



Octorara Area Career & Technical Education
Homeland Security & Protective Services Academy
Enrollment Guide



INTRODUCTION

The Octorara Area Homeland Security and Protective Services Academy has partnered with the Chester County Public Safety Training Campus. This is a new facility equipped with the latest technology and equipment available for training firefighters, emergency medical and first aid responders, police, and various other occupations which encompass the broad spectrum of public safety.

The Octorara Area Homeland Security and Protective Services Career & Technical Education Academy prepares students to apply technical knowledge and skills required to perform entry-level duties in law enforcement, firefighting, emergency medical services, and other safety services. This program stresses the techniques, methods and procedures specific to the areas of criminal justice, fire protection, and emergency medical services, especially in emergency and disaster situations. In addition, students receive training in social and psychological skills, map reading, vehicle and equipment operations, the judicial system, pre-hospital emergency medical care and appropriate emergency assessment, treatment and communication.

The training campus is located at 137 Modena Road in Coatesville. By moving Octorara Protective Services Program to this campus, we are now able to provide our students with the state of the art equipment and first responder disciplines to undertake practical training.

In opening enrollment of our Protective Services program to other districts, Octorara will be able to increase the number of student cadets and will be able to provide more well trained, nationally certified employees to staff fire stations, ambulance stations, prisons, police barracks, security service jobs, and much more. This program will educate high school students to a national certification level that makes them attractive in the job market.

VISION

The Octorara Area Homeland Security and Protective Services Academy will provide students the knowledge and training needed to become nationally certified public safety professionals who are ready, willing and able to serve their community.

MISSION

Octorara Area Career and Technical Education Programs (OACTEP) are committed to providing quality career and technical education opportunities for students through integrated academic and technical experiences for developing 21st century skill sets that connect life, work, and career goals necessary for graduates competing in a global economy.

NON DISCRIMINATION STATEMENT

Octorara Area School District is an equal opportunity education institution and will not discriminate based on race, color, national origin, sex and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights, grievance procedures, or services, activities and facilities that are accessible to and usable by handicapped persons, contact the Director of Student Services at the Octorara Area School District, 228 Highland Road, Atglen, Pennsylvania, 19310, tel. 610-593-8238 ext. 30519, email chilblt@octorara.org

SPECIAL EDUCATION

The application of this discipline policy to special education students will be done in compliance with current state special education regulations and standards, and related guidelines. The application of this discipline policy to special education students will be done in compliance with current state special education regulations and standards, and related guidelines.

HALF-DAY CAREER AND TECHNICAL EDUCATION PROGRAMS

The Octorara Area Career & Technical Education Homeland Security & Protective Services Academy offers students two half-day programs, where they receive their career & technical training education at the Chester County Public Safety Training Campus and their academic instruction at their sending district's high school. Students may enroll in either a morning session from 8:00 a.m. – 10:00 a.m. or afternoon session from 11:45 a.m. – 1:45 p.m. During various national and state certification days, students will be required to attend from 8:00 a.m. - 1:45 p.m. Graduates receive their high school diploma from their sending school district. Upon successful completion, students may earn the following certifications from the Octorara Area Career & Technical Education Homeland Security & Protective Services Academy: PA Skills Certificate, State and National Certifications in fire, hazmat, EMS, NIMS, and Rescue Disciplines (Information on certifications on page 4 and 5).

CONTACT INFORMATION

Octorara Area School District
226 Highland Road
Atglen, PA 19310
610-593-8238 Extension 30549
www.octorara.k12.pa.us

Chester County Public Safety Training Campus
137 Modena Road
Coatesville, PA 19320

Homeland Security & Protective Services

Fire Instructor	Mr. Mark Barto	mbarto@octorara.org
Law Instructor	Mr. John Narcise	jnarcise@octorara.org
Emergency Medical Instructor	Mr. Robert Linnenbaugh	rlinnenbaugh@octorara.org
Superintendent	Dr. Steven Leever	sleeve@octorara.org
CTE Director	Mrs. Lisa McNamara	lmcnamara@octorara.org

Octorara Area Homeland Security & Protective Services Academy

CIP Code: 43.9999 Half Day Grades: 10, 11, 12 Hours: 1080

Instructors: Mark Barto, John Narcise, Robert Linnenbaugh

Program Description

Students enrolling in the Homeland Security & Protective Services Academy Program complete competencies and achieve certifications identified as core curriculum taken from three areas: Emergency Medical Services, Fire Protection, and Law Enforcement. This foundation of skills and knowledge will serve as the basis for this program. Core areas include: Emergency Communications, Crime Scene Preservation, Terrorism Awareness, and HIPPA.

The Homeland Security & Protective Services Academy prepares individuals with the ability to apply technical knowledge and skills required to perform entry-level duties in Law Enforcement, Firefighting, Emergency Medical Services, and other public safety services. Physical development and self-confidence skills are emphasized due to the nature of the occupation(s). In addition to the application of mathematics, communication, science and physics, students receive training in social and psychological skills, map reading, vehicle and equipment operations, the judicial system, firefighting, handling of hazardous materials incidents, communications, pre-hospital emergency medical care and appropriate emergency assessment, treatment and communication. Upon completion of the Core Curriculum, students will branch into their specific program area. Once in their specialization area, students may have opportunities to select portions of other program areas for additional study.

The Octorara Homeland Security & Protective Services Academy challenges students both academically and physically.

Students are required to wear a uniform and join their local volunteer fire company to become an active member. An active member is one who participates in trainings and fundraisers and various community events as well as runs emergency calls to help the public.

This class will provide students with the opportunity to earn both state and national certifications in various areas. The goal is to provide students with as many credentials as possible upon graduation, which will make them both highly trained and employable. This class works closely with all local Fire/EMS/Law enforcement agencies. Students will be assigned to an upper classmate (senior) mentor during the first week to assist in class procedures.

Students will be held to a high standard. Public trust is essential for the culture so students are expected to be a model citizen. Responders are the last option when people are in need. People expect responders to show up and not only help them but to know what to do to fix the situation and more importantly to do the right thing. Students will be expected to conduct themselves in such a manner. Students will be representing not only this program, but their local fire agency, family and school. Students are to steer clear of discipline issues by making good decisions and be diligent in completing school work to maintain good grades. By signing up for this program, students are making a choice to comply with the program standards. This is a very elite group who learn skills and tactics that go beyond the classroom and theoretical learning. No other programs allow students to rappel, cut cars apart with the “jaws of life”, climb 100 feet, one million dollar fire apparatus and treat live patients.

Goals

1. All Protective Services Academy students will demonstrate proficiency on the Pennsylvania System of School Assessment (PSSA), Keystone exams and earn National Skill Certificates; i.e. National Occupational Competency Testing Institute (NOCTI) and Pennsylvania Skill Certificates.
2. All Protective Services Academy students will successfully transition into a first career job and/or related post-secondary training.
3. All Protective Services Academy students will join and become productive participating members of their local volunteer fire/EMS organizations.

Recommended Courses

“Program of Study” academic courses are based on Federal Perkins IV legislation & accountability requirements for Career & Technical Education students.

- 3 Years College Prep English
- 4 Years College Prep Math including Algebra I, Geometry, Algebra II and a higher level math 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Certification Opportunities

Certifications are required to advance in this program. If a student fails a particular required certification and/or fails two marking periods, they will not be able to progress in the program and will be dismissed. Industry Certifications Offered (87 Total Industry Certifications)

Law Year 45 Total Certifications Available

- PA & National Hazardous Materials Awareness - PA & National Hazardous Materials Operations (4)
- National Traffic Incident Management System (TIMS) Certifications (11)
- American Heart Association CPR/AED –First Aid (2)
- Association of Public Safety Communication Officials (APCO) Emergency Call Taker (1)
- FEMA Emergency Management Professional Development Series (8)
- PEMA Municipal Basic Local Certification (1)
- Law Enforcement (13) Fingerprinting, Crime Scene Processing, Civil/Criminal Court, DUI Field Sobriety Testing, Basic Handcuffing, Self Defense, Firearms Training Simulator, Emergency Vehicle Operations, Vehicle Stops, Report Writing, Interview Techniques, Threat Assessment, De-escalation Techniques 4
- Federal National Incident Management System (FEMA) 100-200-700-800 (4)
- PA Fire Academy Basic Ropes/Rigging (1)

EMS Year 30 Total Certifications Available

- PA & National Hazardous Materials Awareness - PA & National Hazardous Materials Operations/Refresher (5)
- American Heart Association CPR/AED-First Aid (2) Stop The Bleed (1)
- National Traffic Incident Management System (TIMS) Certifications (11) AAOS EMR (1)
- National Vehicle Rescue Awareness – National Vehicle Rescue Operations – Basic Vehicle Rescue (3)
- National Registry EMT-B – Pennsylvania Department of Health EMT-B (2) SALT Triage (1)
- Federal National Incident Management System (FEMA) 100-200-700-800 (4)

Fire Year 51(55*) Total Certifications Available

- PA & National Hazardous Materials Awareness - PA & National Hazardous Materials Operations/Refresher (5)
- American Heart Association CPR/AED-First Aid (2)
- National Traffic Incident Management System (TIMS) Certifications (11)
- PA Fire Academy Fire Dynamics Fundamentals - Strategy & Tactics (2)
- PA Fire Academy Essentials of Firefighting (EL14 Mods) (4)
- PA Fire Academy Forcible Entry (1) Flashover Recognition & Survival (1)
- National ProBoard Firefighter 1 (1) Engine Company Operations (1)
- PA Fire Academy Advanced Firefighter (1-Optional*)
- UL-FSRI Academy (18) (Optional: PSFA Rope 1-4*)
- Federal National Incident Management System (FEMA) 100-200-700-800 (4)

- *National Occupational Competency Testing Institute (NOCTI) Seniors Only (1)*

Definitions

- Cadet** – For purpose of this issuance, a Cadet is a student assigned to the Octorara Homeland Security & Protective Services Academy.
- Program of Study (POS)** - Programs of Study (POS) are PA state approved career and technical education programs that credit skills and tasks learned in high school or a Career and Technical Center (CTC) to a postsecondary degree, diploma or certificate; or an industry recognized certification.
- Job Performance Requirement (JPR)** – A statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.
- Chain of Command** – A system whereby authority passes down from the top through a series of executive and staff positions, in which each is accountable to one direct superior. Any matter, which needs the attention of, or direct action by the District/Department, must be brought to the reporting person's most immediate supervisor.
- Insubordination** – Refusing to obey oral or written orders issued by Academy Instructors, Principals, Superintendent, Director of OHSPSA, Chester County Public Safety Training Campus Directors, and Fire Chiefs of designated Fire House. This applies to written or verbal orders. Insubordination will not be tolerated.
- Prescription Agreement** – A written statement which identifies areas of need in academic, physical fitness or job performance requirements.

Applicability

The contents of this Bulletin shall apply to all Cadets.

Articulation Agreements & Co-Op Requirements

- State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.

- Other articulation agreements occur with various post-secondary schools.
- 95% attendance, grade of C average or better, teacher recommendation, reliable transportation.
- EMS Field training March-May pending successful completion of program and certification tests.
- Co-op opportunities available to eligible students.
- Internships available to eligible students.

Performance Expectations

Cadets must successfully complete all POS Task List requirements and JPRs. The Cadet will be evaluated in the following areas:

A. Academic

The Cadet maintains minimum written grades or averages as stipulated in this Bulletin.

B. Practical/Drill Activities

1. The Cadet performs all drill ground activities in a safe, timely and appropriate manner.
2. The Cadet demonstrates use of equipment with control and confidence.
3. The Cadet demonstrates basic knowledge of practical exam sheet skills and operation of a variety of tools and equipment.
4. The Cadet is consistent in performance of all drill ground activities.

C. Performance

1. The Cadet is to consistently demonstrate the behaviors outlined in their sending school Student Handbook, OHSPSA Student Handbook and classroom expectations given by the instructors.

D. Physical Fitness

1. The Cadet maintains the level of physical fitness prescribed by the OHSPSA instructors.
2. The Cadet performs all components of the prescribed workout(s) in the appropriate manner as demonstrated by the OHSPSA instructors.
3. The Cadet demonstrates the endurance and physical ability necessary to perform all drill ground activities.
4. Cadets are required to have and pass a physical from the physician.

E. Equipment Maintenance

1. The Cadet maintains all issued Personal Protective Equipment (PPE) in ready and working condition.
2. The Cadet maintains all PPE clean and stored properly.
3. The Cadet maintains all assigned equipment in ready condition and/or according to instructions.

F. Personal Appearance

1. The Cadet consistently maintains personal appearance and dress code according to OHSPSA standards.
2. The Cadet presents a professional, clean and neat appearance.
3. The Cadet adheres to acceptable hygiene standards.

Attendance

Students attending the Octorara Homeland Security and Protective Services Academy (OHSPSA) are expected to maintain excellent attendance practices to help develop the skills, knowledge, attitude and behavior necessary to succeed in post secondary education and employment.

Absences due to school-sponsored activities, school-imposed suspension, religious observations and funerals will not be counted toward this policy. Long-term illnesses greater than two weeks, accompanied by a physician's note, will not count toward the ten-day limit. All other absences will be counted for the purposes of this policy. In addition, students are

expected to arrive on time for classes.

Ten Percent Rule - Students who miss more than 10% of the total number of school days, may not be permitted to:

- Attend school related conferences and workshops
- Participate in field trips
- Participate in work-based studies

If a student has been absent from school for any reason, an absence note signed by the parent/guardian is to be submitted to the teacher or directly to the Octorara Attendance Supervisor via email at cgood@octorara.org or fax to 610.593.4945 by the third day of school following the absence. Absence notes are the responsibility of the student. Students must submit an absence note to the Academy or Octorara Attendance Supervisor and the sending school. Attendance data (absences and lateness) are included in permanent records.

Students shall be permitted to make up, without penalty, exams and class work missed during any excused absence. Teachers are required to supply make-up work only if a student's absence is excused. It is the student's responsibility to make all necessary arrangements for making up missed work and/or exams. The school administration reserves the right to determine if any absence is excused or unexcused.

An excused absence may allow the student to make up missed work within the prescribed period of time:

- 1 -3 days absence.....three days to make up work
- 4-10 days absence.....five days to make up work
- 11-30 days absence.....ten days to make up work
- More than 30 days absence.....to be determined

Parents/guardians will be notified in writing when students have missed three (3) and six (6) unexcused days of school. After ten (10) absences a parent conference will be held to discuss the student's absences. In addition, the administration and guidance staff at the student's sending school will be notified in writing of the attendance problems. Failure to attend 90% of scheduled classes in each course may result in failure for the marking period, semester or school year. Students involved in parallel programs will be exempt from this requirement. Parallel programs include: (1) in-school suspension; (2) alternate education programs including homebound instruction; (3) institutional placement; educational activities or programs of the sending school; and (5) other similar education related functions required by the sending school or approved by Octorara Area School District.

A student who is in violation of the attendance policy may not receive credit for the courses in which he/she is enrolled, and may be denied the opportunity to continue his/her program during the next school year.

All absence notes must be signed by the parent/guardian and submitted to the teacher or directly to the Octorara Attendance Supervisor via email at cgood@octorara.org or fax to 610.593.4945 by the third day of school following the absence. Students will be given a reasonable amount of time to complete any work missed during an absence.

False Notes - In the event that a student falsifies a note for absence or lateness that absence/lateness will be considered unexcused, and the attendance policies established for these offenses will apply. In the event that a student presents a falsified note for an early dismissal, the early dismissal will not be granted.

If the student is absent from class due to a falsified note, the procedures for class cutting and forgery will be followed.

Lateness - Lateness to school can become a serious problem because it disrupts the orderly routine of the school. It often interferes with a student's success and negatively impacts the educational environment.

1. Late arrivals, depending on their nature, may be excused when a written explanation of the lateness is

provided by the parent/guardian or sending school, and is approved by the Octorara Area School District. However, oversleeping or missing the bus, are never valid excuses for lateness. Notes that do not state a clear or specific reason for lateness will not be accepted and will result in an unexcused lateness.

2. Parents will be contacted when habitual lateness occurs. In instances where a student repeatedly arrives late to school with notes stating that he or she is generally ill or not feeling well, the school may request a doctor's statement justifying that lateness. Four unexcused late arrivals will be considered an unexcused absence.

Truancy/Legal Action - Parents of students with cumulative unexcused lateness or failure to attend assigned classes (cuts), and/or unlawful absences totaling more than three school days are in violation of the compulsory attendance laws of the Commonwealth of Pennsylvania. The appropriate high school will be informed, and the matter may be referred to the District Magistrate for disposition.

Early Dismissal - Under no circumstances is any student permitted to leave school grounds without proper approval. Only the sending school principal, assistant principal, school nurse or attendance office may grant approval for early dismissals. No student will be permitted to leave unless a written request from home is presented and approved by sending school and Academy. Early dismissal notes with parent signature and explanation of dismissal must be presented to the Academy before class.

Code of Conduct

Cadets are expected to maintain good order and discipline in the sending school environment, OHSPSA environment, and designated Fire Company location. Good order and discipline may be described as the absence of distractions, frictions, or disturbances which interfere with the optimum functioning of the student, the class, or the school. Appropriate behavior also includes the presence of friendly, yet businesslike rapport and professionalism, in which students and school personnel work cooperatively towards mutually recognized and accepted goals.

The Code of Conduct applies to all activities on sending school property, school sponsored or sanctioned events wherever held, OHSPSA environment, designated Fire Company location, and on vehicles provided for student transportation. Any offense that adversely affects the good order, maintenance, or discipline of the school environment will initiate discipline procedures and may result in the removal from the OHSPSA.

A. Lunch

1. Cadets are responsible for providing their own lunch. Students may bring their lunch to OHSPSA and eat in the Chester County Public Safety Training Campus lunch room or in the classroom.
2. Cadets are responsible to clean up after themselves and keep eating area clean.
3. Cadets are not to take any food or beverages that belong to the Chester County Public Safety Training Campus unless given permission by instructors.

B. Uniforms

1. Cadets will report to the OHSPSA each day neatly dressed in clean work uniforms: blue button up shirt, blue pants, black boots that are polished and buffed to shine, black leather belt, and dark blue or black socks. OHSPSA logo t-shirts and logo sweatshirts may be worn when advised by the instructors.

C. Chester County Public Safety Training Campus

1. OHSPSA rents the Chester County Public Safety Training Campus. Cadets will confine themselves to the classroom, restrooms, and lunch room.
2. Cadets shall not leave the classroom without permission from the instructors.
3. Cadets shall not enter any other room on the campus without permission from the instructors.

D. Telephones and Mobile Communication Devices

1. Cadets are not allowed to use Department telephones without the express consent of the Chester County Public Safety Training Staff member.
2. Cadets are to follow cell phone use according to the OHSPSA Student Handbook.

E. Behavior

1. Each Cadet is expected to be respectful, obedient, helpful, courteous, and professional at all times. All

employees and visitors of the Chester County Public Safety Training Campus shall be addressed in a courteous and professional manner. The Cadet should address individuals either by their rank or by “Sir” or “Ma’am”. Respect will be shown to all members of the staff, instructors, guest speakers, residents, designated Fire Company staff, and citizens. Disrespectful or abusive language toward any individual or group shall be considered inexcusable behavior. Any Cadet who is found to have exhibited inexcusable behavior will be subject to disciplinary action.

F. Tobacco Products and Illegal Substances

1. Cadets are prohibited from the use of tobacco products and illegal substances while in the sending school environment, while attending OHSPSA, and during volunteer time at designated Fire Company.

Octorara Homeland Security & Protective Services Academy Grading Structure

Grading Policy

LAW YEAR

Overall grades for the Law Year will be comprised of Knowledge/Culminating Projects grades, Skills grades, Work Ethic grades, and Certification Testing. The Octorara Career & Technical Education grading system has been developed in concert with local employers, state standards, national standards and is applicable for ALL students.

Knowledge

Tests, quizzes, homework and assignments are utilized each marking period to assess the comprehension of technical and related information. At the end of each marking period, the scores for students are averaged to calculate the Knowledge grade.

Skills

Note: A variety of tasks to be completed in a marking period may be specific for the program’s content area. This range is based on what is necessary to acquire an entry level position. Skills are evaluated to the established National MSA’s (Minimum Standard for Accreditation) requiring variable point rubrics graded in accordance with the respective certification authority.

Example Rating Scale for Skills

- Excellent independent performance
- Very good independent performance
- Good independent performance
- Average independent performance

Work Ethic

Work Ethic (Attitude) is comprised of competencies that reflect student behavior, employability, teamwork and reliability. The teacher will evaluate each student’s work ethic daily. This grade is based on work ethic competencies and performance (approved grading rubric) that was approved by the OA-CTEP General Advisory Committee.

Certifications:

Every year students are given the NIMS, HMA, HMO, CPR, First Aid and TIMS. These are the foundation certifications that will allow them to receive accreditation. The certification system is a tiered system in which a student must pass the first certification assessment in order to progress to the next certification.

A. Final Marking Period Grade

The following procedure will be used to compute the final marking period grade:

1. Average the Knowledge, Skills, Work Ethic, and Certification grades to determine the final marking period percentage.
2. A letter grade is assigned using the following marking period grading scale.

Grading Scale:

97-100	A+	77-79	C+	59-50	E
93-96	A	73-76	C	49-0	F
90-92	A-	70-72	C-		
87-89	B+	67-69	D+		
83-86	B	63-66	D		
80-82	B-	60-62	D-		

B. Report Cards and Grading

Octorara Area Senior High School uses PowerSchool, an online grading and reporting system. Student schedules, attendance and grades are available online for student and parent convenience. Teachers are required to update grades every two weeks (minimum). Report cards will be sent at the end of each quarter. You can request a parent/student access to PowerSchool by emailing ctodd@octorara.org.

C. Final Grade Calculation

To compute a final year grade, percentage grades for each marking period are divided by four to determine a percentage grade. Inquiries about this policy or appeals of any grades awarded to a student should be made first to the student's teacher then to the OA-CTEP administration.

FIRE YEAR

The Fire Year is different than all other years, in that students must pass the NIMS, HMA, TIMS and HMO certifications to progress to Mod 1 (Intro to Firefighting). Every student must pass each Fire MOD to move to the next MOD. If a cadet fails a module they are not allowed to move on or participate in the next mods.

These certification grades are included in final semester grade. **IF STUDENTS DO NOT PASS THESE CERTIFICATIONS HE/SHE WILL NOT BE ABLE TO CONTINUE WITH THE FIRE YEAR.**

- Mod 1: Intro To Fire Service
- Mod 2: Fire Ground Support
- Mod 3: Exterior Firefighter
- Mod 4: Interior Firefighter
- Mod 5: Advanced Firefighter

If a cadet fails a module they are not allowed to move on or participate in the next mods. This is an industry mandate. These certification grades are included in the semester grading system. Students will have three (3) attempts to pass the written portion of each Mod and three (3) attempts to complete the practical skill stations.

If students do not pass these certifications in order, by state and federal protocol, they are not able to progress in their certification and will be deemed ineligible. Students will be removed from the program immediately and returned to their respective school districts.

Overall grades for the Fire Year will be Knowledge/Culminating Projects grades, Skills grades and Work Ethic grades, and Certification Testing. The Octorara Career & Technical Education grading system has been developed in concert with local employers, state standards, and national standards and is applicable for ALL students.

Knowledge

Tests, quizzes, homework and assignments are utilized each marking period to assess the comprehension of technical and related information. At the end of each marking period, the scores for students are averaged to calculate the Knowledge grade. The industry standards in accordance with state, federal and national MSA's (Minimum Standard for Accreditation) are program specific requiring a minimum of 70% in the class to be eligible to the certification exam. Some industrial certifications require 80% on the certification exam to achieve certification attainment.

Skills

Note: A variety of tasks to be completed in a marking period may be specific for the program's content area. This range is based on what is necessary to acquire an entry level position. Skills are evaluated to the established National MSA's (Minimum Standard for Accreditation) requiring variable point rubrics graded in accordance with the respective certification authority.

Example Rating Scale for Skills

- Excellent independent performance
- Very good independent performance
- Good independent performance
- Average independent performance

Work Ethic

Work Ethic (Attitude) is comprised of competencies that reflect student behavior, employability, teamwork and reliability. The teacher will evaluate each student's work ethic daily. This grade is based on work ethic competencies and performance (approved grading rubric) that was approved by the OA-CTEP General Advisory Committee.

Certifications:

Every year students are given the NIMS, HMA, HMO, CPR, First Aid and TIMS. These are the foundation certifications that will allow them to receive accreditation. The certification system is a tiered system in which a student must pass the first certification assessment in order to progress to the next certification.

A. Final Marking Period Grade

The following procedure will be used to compute the final marking period grade:

1. Average the Knowledge, Skills, Work Ethic, and Certification grades to determine the final marking period percentage.
2. A letter grade is assigned using the following marking period grading scale.

Grading Scale:

97-100	A+	77-79	C+	59-50	E
93-96	A	73-76	C	49-0	F
90-92	A-	70-72	C-		
87-89	B+	67-69	D+		
83-86	B	63-66	D		
80-83	B-	60-62	D-		

B. Report Cards and Grading

Octorara Area Senior High School uses PowerSchool, an online grading and reporting system. Student schedules, attendance and grades are available online for student and parent convenience. Teachers are required to update grades every two weeks (minimum). Report cards will be sent at the end of each quarter. You can request a parent/student access to PowerSchool by emailing ctodd@octorara.org.

C. Final Grade Calculation

To compute a final year grade, percentage grades for each marking period are divided by four to determine a percentage grade. Inquiries about this policy or appeals of any grades awarded to a student should be made first to the student's teacher then to the OA-CTEP administration.

EMERGENCY MEDICAL YEAR

Overall grades for the Octorara Area Career & Technical Education Programs (OA-CTEP) will be Knowledge/Culminating Projects grades, Skills grades and Work Ethic grades, and Certification Testing. The OA-CTEP grading system has been developed in concert with local employers, state standards, national standards and is applicable for ALL students. **In order to be eligible to register for the National EMT Certification Exam, students must have**

a 70% or better in the EMT portion of the class.

Knowledge

Tests, quizzes, homework and assignments are utilized each marking period to assess the comprehension of technical and related information. At the end of each marking period, the scores for students are averaged to calculate the Knowledge grade.

Skills

Note: A variety of tasks to be completed in a marking period may be specific for the program's content area. This range is based on what is necessary to acquire an entry level position. Skills are evaluated to the established National MSA's (Minimum Standard for Accreditation) requiring variable point rubrics graded in accordance with the respective certification authority.

Example Rating Scale for Skills

- a. Excellent independent performance
- b. Very good independent performance
- c. Good independent performance
- d. Average independent performance

Work Ethic

Work Ethic (Attitude) is composed of competencies that reflect student behavior, employability, teamwork and reliability. The teacher will evaluate each student's work ethic daily. This grade is based on work ethic competencies and performance (approved grading rubric) that was approved by the OA-CTEP General Advisory Committee.

Certifications:

Every year students are given the NIMS, HMA, HMO, CPR, First Aid and TIMS. These are the foundation certifications that will allow them to receive accreditation. The certification system is a tiered system in which a student must pass the first certification assessment in order to progress to the next certification.

If a cadet fails a module they are not allowed to move on or participate in the next mods. This is an industry mandate. These certification grades are averaged in the semester grading system.

If students do not pass these certifications in order, by state and federal protocol, they are not able to progress in their certification and will be deemed ineligible. Students will be removed from the program immediately and returned to their respective school districts.

A. Final Marking Period Grade

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87-89	B+	67-69	D+		
83-86	B	63-66	D		
80-84	B-	60-62	D-		

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Skill Alignment Chart:

Protective Services Academy – CIP Code 43.9999

Public Safety Training Center, Chester County Campus

Educational & Physical Attributes	Expectations
Program Safety & Physical Considerations	<ul style="list-style-type: none"> • Ability to work independently • Able to lift 50 pounds • Able to work under pressure/in adverse conditions/within time constraints • Good conflict resolution skills & an even temperament (not prone to aggressive behaviors)
Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels	<ul style="list-style-type: none"> • Scores of average or above on: Clerical perception • Manual & finger dexterity • Motor/hand/foot/eye coordination • Verbal Communication
Reading & Language Arts Levels	<ul style="list-style-type: none"> • 12th grade-college • Excellent written (esp. note-taking) & verbal communication skills (public speaking)
Math Levels	<ul style="list-style-type: none"> • Strong measurement & estimation skills
Lecture Time	<ul style="list-style-type: none"> • $\frac{3}{4}$ day daily lecture – 60% of school year
Homework	<ul style="list-style-type: none"> • Average 6-8 hours per week
Tasks Per Week	<ul style="list-style-type: none"> • Average 20-40 per marking period
Tests	<ul style="list-style-type: none"> • Test intensive
POS Academics	<ul style="list-style-type: none"> • College level public speaking is a component of the OA-CTEP
Study & Other Skills	<ul style="list-style-type: none"> • Attention to detail • Basic computer & keyboarding skills • Clean criminal background check • Demonstrate initiative, responsibility, time management & critical thinking skills • Good attendance • Good physical health and neat appearance • Memorization & note/test-taking skills • Commitment to be successful

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to **contact your counselor**.

ALL DOCUMENTS FOLLOWING THIS PAGE MUST BE FILLED OUT AND RETURNED TO LISA MCNAMARA BY SEPTEMBER 6, 2023

ALL DOCUMENTS MAY ALSO BE FOUND ON THE OCTORARA AREA SCHOOL DISTRICT WEBSITE ON THE HOMELAND SECURITY & PROTECTIVE SERVICES WEBSITE PAGE

www.octorara.k12.pa.us

1. Physical for the 2023-2024 school year (A copy of a recent school physical is sufficient)
2. Incident and Accident Waiver Form
3. Driving Permit (if a driver)
4. Riding Permit (if riding with another cadet)
5. Student & Parent/Guardian Signature Form
6. Health Form

Lisa McNamara
Director of Octorara Area Career and Technical Education
Octorara Area School District
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OCTORARA AREA CAREER & TECHNOLOGY CENTER
ACCIDENT INSURANCE WAIVER RELEASE OF LIABILITY AND ACCIDENT
COMMITMENT

THIS WAIVER is made between OCTORARA AREA HOMELAND SECURITY & PROTECTIVE SERVICES ACADEMY and the undersigned student and, if the student is under the age of 18, his or her undersigned legal guardian.

Accidental Health Insurance is strongly recommended for every student enrolled in an educational program at the Octorara Homeland Security and Protective Services Academy. Accordingly, every student is required to have accidental insurance or be willing to sign an Accidental Health Insurance Waiver.

THIS COMMITMENT is made between the Octorara Area School District and the undersigned student and, if the student is under the age of 18, his or her legal guardian.

As a condition of the student's enrollment at Octorara Homeland Security and Protective Services Academy, the student (and his or her undersigned legal guardian, if the student is under the age of 18) hereby *Check the appropriate line(s)*: (Check 1 or 2. If 1, check a or b.)

____ 1. Certify (or certifies) that the student shall be insured under an accidental health insurance policy for the entire school year 2023–2024, which policy of insurance is:

____ a. purchased through a sending school program or

____ b. acquired through other means; such as parent's/guardian's insurance through work, Medicare, Access card, or CHIP.

____ 2. Expressly decline(s) coverage under any policy of accidental health insurance and hereby agree(s) to sign an Accidental Health Insurance Waiver.

WITNESSETH:

Intending to be legally bound, I hereby:

1. Acknowledge that there is an inherent risk of injury to student in the program operated by the District, and that the District has recommended purchase of a health or accident insurance policy covering student.
2. Acknowledge that I have declined to purchase such an insurance policy and nevertheless wish student enrolled in the program.
3. Agree that I, as the student or legal guardian of the student, am assuming the risk of any injury which may result from the student's participation in the program, or travel to and from facilities used in the program, regardless of the cause or causes of such injury.
4. Release the District, and also the home school district specified below, and their officers, directors, employees and agents (The "Released Parties") from any and all liability for any damages, injury or expense which may result from the student's participation in the program. I understand that in signing this release I am releasing any and all claims, including claims for medical expenses or deductibles on a family or individual insurance policy.

REPRESENT TO THE SCHOOL THAT I HAVE READ THIS FORM, I UNDERSTAND IT, I AM SIGNING IT WILLINGLY, AND I INTEND THIS RELEASE TO BE LEGALLY BINDING ON ME, MY HEIRS AND ASSIGNS.

Date: _____

(Signature of Student)

(Print Student Name)

(Signature of Parent/Legal Guardian)

(Print Home School District)

(Signature of Parent/Legal Guardian)

Student Health Summary & Emergency Contact Form

Student Name: _____ Program: _____ DOB: _____

Home School: _____ Grade: _____ Last Tetanus Booster: _____

_____ Mother's Name	_____ Father's Name	_____ Guardian's Name
_____ Mother's Home #	_____ Father's Home #	_____ Guardian's Home #
_____ Mother's Cell #	_____ Father's Cell #	_____ Guardian's Cell #
_____ Mother's Work #	_____ Father's Work #	_____ Guardian's Work #

Adult you trust to make a decision regarding your student's health in the event you cannot be reached:

Name: _____ Daytime Phone Number: _____

In the event of an allergic reaction/asthma attack my student needs:

____ An Inhaler

____ Benadryl

____ An EpiPen

____ **My student carries an EpiPen with him/her**

Health Problems/Chronic Illness: _____

Allergies: _____

Medications: _____

My child is covered by health insurance ____ Yes ____ No

Health Insurance Provider: _____ Policy Number: _____

(Emergency medical care could be delayed if this information is not provided)

____ Yes, I would like more information about CHIP (reduced cost health insurance for children)

I give permission to the school staff to transport or make arrangements to transport my child to emergency medical care and to sign permission for medical treatment declared immediately necessary by the physician, in the event that persons listed above cannot be contacted.

I give permission for Acetaminophen (generic Tylenol) to be given to my child ____ Yes ____ No

I give permission for Benadryl 25 mg for allergic reaction to be given to my child ____ Yes ____ No

I give permission for Tums or generic brand antacid to be given to my child ____ Yes ____ No

Parent/Guardian Signature: _____ Date: _____

Student & Parent/Guardian Signature Form

Both sides of this form must be completed and returned to your program instructor by the end of the second week of school. Parents/Guardians and students are asked to initial each item as appropriate.

OA-CTEP Student Enrollment Guide and Handbook.

 I acknowledge that both my parents/guardian and I have received a copy of the 2023-2024 Enrollment Guide. I also understand that it is my responsibility to read this guide and become familiar with its contents.

P/G Student

I acknowledge that both my parents and I have received an electronic copy of the 2023-2024 Octorara Area Junior-Senior High School Student/Parent Handbook. I also understand that it is my responsibility to read this handbook and become familiar with its contents.

P/G	Student	<p><i>I acknowledge and understand that any offense that adversely affects the good order, maintenance, or discipline of the Octorara Homeland Security & Protective Services Academy will initiate discipline procedures and may result in the removal from the Academy.</i></p>
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OASD Acceptable Use Policy (pages 31-32 OJSHS Student/Parent Handbook)

P/G	Student	<i>I acknowledge that I have received an electronic and a paper copy of the OASD Acceptable Use Policy. I also understand that it is my responsibility to read this policy and become familiar with its contents.</i>
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Photo/Video Permission/Release form (page 34 OJSHS Student/Parent Handbook)

Please initial ALL that apply:

I grant permission to photograph/videotape my child, to identify him/her by name and to identify the OASD program in which he/she is participating.

I grant permission to publish my child's photograph in OASD print publications.

P/G *I grant permission to have photographs and videotapes containing my child's image and likeness only posted on the Internet.*

I do NOT grant permission to photograph/videotape my child.

P/G

Parent/Guardian Signature

Date _____

Parent/Guardian Email Address (print)

Home Phone

Cell Phone

Work Phone

Student Signature

Date _____

DRIVING PERMIT APPLICATION

Name _____ Program _____ am _____ pm _____

I understand the driving/riding regulations as outlined in the Student Handbook, and I am aware that violations of these rules may result in withdrawal of driving privileges to the Octorara Area Homeland Security & Protective Services Academy. I am further aware that parking on school property is at my own risk, and the school will not assume responsibility for damage or loss of property. I am also aware that excessive lateness or absences can result in suspension and/or removal of driving privileges. All vehicles must have a current state safety inspection sticker, as well as proof of insurance and current state registration form. Riding and driving forms must be renewed annually.

Student Signature

Parent/Guardian Signature

Parent Name _____ Phone Number _____

Sending School _____

Make of Car _____ Model _____ Year _____ Color _____

License Plate Number _____ Operator Number _____

This car is covered by insurance Yes _____ No _____ Insurance Co. _____

Students may not have passengers without parent/guardian permission. Student drivers are responsible for whom they allow in their vehicle. If passengers are permitted, list names below (3 maximum).

1. _____

2. _____

3. _____

Sending School Approval _____ Date _____
Principal/Assistant Principal Signature

OA-CTEP Approval _____ Date _____ Permit # _____

RIDING PERMIT APPLICATION

Name _____ Program _____ am _____ pm _____

I understand the driving/riding regulations as outlined in the Student Handbook, and I am aware that violations of these rules may result in the withdrawal of riding privileges to Octorara Area Homeland Security & Protective Services Academy. I am also aware that excessive lateness or absences can result in suspension of riding privileges.

Student Signature

Parent/Guardian Signature

Parent Name _____ Phone Number _____

Program _____ am _____ pm _____ Sending School _____

My son _____ daughter _____ has my permission to ride with _____

and agrees that no more than three (3) authorized passengers will be in the car at any time. The above named driver has agreed to carry insurance to protect passengers.

Sending School Approval _____ Date _____

Principal/Assistant Principal Signature

OA-CTEP Approval _____ Date _____

Academy Instructor Signature

The parent of any student requesting a riding permit must explain the need to so. Please do so in the space provided.

Octorara Area Junior-Senior High School Student/Parent Handbook

Acceptable Use Policy

INTERNET (Acceptable Use Policy) **For iPad Use Policy please refer to iPad Handbook**

Introduction

The Octorara Area School District (OASD) has established an Internet connection for use by students and staff. The purpose of OASD's Internet access is to promote education and research and to support the district's curriculum. As such, the Internet offers vast, diverse, and unique resources, some of which may not be educationally valuable and may be deemed inappropriate and offensive. **The OASD has taken precautions to ensure the educational use of the Internet. Our focus is less in controlling the environment, but more in providing individual users with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs.** Students, staff, and parents are advised that some sites may contain inappropriate material. School administrators and staff do not condone the use of such materials and do not permit usage of such materials in the school environment. Students who knowingly bring such materials into the school environment regardless of format, will be dealt with according to the discipline policies of the individual school building.

Users

Use of the Internet is available to OASD students and staff who have agreed to this policy, have been trained in Internet use, and are using it in pursuit of an educational objective related to the district's curriculum. Students may only use the Internet under the supervision of a faculty member, thus minimizing the potential for misuse. The internet will be accessed via a username and password. This will ensure that internet users will be held responsible for the sites they access.

Terms and Conditions

All users who will be interactive with the Internet must sign an acceptable use agreement. The signature of a parent or guardian is required for students currently under the age of 18 (this form may be found at the end of the handbook). **The use of the Internet is a privilege, not a right.** Each user is held responsible for his/her actions and activity on the internet. Some examples of unacceptable use are as follows:

- Displaying or copying offensive or inappropriate messages or pictures, examples of such messages include but are not limited to, those that are sexually oriented or controlled substance oriented;
- Violating copyright laws, including illegal use of copyrighted software;
- Using social media to harass or intimidate others;
- Loading or use of games or unauthorized programs, files or other electronic media is prohibited;
- Uploading, creating, or knowingly transmitting computer viruses;
- Vandalizing, defined as any malicious attempt to harm or destroy, hardware or software;
- Using the network for any illegal activity;
- Gaining unauthorized access to resources or databases;
- Vandalizing the data, files, or e-mail of another user;
- Intentionally wasting limited computer resources;
- Using the network for financial or commercial gain;
- Failing to delete downloaded/saved information from the hard drive after usefulness;
- Using district equipment to access the internet for personal reasons unrelated to stated district goals or objectives;
- Utilizing home computer systems to create sites that disrupt the educational environment.

Netiquette

Users will abide by the following acceptable rules of network etiquette when using electronic mail. These include but are not limited to the following.

1. Users need to be aware that electronic mail is not necessarily private. Users should read only their own mail and are responsible for deleting it.
2. All users must sign their e-mail messages. **Anonymous messages are prohibited.**
3. Abusive language, swearing, or profanity will not be tolerated. “Flaming”, the practice of sending abusive email is forbidden. Harassing, insulting, or attacking others is also forbidden. Anyone who receives inappropriate email should forward the message to the Technology Coordinator and/or the building administrator.
4. Posting personal communications to a public forum like a news group without the original author’s prior consent is prohibited.
5. **For safety purposes, do not reveal your personal address or phone number or that of other students or teachers. Never agree to meet an e-mail acquaintance in person unless accompanied by a parent.**

Security

Security on any computer system is a high priority, especially when the system involves many users. Any security problem, whether real or potential, should be reported to the building administrator.

Consequences of Misuse

Abuse of the Internet, including email, will result in denied access. Additional disciplinary action may be determined at the building level in accordance with the district’s discipline policy. When appropriate, law enforcement agencies will be involved.

Octorara Area Junior-Senior High School Student/Parent Handbook Photo/Video Permission/Release

RELEASE OF IMAGES

As an Octorara student, there are many opportunities to have your child’s image, works or accomplishments, captured on video or photographed. It is not uncommon for such items to be released to a news agency such as a local newspaper, television, or on-line. If you, as a parent, have an objection to the release of such information please contact the main office @ 610-593-8254. Please contact the office by the end of the third week of school to ensure we are addressing your concerns.

