



www.rmctc.org

The Public Safety & Security Program

CIP 43.9999

Instructor: Mark Dietrich

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Have Questions?

Contact: Mrs. Donna Henderson – School Counselor

Reading Muhlenberg Career & Technology Center

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Prices listed are subject to change.

* *Additional information about these items can be found in the Student Handbook*

It is the policy of Reading Muhlenberg CTC not to discriminate on the basis of sex, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by the Title IX, Section 504, and Title VI.

READING MUHLENBERG CAREER & TECHNOLOGY CENTER

MISSION STATEMENT

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

VISION STATEMENT

To empower Reading Muhlenberg Career & Technology Center students with the technical knowledge and skills to confidently pursue a career.

BELIEFS

- We believe in valuing the diversity of each student
- We believe education leads to opportunity
- We believe quality education starts with quality leadership
- We believe a career and technical education is a critical component of workforce development
- We believe technology is vital to learning and will help students connect with a rapidly changing world
- We believe technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands
- We believe in providing all students with a positive educational experience
- We believe students should feel proud of what they have accomplished each day
- We believe students will be provided the opportunity to achieve their highest potential
- We believe students will be provided the opportunity to acquire and cultivate leadership skills
- We believe in providing students with a safe school environment
- We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement
- We believe in encouraging students to maintain a lifelong affiliation with the school
- We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study
- We believe instruction must accommodate individual student learning styles

PUBLIC SAFETY & SECURITY – PSS

- Experience the thrill and pride of saving lives and protecting the community.
- Use the latest technology and equipment available by operating an emergency (9-1-1) dispatch system, collect evidence while investigating a crime scene, demonstrate high risk traffic stops, and more.
- Engage in lifesaving emergency medical treatment, firefighting rescue techniques, and law enforcement operations.



Job Titles – Career Pathways

29-2041	Emergency Medical Technicians and Paramedics
33-2011	Fire Fighters
33-3012	Correction Officers and Jailers
33-3041	Parking Enforcement Workers
33-3051	Police and Sheriffs Patrol Officers
33-9021	Private Detectives and Investigators
33-9032	Security Guards
33-9099.01	Transportation Security Officers
33-9099.02	Loss Prevention Specialists
43-5031	Police, Fire, and Ambulance Dispatchers

CTC knowledge transfers to college credits at:

Berks Technical Institute
Community College of Beaver County
Harrisburg Area Community College
Lackawanna College
McCann's School of Business
Pennsylvania College of Technology
Westmoreland County Community College

Student Certifications

NOCTI - National Occupational Competency Testing Institute Certification

* Protective Services

Incident Command System

Hazardous Materials First Responder Awareness

PA Essentials of Firefighting

Monadnock Defensive Tactics System (MDTS)

Personal Protection Baton Tactics (PPBT)

EMT

First Responder

Oleoresin Capsicum Aerosol Familiarization (OCAT)

Student Certifications (cont'd)

Practical & Tactical Handcuffing (PATH)
Public Safety Telecommunicator 1
BLS Healthcare Provider
NIMS IS 100, 200, 700 & 800 Series
Basic Vehicle Rescue Awareness
Emergency Response to Terrorism Basic Concepts
Recognition and Identification of Hazardous Materials
Management of Aggressive Behavior, for public safety officers (MOAB)
Heartsaver AED
Heartsaver CPR
Basic Rigging for Rope Rescue



INSTRUCTOR - Mr. Mark Dietrich

Biography

I was born and raised in Fleetwood, PA. After graduating from Fleetwood High School I joined the United States Army as a military policeman. I also served as a military police investigator and game warden in Alaska. I later attended the Pennsylvania State Police Academy. I retired as a police sergeant with the Berks-Lehigh Regional Police Dept. During my law enforcement career I worked as a D.A.R.E. office which exposed by to students and led to my becoming a teacher.

Education

Graduate of Fleetwood Area High School
Graduate of the Pennsylvania State Police Academy
Homeland Security Vocational Education I Certification – Temple University
Homeland Security Vocational Education II Certification – Temple University

Certifications & Awards

Pennsylvania Municipal Police Act 120 certification
Practical and Tactical Handcuffing instructor certification
Oleoresin Capsicum Aerosol instructor certification
Monadnock Baton Instructor certification
Self-Defense Tactics and Control instructor certification
Terrorism Awareness instructor certification
Criminal Justice Vocational Education I Certification – Temple University

Certifications & Awards cont'd

Criminal Justice Vocational Education II Certification – Temple University
APCO Public Safety Tele communicator I Certification
APCO Public Safety Tele communicator I Instructor Certification
Certified Police Forensic Artist

Work Experience

Retired sergeant with Berks-Lehigh Regional Police Department
Law enforcement Instructor Lehigh Career and Technical Institute
Substitute protective services instructor at Berks Career and Technology & Center
Police Forensic Artist
Former volunteer firefighter and ambulance technician (Fleetwood Volunteer Fire Co.)

HireDate 2007

Community Service

Health Occupations Students of America Chapter Advisor (HOSA Heroes)
American Legion Post 625 Head Baseball Coach

PUBLIC SAFETY & SECURITY

Shop Rules

Classroom

1. No student shall leave the shop without the teacher's permission and/or signed pass.
2. One student will be permitted to leave the classroom at a time.
3. The teacher will dismiss the class **NOT** the bells. All clean up jobs must be completed to the teacher's satisfaction before class is dismissed.
4. Swearing will **NOT** be tolerated.
5. Disrespect to the teacher will **NOT** be tolerated.
6. Parties are not allowed in class except those authorized by school administration.
7. All rules of the RMCTC discipline code will be strictly enforced.
8. If you are absent it is **YOUR** responsibility to obtain the makeup work.
9. Proper work uniform shall be worn daily.
10. **Teachers' desk, Cabinets and Computer are OFF LIMITS to students. FAILURE FOR THE DAY AND IN SCHOOL SUSPENSION WILL RESULT IF A STUDENT IS SEEN AT OR IN THESE AREAS. NO WARNINGS, NO EXCEPTIONS!**
11. No sitting on desks.
12. At no time should a student's head be rested on the desk. Students should be attentive at all times.
13. No gum is allowed in the shop area.

Shop & Activity Areas

1. No sitting/standing on shop half walls and benches.
2. No sitting/lounging on the physical fitness equipment.
3. No horseplay in the shop area.
4. No Food in the Shop and Activity areas.
5. Only authorized students are allowed access to the Law Enforcement, EMS, and Fire Cabinets.
6. No loitering in the Shop and Activity areas at any time.
7. Students shall be changed and in full uniform prior to the 1st period bell.
8. **The student will be liable for the retail cost of replacing any lost or damaged uniforms or equipment.**
9. All areas are to be kept clean.

I have read these rules and have had them explained. I understand the consequences for breaking these rules – be it a verbal warning, demerits in accordance with the discipline code, written reports, or being sent to the office.

Student Signature and Date

Parent/Guardian Signature and Date

Policy for Personal Belongings in the Public Safety & Security Program

When entering the Public Safety & Security program please place your belongings inside your assigned student locker. These include coats, book bags, MP3 players, cell phones and anything you may be carrying. This policy is to ensure that YOUR personal belongings are kept safe and secure.

Cell phones and MP3 players are to be turned off and placed in your lockers. Keeping them in your pockets is not acceptable. If they are seen you will be asked to turn them in to the teacher and a parent or guardian can pick them up in the main office after school.

This policy is not only for the Public Safety program but is school wide. Please follow these rules and we will have a great year.

Thank you,

Mark A. Dietrich

Public Safety & Security Instructor

I have read these rules and have had them explained to me.

Student Signature and Date

Parent/Guardian Signature and Date

Dear Parent/Guardian;

My name is Mr. Mark A. Dietrich and I am the instructor for the Public Safety & Security Program (PSS) at the Reading Muhlenberg Career and Technology Center.

Over the next few weeks I plan to call all of my students' parents/guardians in order to introduce myself and address any questions, concerns, or curiosities you may have.

I wish to welcome your son/daughter to the PSS program. The curriculum has been revised and will continually be updated with new trends in the industry. Completion of this program provides many opportunities that can lead to a very exciting and productive career.

Please fill out this form with any preferences for my calling (i.e. time, day, email, prefer to call me, speaks only Spanish, etc.), and send it back with your son/daughter. If you have any questions or concerns which you would like answered now, or if you would like to arrange for a visit, I can be reached at school at (610) 921-7300 ext. 7427 or via email at mdietrich@rmctc.org.

Sincerely,

Mark A. Dietrich

Best time to reach you: _____

Phone Number: _____

Email address: _____

Comments: _____

Student's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Public Safety & Security

Grading System

The grade you receive in the class will be based on two basic areas;

1. Work Ethics
2. Knowledge

Work Ethics This portion of your grade counts as 40% of your total grade. This grade is derived from a daily grading system. I will base your work ethic grade on a scale of 0 – 10. You will start each day with 10 points and points will be deducted according to violation to safety practices, poor workmanship, etc.

Points will be deducted for the following violations:

SAFETY VIOLATIONS

1 ST Warning	5 Points
2 nd Warning	10 Points

OTHER VIOLATIONS

10 Point Violations:	Absent Dangerous work habits Sitting at the teachers desk	3 Point Violations:	Wasting time 1 st Warning Foul Language Off Task Disruptive Behavior Wasting Materials
5 Point Violations:	No uniform / Improper uniform Wasting Time 2 nd Warning Failure to clean up Purposely destructive Improper use of tools	2 Point Violations:	Will not work with others Not reliable or dependable

Knowledge The knowledge portion of your grade is derived from test, assignment, and project averages. This will count as 60% of your grade. Tests, assignments and projects will be given at regular intervals throughout the school year. Homework assignments, which are not handed in, will count as failures. Tests, which are not made up will also count as failures. It is your job to do the assignments and be sure to take the tests.

Make up work for Absences: Students have the opportunity to make-up work due to illness/being absent from school. **PROVIDED** their absence is excused. Students must submit make-up work within the following timelines:

- One (1) to three (3) days excused absences – five (5) school days to complete assigned work.
- Four (4) or more days excused absence – ten (10) school days to complete assigned work.

All work missed through unexcused absences will be graded a zero.

Parent/Guardian Signature and Date

Student Signature and Date

PHYSICAL FITNESS

Physical training is an integral part of the Public Safety and Security program. Throughout the year, the students will be involved in physical conditioning, physical training, and basic self-defense maneuvers. The students will also be given the opportunity to use various strength and conditioning equipment and various occupational equipment.

The student's safety is the primary concern of Reading Muhlenberg Career and Technology Center. If the student is ill or has a temporary physical handicap, he/she will be dismissed from the activity. The student will still be required to participate in the activities by watching and learning, for he/she will have to perform these activities in the future.

Attached is a parental consent form for physical activity. On this form, please fill out any and all pertinent health information about your child. Detach and return to the student's instructor as soon as possible. Not having this form signed and turned in will affect the student's grade.

If you have any concerns or questions, feel free to telephone me at the Reading Muhlenberg Career and Technology Center: 610-921-7300. Thank you for your attention to this matter.

Student Name: _____

Date: _____

I/We give permission for (student name) _____ to engage in the physical training aspect of the Public Safety and Security Program at Reading Muhlenberg Career and Technology Center.

Listed below are any health or physical concerns that may hamper his/her physical training.

Asthma: _____

Heart Ailments: _____

Medications: _____

Other Health Concerns: _____

Parent/Guardian Signature: _____

Date: _____



PUBLIC SAFETY PROGRAM REQUIREMENTS AND COSTS

All students enrolled in the Public Safety & Security program at Reading Muhlenberg Career and Technology Center shall meet the following requirements:

1. Students must be in full uniform daily. The uniform will consist of an official Public Safety uniform shirt, Black BDU pants or Black uniform pants (Black Dickies or Black casual type pants are ok. Black jeans are NOT), black belt, black socks, and all black shoes, boots, or sneakers. P.T. uniform will consist of an official Public Safety P.T. shirt and black shorts or sweat pants.
2. **COSTS:** Public Safety Urban BDU Uniform Shirt – \$24.99 Item #: F545025060
Public Safety Urban BDU Pants – \$24.99 Item #: F525025060
8 Inch Black Boots (must be purchased by student)
Nylon Black web belt with black buckle - \$3.95 Item #: r4242
Fatigue cap subdued urban digital – \$5.95 Item #: R4581
Public Safety Black T- Shirt - \$11.00 Purchased through the Public Safety Program

The uniform items except the black T-shirt can be purchased through Patriot Surplus at www.patriotsurplus.com They provide the best prices at a considerable savings. Students will be required to pay for the P.T. shirt (\$11.00) within the first week of the school year. **Students are expected to have their uniforms by the first week of school.**

3. **ADDITIONAL COSTS:** H.O.S.A. Membership - \$15.00
The Public Safety program is a member organization of the Health Occupation Students of America and requires membership in this Career and Technical Student Organization. The Membership Fee is \$15.00. The Public Safety students are required to pay \$15.00 towards the membership fee, and assist with fundraising activities to offset the rest of the membership fees. The monies from this organization allows students to participate in statewide competitions such as; E.M.T., C.P.R., Forensic Medicine, and Parliamentary Procedures, to name a few.

GRADE REPORTING

Purpose: The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress will be measured in the areas of work ethics, and knowledge. All activities and assessments that are required as the student progresses through their skills (learning guides) will be reflected within the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The ClassMate grading software automatically calculates student grades using the following formula:

Work Ethic 40%
Knowledge 60%
100%

Teachers must be able to justify grade percentages in the event of inquiries or concerns.

Interpreting a Grade: The two levels of evaluation are described below:

Work Ethics Grade (40%): Each school day, every student receives a Work Ethics or daily grade. Criteria that comprise these grades are safety, student behavior, preparation/participation, productivity or time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 0 to 10 model that students may earn each day depending on how many criteria they satisfactorily meet.

NOTE: Impact of Absenteeism, Tardiness/Early Dismissals - The direct effect of absenteeism on a students' grade will be through the Work Ethic component of the grading formula. If a student is Tardy or has an Early Dismissal the Work Ethic grade will automatically be defaulted to a five (5) from a possible ten (10) points. The instructor may change this value as they see fit.

Knowledge Grade (60%): Throughout the marking period, a student's cognitive knowledge about various career-specific topics will be evaluated and recorded by the instructor. Examples of knowledge activities include: lab/shop assignments, homework, quizzes, tests, and research activities. The Knowledge grade range is based on actual points earned divided by the total accumulative points.

Task tracking: For the purpose of students earning a job title associated with their program are, teachers track students' skill/task work. Teachers identify specific criteria to evaluate each task performed, ranging from a 0 to 5 (not completed to mastery). Students must earn a 4 or 5, in order to credit the task towards earning the specific job title. Students have the opportunity to revisit a task multiple times until successfully receiving credit. The job titles a student earns will be listed on the student's RMCTC certificate that is awarded at Senior Recognition Night.

GRADE REPORTING (continued)

CTC Letter Conversion Table Grade Letter

100 – 97 A+
96 – 93 A
92 – 90 A-
89 – 87 B+
86 – 83 B
82 – 80 B-
79 – 77 C+
76 – 73 C
72 – 70 C-
69 – 65 D
64 – under F

Final Grade average is based on the student's four (4) numerical marking period grades. The final average will directly align to the letter conversion table listed above.

If a student has three (3) marking period grades of "F" the teacher shall give appropriate consideration to that student not passing for the year. If a student is on an **upward trend** at the end of the school year, this **may** justify having the student pass for the year. If the opposite is true, and the student is on a **downward trend**, the student **should** receive a failing grade.

The individual teacher must evaluate each student's achievement in terms of the expected goals for their program area.

Failure to complete assignments, frequent lateness or absence, and demonstrated indifference to school are major contributors to student failure. **Blatant refusal** to attempt or to complete a significant number of course requirements may, by itself, justify a final course grade of "F".

The following divisions are given as a guide to recording and interpreting the grading system. It remains for each teacher to objectively and fairly rate each student, not based upon personality, but performance.

Determination of Grades: Teachers will give thorough consideration using all grading components in determining students' grades to both class work and test results.

A = Excellent

1. This grade represents **superior work** and is distinctly an honor grade.
2. The excellent student **has reached all course objectives** with high quality achievement.
3. The excellent student displays unusual effort and works willingly and effectively in reaching required objectives.

GRADE REPORTING (continued)

B = Good

1. This grade represents **above average** quality achievements.
2. The good student **has reached a large majority of course objectives.**
3. The good student is industrious and willing to follow directions.

C = Average

1. This grade represents **acceptable** quality achievements.
2. The average student **has reached a majority of course objectives.**
3. The average student is cooperative and follows directions, yet extra effort and improvement are needed for more complete mastering of the material.

D = Passing

1. This grade represents a **minimum acceptable** quality achievement.
2. The student is performing below-average work and **has not reached a majority of course objectives.**
3. This achievement level indicates there is a great need for improvement, daily preparation and improved dedication and attendance.

F = Failure

1. This grade represents **unacceptable** quality achievements.
2. The failing student **has not reached necessary course objectives.**
3. The failing student has not attempted to complete assignments, is constantly late or absent, and generally has failed to accomplish the fundamental minimum essentials necessary in the program area.
4. It may be noted that generally a student does not fail because of a lack of ability; failure may be caused by laziness, non-dedication, or a general disregard to directions of the teacher and the unwillingness to use whatever ability he/she possesses.

Incomplete Grades: Incomplete grades must be updated no later than ten (10) days from the close of the marking period. As soon as the work is completed and the grade is available, it must be reported to the appropriate person.

Failures: Students who receive a failing final grade in a program area are permitted to repeat that program, but are urged not to do so for obvious reasons. If this situation presents itself, students and parents are advised to consider an alternative program which is probably more suited to the student's true interests and aptitudes and not merely satisfying a short-term or unrealistic desire.

Attendance and its Impact upon Grades: The importance of regular school attendance and its positive impact upon a student's performance grade cannot be overstated. If a student is absent, he or she does not have the opportunity to keep pace with their classmates and must work independently to acquire the information missed during any absence. Regardless of how well a student performs when he/she is present, habitual absenteeism usually results in a failing performance grade. This situation is not unlike the conditions of the business or industry for which the student is being trained.

GRADE REPORTING (continued)

Make up Work for Absences: Students have the opportunity to make-up school work due to an illness/being absent from school. **PROVIDED** their absence is excused. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absences – five (5) school days to complete assigned work.
2. Four (4) or more days excused absence – ten (10) school days to complete assigned work.

All work missed through unexcused absences will be graded as a zero

Report Cards (See Progress Reports): Students will receive a report card from the sending school district which will reflect the student's grade from their Career & Technology program. Students will also receive a report card from RMCTC reflecting their program grade and Social Studies grade, where applicable. In addition, grades are available on the parent portal.

Senior Recognition Night: Reading Muhlenberg Career & Technology Center hosts an annual Senior Recognition Night, which honors our senior students. During this event, all senior students in attendance are recognized and may also receive awards that they have earned relevant to their accomplishments while attending Reading Muhlenberg CTC.

PARENT PORTAL: The Parent Portal is available for parents/guardians to view your child's progress by accessing the RMCTC District Portal on the School's web-site; www.rmctc.org. This will give you up to date information related to your child's attendance, grades (work ethic and knowledge), discipline referrals and schedule. In order to use this resource, you must provide the CTC with a current email address and register online.

Log onto www.rmctc.org, click on "**Parents**", then click on "**parent portal**" which will navigate you to the link where you will log into the portal. You will have to "**create an account**" on your first visit to the portal by using your email address (you need to use the email address you provided us on your child's application) and setting up a password. Once registered you may return at any time to view your child's information. Please utilize our website, to track your child's progress by viewing their grades and attendance, along with any discipline action. In addition you will be able to review your child's report cards & progress reports as soon as they are available. You also have the ability to select the option to receive email notifications for specific instances that you choose. You can choose to receive an email automatically if your child is absent/tardy or both, if your child receives a discipline referral or suspension and if your child receives a specific grade.



Reading Muhlenberg CTC
2615 Warren Road
Reading, PA 19604
(610) 921-7300

Student Progress Report - MP 1

Student Name:

Student Address

Reading, PA

Progress Report # : 1
 Sending School:
 Location: Reading Muhlenberg CTC
 Enrollment Date:
 Course:
 Class:
 Instructor:
 Grade:

Questions regarding this report can be answered by calling your child's teacher at (610) 921-7300. If the teacher is not available when you call, please leave your name and telephone number and your call will be returned.

Your child's progress in this class is:

Grade to Date: As of

Knowledge:

Knowledge Comments / Recommendations:

Skill Comments / Recommendations:

Work Ethic/PDP Comments/Recommendations

<u>Attendance Report</u>	<u>Excused Absences</u>	<u>Unexcused Absences</u>	<u>Unexcused Tardy</u>
Year To Date Totals	0.00	0.00	0.00
Current marking period	0.00	0.00	0.00

Instructor's Signature: _____

Issue Date:

Student's Signature: _____

Sign Date: _____

Parent's Signature: _____

Sign Date: _____

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2615 Warren Road
Reading, PA 19604
(610) 921-7300

School Year

ANNUAL EDUCATIONAL AND OCCUPATIONAL OBJECTIVES FOR STUDENTS ENROLLED IN A PDE-APPROVED CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM

INSTRUCTIONS: This form is to be completed each year by students enrolled in a Pennsylvania Department of Education (PDE) approved CTE program with the intent to take further technical instruction offered by the program to achieve a related occupational objective. The scope and sequence for the PDE approved program serves as the educational plan.

Form is to be completed by student and verified and signed by the instructor and guidance /career counselor:

STUDENT'S NAME:

Gender: Birthdate: Current Grade:

SECONDARY SCHOOL OFFERING APPROVED CTE PROGRAM: Reading Muhlenberg CTC

SENDING SCHOOL DISTRICT (for CTCs/AVTSs/Charter Schools):

This student is enrolled in technical instruction offered by the following approved CTE program and associated Classification of Instructional Program (CIP):

PROGRAM NAME: Security & Protective Services, Other CIP Code: 439999

1. Is student enrolled in approved Tech Prep/Program of Study (POS) program technical instruction? Yes or No (Circle one)

2. If yes, is student taking minimum academic coursework per approved Tech Prep/POS program scope and sequence? Yes or No (Circle one)

3. Student's plans following high school graduation include: (Check all that apply) Yes or No (Circle one)

Employment or Military service/training - Specify Branch
Postsecondary education: College Technical School / Proprietary School

4. Student's program-related occupational objective:

Career Pathway

As a student enrolled in this program, my career objective is to prepare for and explore the following career pathway(s).

- Correction Officers & Jailers
Fire Fighters
Parking Enforcement Workers
Police, Fire, & Ambulance Dispatchers
Program of Study - SOAR
Transportation Security Officers
Emergency Medical Technicians & Paramedics
Loss Prevention Specialists
Police & Sheriffs Patrol Officers
Private Detectives & Investigators
Security Guards

*This information is not auditable by the Office of Auditor General. I understand that this information will become part of my permanent file with Reading Muhlenberg CTC, 2615 Warren Rd., Reading, PA 19604. I also understand that this information will be forwarded to my home school district counseling office.

Student's Signature Date

Counselor's Signature Date

Instructor's Signature Date

It is the policy of Reading Muhlenberg CTC not to discriminate on the basis of sex, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by the Title IX, Section 504, and Title VI.

Pennsylvania State Board of Education, Chapter 4 Section 4.31(e) states that a student's record shall include the student's educational and occupational objectives. This form (PDE-408) or similar, locally developed form must be completed and signed each school year by the student enrolled in planned technical courses/instruction offered by the program and must be maintained in school files. The Office of the Auditor General will review student records to determine if the technical courses/instruction taken by the student coincide with the planned courses/instruction documented for the approved CTE program.

43.9999 Security & Protective Services, Other **Public Safety & Security**

Public Safety Orientation and Safety

Complete lab orientation and safety.
Demonstrate leadership / citizenship skills through Skills USA / HOSA.

Criminal Justice System

Describe the historical basis of the American Criminal Justice System.
Demonstrate knowledge of the U.S. Constitution.
Discuss the Crime Picture in America.
Demonstrate Knowledge of Criminal, Civil, Constitutional, and Administration Laws.

Professional Employment Opportunities

Describe occupations within the Public Safety public and private sectors.

Policing

Describe the History of Policing

Describe the Purpose and Organization of Policing in America
Describe the Organization of the Police Department

Describe the Police Hiring and Certification Process
Describe the Police Role and Police Discretion
Describe the Police Culture, Personality, and Police Stress
Demonstrate an Understanding of Minorities in Policing
Describe Police Ethics and Police Deviance
Describe Police Patrol Operations

Describe Police Role in the Community
Identify Community Policing Strategies
Demonstrate Knowledge of Police and the Law

Demonstrate Knowledge of Computers, Technology, and Criminalistics in Policing

Define Homeland Security and Terrorism Awareness

Pennsylvania Law

Demonstrate the Purpose and Structure of the Pennsylvania Vehicle Code
Demonstrate Felony, Misdemeanor, and Summary Traffic Offense Techniques
Explain and Describe the Rules of Criminal Procedure
Demonstrate Knowledge of the Pennsylvania Crimes Code

Investigations

Demonstrate Interview and Interrogation Techniques
Demonstrate Knowledge of Death Investigations
Demonstrate Knowledge of Assault, Domestic Violence, and Elder Abuse Investigations
Demonstrate Knowledge of Physical Evidence
Demonstrate Knowledge of Crime Scene Searches
Demonstrate Knowledge of Crime Scene Photography
Demonstrate Knowledge of Crime Scene Sketches
Describe and Demonstrate Knowledge of Evidence Identification and Collection
Demonstrate Knowledge of Vehicle Scene Investigations
Demonstrate Knowledge of Crime Scene Investigation and Reconstruction
Demonstrate Knowledge of Crime Scene Reporting
Demonstrate Knowledge of Courtroom Testimony and Trial procedures.

Adjudication

Demonstrate Knowledge of the State and Federal Court System

Corrections

Demonstrate Knowledge of Probation and Parole Systems
Demonstrate Knowledge of Prisons/Jails and Prison Life
Demonstrate Knowledge of the Juvenile Justice System

The Future and Role of Technology in Criminal Justice

Incident Management

Describe the National Incident Management System (NIMS)

Communications

Demonstrate the Use of a Computer
Demonstrate Written/Verbal Communication Skills and Report Writing
Describe the Roles and Responsibilities of the Public Safety Telecommunicator
Identify Interpersonal Communications
Describe and Demonstrate Proper Telephone Communications Techniques
Describe 9-1-1 Technology
Describe Wireless 9-1-1 Technology
Describe the use of TTY (Teletypewriter) Technology
Describe the Use of Telematics in Public Safety
Describe and Demonstrate Computer Aided Dispatch and Related Techniques
Describe and Demonstrate Radio Communications Techniques
Demonstrate and Understanding of Radio Technology
Demonstrate Call Classification Procedures
Describe the use of the Incident Command System (ICS) in Public Safety Telecommunications
Describe and Identify Liability Issues for the Public Safety Telecommunicator
Describe and Identify the Challenges Associated with the Public Safety Telecommunicator

Use of Force/Judemental Training

Demonstrate Knowledge of Health and Wellness Activities - Level 1
Demonstrate Knowledge of Health and Wellness Activities - Level 2
Demonstrate Knowledge of Health and Wellness Activities - Level 3

Describe and Demonstrate the Legal Elements of the "Use of Force Continuum".
Demonstrate an Arrest and Tactics to Increase Safety
Demonstrate Proper Use of Temporary Restraints
Demonstrate Proficiency Required for the Handling and Use of Oleoresin Capsicum Spray
Demonstrate Proficiency for the Handling and Use of Baton

Patrol Duties

Demonstrate Proper Techniques for Traffic Control
Describe Techniques for the Handling of Prisoners
Demonstrate the Appropriate Search of a Person

Private Security

Demonstrate an Understanding of Private Security
Describe Basic Security Goals and Responsibilities
Identify the Challenges Facing Security
Identify Security Systems at Work

Emergency Medical Services

Introduction to EMS Systems
Identify Legal and Ethical Issues
Explain and Describe the Well-Being of the Emergency Care Provider
Define the Basic Human Anatomy
Demonstrate the Lifting, Moving, and Positioning of Patients
Demonstrate Airway Management
Demonstrate Patient Assessment
Demonstrate CPR
Demonstrate Care of Medical Emergencies
Demonstrate Care of Bleeding, Shock, and Soft Tissue Injuries
Demonstrate Emergency Care for Musculoskeletal Injuries.
Describe and Demonstrate Emergency Care for the Geriatric Patient
Identify and Describe Childbirth and Gynecological Emergencies
Describe and Demonstrate Emergency Care of Pediatric Patients
Describe EMS Operations
Define and Describe Multiple-Casualty Incidents, Triage, and Incident Management System.
Demonstrate an Understanding of Pharmacology in EMS
Demonstrate the Use of Breathing Aids and Oxygen Therapy
Demonstrate How to Obtain a Patient's Blood Pressure and Vital Signs

43.9999 Security & Protective Services, Other
Public Safety & Security

Firefighting

Describe the history, tradition, and development of the American Fire Service.
Describe the fire department organization, command ,and control.
Demonstrate proper methods of handling emergency communications and alarms.
Describe fire behavior.
Define Risk Management and fire safety.
Describe and demonstrate the role of personal protective equipment for firefighters.
Demonstrate the donning, maintenance, and servicing of self-contained breathing apparatus (SCBA).
Demonstrate the use of portable fire extinguishers.
Identify types of fire hydrants and souces of water supply.
Demonstrate the proper use and operation of fire hose.
Demonstrate and explain the use of nozzles, fire streams, and foam.
Identify various types of fire detection, alarm, and suppression systems.
Identify different types of building construction.
Describe and demonstrate the use of ladders.
Demonstrate rope use and knot tying techniques.
Demonstrate and recognize rescue procedures.
Identify and describe forcible entry tools and methods of forcible entry.
Identify and describe ventilation techniques.
Identify and explain fire suppression.
Identify salvage, overhaul, and fire cause determination.
Describe and identify fire prevention, public education, and pre-incident planning.
Emergency Medical Services.

Safety and Emergency Management

Describe and define procedures for firefighter survival.
Explain hazardous materials: Laws, regulations, and standards.
Identify and recognize hazardous materials.
Identify hazardous materials information resources.
Describe and discuss protective actions related to hazardous materials.
Describe product control and air monitoring.

Employability Skills

Establish career goals and develop a plan to meet goals.
Complete a job application.
Compose a resume, reference list and cover letter.
Prepare for a job interview.
Compose various employment letters, i.e. thank you and resignation.
Participate in online career search & develop online accounts.
Create a career portfolio.

PORTFOLIO

All students will be required to create a portfolio to showcase their accomplishments. A portfolio is a collection of work related to education, employment, and self-development.

The Portfolio will contain the following:

- a. Title Page
- b. Table of Contents
- c. Resume with Reference List
- d. Achievements-
 1. Awards
 2. Certifications
 3. Transcripts
 4. CTSO information
 5. PSC certificates (NOCTI)
- e. Skill Set
 1. Task List
 2. Certificate of Competency
- f. Work Samples
 1. Pictures
 2. Writing Samples
 3. Videos
- g. Other Related Information
 1. Computer Applications
 2. Community Activities
 3. Talents
 4. Sports
 5. Clubs

READING-MUHLENBERG CAREER & TECHNOLOGY CENTER

WORK BASED LEARNING Cooperative Education & Internships RULES / GUIDELINES

1. All Work Based Learning (WBL) students must have school WBL forms completed before starting the job/internship, and any student less than 18 years of age must also have a transferable work permit.
2. **ABSENT FROM SCHOOL????? – NO WORK!!!!!!!**
 - If you are absent from school in the morning, you may **NOT** go to work in the afternoon. **YOUR JOB IS PART OF YOUR SCHOOL DAY.** If you are at a **medical, social service, or court appointment** in the AM, you **may** go to work that day. However, you must bring a note **from the agency where you were**, to your attendance secretary, the next school day.
 - If you are ill, **YOU** must call your employer to inform him/her that you will not be reporting for work.
 - **IMPORTANT:** If your name is going to appear, for any reason, on your sending school absentee list, you must also **report off to Mrs. Albarran @ 610-921-7301. Failure to report off will result in removal from WBL.**
 - If **school is closed** for a holiday, in-service day, or a snow day, you **DO** go to work on those days, if you are scheduled.
 - If you are suspended **out of school** you may not work at your WBL job. This includes jobs that are scheduled with after school hours.
 - **REPETITIVE ABSENCES** at school or work will result in your removal from Work Based Learning.
3. All WBL students are required to **report to the CTC every Monday.** Any additional classroom time is at the discretion of your program area teacher. You are responsible for communicating this to your employer. On the **first Monday of each month**, immediately upon arrival, report directly to **Student Services**, where you will sign in with Mrs. Baller. Co-op students will record hours and earnings, and then return to your program area for the remainder of the school day. **Don't forget to bring your check stubs to record your hours and earnings!** Internship students will record hours. **If you miss two Monday meetings, you will be removed from WBL.**
 - Any violations of these rules will result in the following **discipline action:**
 - 1ST violation – VERBAL WARNING**
 - 2nd violation – REMOVAL FROM WORK BASED LEARNING**
6. When at work you are guided by and are responsible to your employer. Be sure to follow all of the Employers' rules and regulations because you will be terminated for the same reasons as any other employee.
7. If your work experience is terminated for any reason, you must return to school the next day, and inform your CTC teacher and the Work Based Learning Coordinator.
8. If you wish to terminate your employment, you must discuss this with your teacher and the Work Based Learning Coordinator, and leave the job properly by giving the employer a two-week notice and a letter of resignation.
9. If you have any questions concerning the rules and guidelines of Work Based Learning, please contact the WBL coordinator at 610-921-7337.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

Articulation Agreements

The Reading Muhlenberg Career and Technology Center has agreements with the following:

Berks Technical Institute

Community College of Beaver County

Harrisburg Area Community College

Lackawanna College

McCann's School of Business

Pennsylvania College of Technology

Westmoreland County Community College

STUDENTS OCCUPATIONALLY & ACADEMICALLY READY



- *Earn college credits which will save you money on tuition*
 - *Shorten college attendance*
 - *Get on the right career path*
 - *Enter the job market prepared*
 - *Get a consistent education*
- *See your CTC School Counselor for More Information*

TO QUALIFY CTC STUDENTS MUST:

1. Earn a high school diploma, achieve a minimum 2.5 GPA on a 4.0 scale in your CTC program and complete the PDE approved Program of Study.
2. Earn the industry certifications offered by your program (if applicable).
3. Achieve Competent or Advanced on the NOCTI End of Program Assessment.
4. Achieve proficiency on ALL of the Program of Study Competency Task List.
5. Provide documentation to Postsecondary Institution that you have met all of the requirements!

Find out more about the colleges offering course credits you can earn while attending RMCTC. Go to collegetransfer.net, search: PA Bureau of CTE SOAR Programs, and find your program by CIP Code.



**To receive college credits, qualifying students have three years from their date of graduation to apply and matriculate into the related career and technical program at a partnering institution.*

Program Planning Tool

Program Title: CIP 43.9999 PUBLIC SAFETY & SECURITY

Student Name: _____

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

Program Completion Requirements

A successful student will...

- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of -program exam) and score at the "competent" or "advanced" level. This end-of -program exam covers the full scope of the program of study curriculum and includes (1) a multiple choice and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges.
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: Incident Command System, Hazardous Materials First Responder Awareness, Basic Rigging for Rope Rescue, PA Essentials of Firefighting, MDTS-Monadnock Defensive Tactics System, MED-Monadnock Expandable Baton, BLS Healthcare Provider, EMT, First Responder, OCAT-Oleoresin Capsicum Aerosol Training, PATH-Practical and Tactical Handcuffing, Public Safety Telecommunicator 1, Heartsaver AED and Heartsaver CPR Certifications.
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

Instructional Process/Specifications

A successful student will...

- Perform a wide variety of tasks in a laboratory environment with equipment consistent with industry standards. Up to 25 students are assigned to work "independently" and in "small teams". Students progress by using learning guides in a self-directed manner. In the lab, students will be participating in emergency medical, fire fighting, law enforcement, and private security experiences where they will be required to follow the proper procedures to insure the safety to self and others at all times.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 65% of their time in classroom theory and 35% of their time doing laboratory applications and live work.
- Complete written and performance tests. Students will be evaluated weekly on occupational skill performance using rubrics. In addition, students will be evaluated daily on work ethics. Progress is measured by test performance, task completion and work ethic.
- Participate in Career & Technical Student Organizations including HOSA, SkillsUSA and/or National Technical Honor Society.
- Participate in a paid or unpaid work based learning related to the Program of Study (cooperative education, clinical internship, and/or job shadowing).
- Read and study textbooks and technical manuals. Most textbooks are written at a 12th grade reading level and most technical manuals are written at a higher level.
- Complete homework on time. Homework typically involves chapter or workbook assignments, on line research assignments and writing assignments.
- Purchase appropriate work & safety attire, tools, and equipment. Estimated costs: UNIFORM: shirt \$11-13, black pants \$15-30, black shoes/boots \$20-40, black belt \$10-15
ORGANIZATION MEMEBERSHIP: Health Occupations Students of American Membership \$25.00

Program Planning Tool

CTE Requirements	Present Educational Ability/Level	Support Needs
<p>Program Completion – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.</p>		
<p>Reading & Language Arts Level - Text and manuals written on a 12th grade reading level. Proficient on end-of-course exam (Keystone). Understanding written sentences and paragraphs in work related documents. Excellent written (esp. note-taking) & verbal communication skills (public speaking).</p>		
<p>Math Level - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications.</p>		
<p>Aptitude – Dependability, cooperation, self-control, social orientation, integrity, initiative, stress tolerance, concern for others, oral expression and comprehension, active listening, selective attention, problem solving and troubleshooting skills. Maturity.</p>		
<p>Safety & Physical – Arm-hand steadiness, finger & manual dexterity, trunk strength (ability to use abdominal and lower back to support part of the body repeatedly or continuously over time without fatiguing), multi-limb coordination, hand-eye coordination. Able to lift 50 pounds, work under pressure/in adverse conditions/within time constraints.</p>		
<p>Interpersonal/ Social – Assisting and caring for others, provide emotional support, ability to work independently and in a team, communication with supervisors, peers and patients, establishing and maintaining interpersonal relationships. Professionalism. Good disciplinary record.</p>		
<p>Other Occupational/Program Considerations - Good conflict resolution skills & an even temperament (not prone to aggressive behaviors), Attention to detail, basic computer & keyboarding skills, clean criminal background check, demonstrate initiative, responsibility, time management & critical thinking skills, good physical health and neat appearance, memorization & note/test-taking skills, intensive testing. Not disturbed by incidences, such as injections, emergency medical procedures, and traumatic situations, and a willingness to safely handle various bodily fluids and medical waste.</p>		

Scope and Sequence Public Safety & Security 43.9999

Academic Subjects – Career success and postsecondary education success require the same level of college prep coursework. The Pennsylvania Department of Education’s (PDE) focus is to ensure that every student is prepared for college and a career. Academic courses such as applied math or general science cannot be listed on the program’s scope and sequence. PDE’s goal is to have all students perform at the competent or advanced level on the PSSA, and earn the Pennsylvania Skills Certificate on the end-of-program assessment.

Subject (Hours)	Secondary School				Postsecondary Institution			
	Grade 9 (Hours)	Grade 10 (Hours)	Grade 11 (Hours)	Grade 12 (Hours)	First Semester	Second Semester	Third Semester	Fourth Semester
Technical		Orientation	Criminal Justice System & Employment Opportunities	Professional Employment Opportunities & Incident Mgmt		PMP 122: Emergency Medical Technician - Basic	PMP 243: Path physiology and Pharmacology for the	PMP 253: Medical Emergencies for the EMT-P
		Criminal Justice & Pennsylvania Law	Communications	Use of Force		EMS: Elective: Health/EMS	PMP 247: Pulmonary and Cardiology for the EMT-P	PMP 254: Obstetrics and Pediatrics for the EMT-P
		Policing	Force/Judgemental Training	Firefighting			PMP 249: Intermediate Clinical Practicum	PMP 256: Trauma and Behavioral for the EMT-P
		Investigations	Private Security	Safety & Emergency Management				PMP 259: Advanced Clinical Practicum
		Adjudication	EMS	Job Seeking/Keeping Skills				
		Corrections & Communication	Job Seeking/Keeping Skills					
		Force/Judgemental Training & Patrol Duties						
		Job Seeking/Keeping Skills						
English	College Prep English 9	College Prep English 10	College Prep English 11	College Prep English 12	ENL 111: English Comp	_COM : Elective Communication		
Math	Algebra I	Geometry	Algebra II	Trigonometry				
Science	Accl Integrated Science	Biology	Chemistry			BIO 125: Human Anatomy & Physiology II		
					BIO 115: Human Anatomy & Physiology I			
Humanities	Citizenship	World Cultures	American History I	American Government				
Other	Physical Education	Physical Education	Physical Education	Physical Education				
	Health	Health	Driver's Ed Theory					

CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)

All students enrolled in Reading Muhlenberg Career & Technology Center have the opportunity to participate in at least one Career & Technical Student Organization (CTSO) while enrolled at the CTC. Students who become members in these co-curricular organizations have the opportunity to participate in team building, leadership, community service and social events.

Students also have the opportunity to attend skill competitions where the skills they have learned are "put to the test" against other competitors. These competitions include testing of knowledge and hands-on skills in a variety of trade and leadership events. Students who are fortunate enough to win their events at a district or state competition are able to compete at the national level and travel to locations such as Louisville, KY, Kansas City, MO, San Diego, CA, Orlando, FL, and Cleveland, OH.

Health Occupation Students of America (HOSA)



www.hosa.org

HOSA, a co-curricular club, is a health career organization of which all Health Science Technology and Public Safety & Security students may become a member. Our students become members of the state and national organizations that "promote careers in healthcare", while allowing them to practice leadership and interpersonal skills through competition. Our local chapters, HOSA Pioneer, HOSA Heritage, HOSA Pride, HOSA Freedom, and HOSA Heros are very involved in service to the school and community. Two officer teams, one a.m. and one p.m., head the local chapters under the direction and guidance of their respective advisor.

SkillsUSA



<http://skillsusa.org>

SkillsUSA is a national organization of students, teachers and industry representatives who are working together to prepare students for careers in technical, skilled and service occupations. SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

National Technical Honor Society (NTHS)



www.nths.org

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2000 schools and colleges throughout the U.S. and its territories are affiliated with the NTHS. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

NTHS members receive: the NTHS membership certificate, pin, card, window decal, white tassel, official NTHS diploma seal, and three personal letters of recommendation for employment, college admission, or scholarships. Students will have access to our online career center including these valuable services: MonsterTRAK, Wells Fargo, Career Safe, and Career Key.

Certificate of Competence

*Awarded
May 26, 2015*

This is to verify that

Has met the standards of competence in the

Curriculum by completing the following job title(s)

Herald P. Witmer Jr.

Director

Teacher