase.
	CyberPatriot (CURRENTLY NOT IN USE) <ul style="list-style-type: none"> • Cadet must attend meetings and trainings and compete at the regional, state, and/or national level(s).
	Completed 4 years of PSA <ul style="list-style-type: none"> • Cadet must meet or exceed PSA's policies and procedures (e.g., uniform, events, and professionalism). • Cadet must meet or exceed CPA Program Grant requirements (e.g., GPA, attendance, internship, and capstone project).
	Completed 3 years of PSA <ul style="list-style-type: none"> • Cadet must meet or exceed PSA's policies and procedures (e.g., uniform, events, and professionalism). • Cadet must meet or exceed CPA Program Grant requirements (e.g., GPA, attendance, and mentorship).
	Completed 2 years of PSA <ul style="list-style-type: none"> • Cadet must meet or exceed PSA's policies and procedures (e.g., uniform, events, and professionalism). • Cadet must meet or exceed CPA Program Grant requirements (e.g., GPA, attendance, etc.).
	Completed 1 year of PSA <ul style="list-style-type: none"> • Cadet must meet or exceed PSA's policies and procedures (e.g., appropriate clothing, events, and professionalism). • Cadet must meet or exceed CPA Program Grant requirements (e.g., GPA, attendance, etc.).
	FEMA's National Incident Command Management System <ul style="list-style-type: none"> • Cadet must earn the following certifications: ICS 100, 200, 700, 800, 5a, 904, 905, 907
	Community Emergency Response Team <ul style="list-style-type: none"> • Cadet must complete the academic and skill requirements for FEMA's CERT training.
	Medical <ul style="list-style-type: none"> • Cadet must earn certification in First Aid/CPR/AED (Infant/Child/Adult) through ARC or AHA. • Cadet must earn "Stop the Bleed" certification.
	Safety Award <ul style="list-style-type: none"> • Cadet must earn certification in Pedestrian and Bicycle Safety from Riverside University Health System, Public Health. • *Cadet must earn certification for instructing others on how to properly wear a bicycle helmet. • or *Cadet must earn another certification approved by RUHS related to public health and safety.
	Public Safety Physical Fitness Award <ul style="list-style-type: none"> • Must complete the requirements for the Law Enforcement Exploring Physical Fitness Proficiency Award.

Standard Operating Procedures Signature Page Season and Current Year

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

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 • CA Dept. of Edu. College and Career Indicator/Readiness Completer Status • Consideration for Letter of Recommendation
		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 <input type="checkbox"/> PSA Course Syllabus Signature Page <input type="checkbox"/> PSA Standard Operating Procedures Signature Page <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% (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 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: <ul style="list-style-type: none"> <input type="checkbox"/> 09th Grade: CTE <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 10 hours (approved by PSA) and required documents. 12 th Grade 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 <ul style="list-style-type: none"> • CTE PS 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. • CTE PS 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. • CTE PS 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 <ul style="list-style-type: none"> • CTE PS Standard 7.7: 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 by or issued must be return, in good condition, and in working order.

My initials and signature indicate I have read and will follow all the policies, procedures, and requirements in PSA's Standard Operating Procedures.

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

Cadet Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____