



www.rmctc.org

The Public Safety & Security Program

CIP 43.9999

Instructor: Anthony Paparo

apaparo@rmctc.org

Have Questions?
Reading Muhlenberg Career & Technology Center
2615 Warren Rd
Reading, PA 19604
Telephone: 610-921-7310

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

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.

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.

There may be a time where we need to communicate with each other about your son/daughter. 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 apaparo@rmctc.org

Sincerely,

Anthony Paparo

Best time to reach you: _____

Phone Number: _____

Email address: _____

Comments: _____

Student's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date _____



Public Safety & Security

- 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

Student Certifications

NOCTI – National Occupational Competency Testing Institute Certification
 * Protective Services
 BLS Healthcare Provider
 Emergency Medical Technician
 First Responder
 Hazardous Materials First Responder Awareness
 Heartsaver AED
 Heartsaver CPR
 MDTS – Monadnock Defensive Tactics System NIMS IS 100 Series
 NIMS IS 200 Series NIMS IS 700 Series NIMS IS 800 Series
 PATH – Practical and Tactical Handcuffing
 PPBT MEB – Monadnock Expandable Baton
 Telecommunicator 1

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



Instructor – Mr. Anthony R Paparo

Biography

I was born and raised in St Matthews, South Carolina before moving to Pennsylvania. After graduating from Msgr Bonner High School, in Drexel Hill, Pa. I attended Delaware County Community College, where I earned an Associate's Degree in Criminal Justice. I continued my education at St. Joe's University, where I earned my Bachelor's Degree in Criminal Justice, and was awarded the Criminal Justice Outstanding Student Award for my academic performance. I joined the Upper Darby Township Police Department in June 1985, where I retired in 2018 as a Captain of Police responsible for 130 uniformed officers and the SWAT Team. During my time in Upper Darby I had the fortunate experience to have attained every rank, while also working every division, including 13 years as a Detective/Detective Sergeant. In 2004, while a Lieutenant, I was selected by my Chief to represent Upper Darby Police at the FBI National Academy, a 3-month police executive training program that only about 1% of all police officers ever have the opportunity to attend. During my time at the FBI NA, I was selected as the Session President, representing 248 law enforcement officers from around the country and 22 foreign countries, and gave the graduation commencement speech to over 2000 attendees. I have been blessed to have the opportunity to share my vast knowledge and experience with your child as an instructor, and do not take this lightly. Thank you and your child for this opportunity to help create the next generation of public safety professionals.



Education

- Graduate of Msgr. Bonner High School
- Delaware County Community College - Associate's Degree Criminal Justice
- St Joseph's University - Bachelor's Degree - Criminal Justice
- FBI National Academy - Police Executive Leadership
- University of Virginia - Police Professional Studies
- Liberty University - Master's Degree - Human Services and Business Management

Certifications

- Pennsylvania Municipal Police Act 120 certification
- Recognized Expert in Federal, State, and Local Courts for:
 - Fingerprint/Palmprint Identification
 - Crime Scene/Criminal Investigations
 - Interview/Interrogation
 - Homicide Investigations
 - Narcotics Investigations
- National Tactical Officers Association - Active Shooter Instructor
 - Basic and Advanced
- FBI Trained Hostage/Crisis Negotiator
- Patrol Rifle Instructor
- Level B SWAT Trained
- Major Incident Response Team Trained
- Racial and Emotional Intelligence Instructor
- Citizens/Youth Academies Instructor

Work Experience

- Retired Chief of Police - Yeadon Borough
- Retired Captain of Police - Upper Darby Township
- Former PA Emergency Medical Technician
- Former Volunteer Firefighter

Hire Date 2025

Community Service

Health Occupations Students of America Chapter Advisor (HOSA Heroes)

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). NOCTI assessment and industry certification exams require a proficiency in English language skills.</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/Judgement al 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 | | | | | |

Competency Task List – Secondary Component
Homeland Security, Law Enforcement, Firefighting and Related Protective Services,
Other CIP 43.9999
High School Graduation Years 2026, 2027, 2028

100 Safety Procedures

| Item | Task |
|------|--|
| | RESERVED (101) |
| 102 | Follow safety and standard operation procedures. |
| | RESERVED (103-105) |
| 106 | Use personal protective equipment (PPE) in the classroom. |
| 107 | Practice health, wellness, and stress management techniques. |
| 108 | Research post-traumatic stress disorder (PTSD). |
| 109 | Complete an active shooter course. |

200 Criminal Justice System

| Item | Task |
|------|---|
| 201 | Investigate the criminal justice system and its history. |
| 202 | Apply select elements of the Bill of Rights. |
| | RESERVED (203) |
| 204 | Investigate the major court rulings related to stop and frisk, search and seizure, plain view doctrine, exigent circumstances, use of force, due process, and juvenile justice that affect the admissibility of evidence. |
| 205 | Describe the state and federal court systems. |
| | RESERVED (206-211) |
| 212 | Use the Pennsylvania crimes code. |
| | RESERVED (213) |
| 214 | Apply rules of Pennsylvania criminal procedures for summary and court cases. |
| 215 | Distinguish between the types of defenses to a criminal charge. |
| 216 | Explain Civil Law, Administrative Law, and Case Law. |

300 Law Enforcement

| Item | Task |
|------|--|
| 301 | Investigate American law enforcement on the federal, state, and local levels. |
| | RESERVED (302) |
| 303 | Investigate integrity and ethical issues within law enforcement agencies. |
| | RESERVED (304-305) |
| 306 | Research the education, training, and recruitment process in law enforcement careers. |
| | RESERVED (307) |
| 308 | Research laws of arrest for all levels of offenses. |
| 309 | Research the use of reasonable force and the use of force continuum from command presence to lethal and non-lethal weapons, including de-escalation. |
| 310 | Describe civil liability in law enforcement. |

400 Private Security Management

| Item | Task |
|------|---|
| 401 | Research the history and role of private security. |
| 402 | Practice asset protection, security and loss prevention services. |
| | RESERVED (403-405) |
| 406 | Practice patrols and fixed posts. |
| 407 | Practice physical security and crime prevention services. |
| | RESERVED (408-411) |
| 412 | Respond to emergency situations. |
| 413 | Conduct a threat assessment and apply mitigating techniques. |
| | RESERVED (414-416) |

500 Corrections – Adult and Juvenile Systems

| Item | Task |
|------|---|
| 501 | Research the areas of corrections, probation, and parole. |
| | RESERVED (502-505) |
| 506 | Research the history and function of the juvenile justice system. |
| | RESERVED (507-508) |
| 509 | Compare and contrast the juvenile justice system and the adult system of justice. |
| 510 | Compare and contrast jails and prisons. |
| 511 | Use safety techniques for control, frisk, and the movement of inmates. |
| 512 | Research prison life and special populations. |

600 Reserved

700 Homeland Security

| Item | Task |
|------|--|
| | RESERVED (701-703) |
| 704 | Research the United States Department of Homeland Security and its components. |
| 705 | Research the evolution of terrorism. |
| 706 | Research the USA Patriot Act and USA Freedom Act. |
| | RESERVED (707-708) |

800 Communications

| Item | Task |
|------|---|
| 801 | Use the NATO phonetic alphabet. |
| 802 | Use navigational techniques and technology. |
| 803 | Use communication devices and radio procedures. |
| 804 | Complete industry appropriate incident reporting forms. |
| | RESERVED (805-806) |
| 807 | Investigate the roles and responsibilities of a 911 telecommunicator. |

900 Incident Command System

| Item | Task |
|------|--|
| | RESERVED (901) |
| 902 | Complete IS 100 - Introduction to Incident Command System (ICS). |

| | |
|-----|--|
| 903 | Complete IS 200 - ICS for Single Resources and Initial Action Incidents. |
| 904 | Complete IS 700 - Introduction to National Incident Management System. |
| 905 | Complete IS 800 - Introduction to National Response Framework. |

1000 Reserved

1100 Patrol Duties

| Item | Task |
|------|---|
| | RESERVED (1101) |
| 1102 | Research and conduct suspect searches and use restraints. |
| 1103 | Conduct a custodial transport. |
| | RESERVED (1104) |
| 1105 | Use the Pennsylvania vehicle code. |
| 1106 | Make vehicle stops. |
| | RESERVED (1107-1108) |
| 1109 | Manage domestic disputes. |
| 1110 | Research community policing and crime prevention. |
| | RESERVED (1111-1112) |
| 1113 | Conduct mental health, crisis intervention, and excited delirium assessments. |
| | RESERVED (1114) |
| 1115 | Discuss basic collision investigation. |
| 1116 | Manage and process a crime scene. |

1200 Reserved

1300 Firefighting

| Item | Task |
|------|--|
| 1301 | Research the history, mission, and organization of the fire service. |
| 1302 | Practice fire ground operations, scene size up, and utility control. |
| 1303 | Research fire fighter safety and health. |
| 1304 | Don and use firefighting personal protection equipment (PPE). |
| | RESERVED (1305) |
| 1306 | Demonstrate highway safety. |
| 1307 | Research fire dynamics. |
| 1308 | Demonstrate portable fire extinguishers. |
| 1309 | Demonstrate water supply. |
| 1310 | Demonstrate fire hose and appliances. |
| 1311 | Demonstrate ropes and tie knots. |
| | RESERVED (1312-1313) |
| 1314 | Research types of fire protective systems. |
| 1315 | Investigate building construction as it relates to fire service. |
| 1316 | Demonstrate ground ladders. |
| 1317 | Research forcible entry techniques. |
| 1318 | Research fire prevention and life safety techniques. |

RESERVED (1319)

1320 Don and doff, utilize and maintain self-contained breathing apparatus (SCBA).

1321 Use nozzles and fire streams.

1322 Apply victim removal techniques and conduct structural searches.

1323 Apply ventilation techniques.

1324 Apply fire suppression techniques.

1325 Practice salvage and overhaul strategies.

1326 Demonstrate scene preservation.

1327 Apply mayday procedures and fire fighter survival techniques.

RESERVED (1328-1329)

1330 Investigate wildland firefighting.

1331 Operate lighting equipment.

1332 Inspect and maintain firefighting equipment.

1333 Develop pre-incident planning.

1334 Research the use of firefighting foam.

1335 Apply reduction of field contaminants (e.g., gear and equipment)

1336 Identify the commonly used hand tools and power tools used in the fire service.

1400 Emergency Medical Services (EMS)

| Item | Task |
|------|---|
| 1401 | Research the history, mission, and organization of the emergency medical services (EMS) system. |
| 1402 | Apply knowledge of human anatomy and function. |
| 1403 | Use medical terminology. |
| 1404 | Demonstrate shock management. |
| | RESERVED (1405-1406) |
| 1407 | Apply knowledge of pharmacology in EMS. |
| 1408 | Perform airway management, respiration, artificial ventilation, and suctioning techniques. |
| 1409 | Identify scene safety and immediate life threats. |
| 1410 | Recognize and provide treatment for a medical emergency. |
| | RESERVED (1411-1414) |
| 1415 | Recognize and provide treatment for a trauma emergency. |
| 1416 | Provide patient care for cardiac arrest victims including automated external defibrillator (AED). |
| 1417 | Research the culture of EMS safety and well-being. |
| 1418 | Research medical, legal, and ethical issues. |
| 1419 | Research current EMS protocols. |
| 1420 | Demonstrate bleeding control. |
| 1421 | Practice oxygen therapy. |
| 1422 | Demonstrate the ability to obtain baseline vital signs. |
| 1423 | Demonstrate the use of PPE relevant to Emergency Medical Services. |

1500 Hazardous Materials Awareness

| Item | Task |
|------|------|
|------|------|

| | |
|------|--|
| 1501 | Determine the presence of hazardous materials. |
| 1502 | Utilize the North American Emergency Response Guidebook and other reference materials. |
| 1503 | Demonstrate scene control for hazardous materials incidents. |
| 1504 | Complete hazardous materials awareness course. |

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.*

HOMELAND SECURITY AND PROTECTIVE SERVICES RULES AND GUIDELINES

Student Rules and Regulations

Conformance to the following rules and regulations is essential to the efficient and safe operation of the Reading Muhlenberg Career and Technology Center Public Safety Training Academy. All students attending the Reading Muhlenberg Career and Technology Center Public Safety Program shall familiarize themselves with and will be held responsible for compliance to these rules and regulations. Any student failing to follow the rules of the Reading Muhlenberg Career and Technology Center and the Public Safety Academy are subject to disciplinary actions deemed appropriate by the instructor/administration.

Injuries / Illness

1. Any injury or illness that occurs on the Career and Technology Center's premises must be reported to the instructor, administrative office or the school nurse immediately.
2. Emergency Medical Care will be rendered as required.
 - A student's instructor / administrative office will be notified of an illness or injury with specific attention being given to safeguard the student's confidentiality with regards to the specific nature of the illness/injury.
3. Personnel or students will fill out an appropriate accident/injury form.
4. Injured student's will not be excused from physical training and skill work without a physician's note excusing the student from training or skill work. The excuse shall list specific restrictions.
5. Injured students participating in a class with a physical component may not return to class without a written clearance from their attending physician, which specifically states the student's ability to return to training without restriction.

I have read and understand the rules and guidelines for injuries and illness.

Parent/Guardian Initials: _____

Student Initials: _____

Dress Code

1. Classroom attire for the Public Safety program will be:
 - Dark Gray button down uniform shirt
 - Black Homeland Security T-shirt
 - Black Uniform style tactical pants (Gall's, LA Police Gear)
 - Black belt
 - Black socks – full height
 - Black work shoes or boots
 - Black Homeland Security sweatpants
 - Black sneakers (ALL black, NO COLORS)
2. Proper work uniform shall be worn daily. P.T. uniform will only be worn on P.T. days.
3. Classroom attire for students attending any other training shall wear the Public Safety full dress uniform (Button down uniform shirt, black tactical pants, and black work shoes/boots)
 1. Business attire is acceptable in lieu of a department uniform
 2. Blue jeans, shorts, T-shirts or sandals may not be worn for any training or class work.
4. Attire which is deemed to be offensive or culturally insensitive shall be cause for removal from training and may face disciplinary action.
5. Appearance
 - Uniforms shall be kept neat and clean
 - Shirts shall be tucked in at all times
 - Pants shall not be bloused in boots.
 - Students may not have long/excessive decorative nails, due to hands on dynamics of class.

6. Students shall be changed and in full uniform five minutes after arrival into the program area.

I have read and understand the rules and guidelines for the Dress Code.

Parent/Guardian Initials: _____

Student Initials: _____

General

1. Any act or behavior pattern deemed prejudicial to the good order and discipline of the class, including but not limited to talking out of turn during class, or sleeping during class, may result in a loss of work ethic points or disciplinary actions.
2. Students are expected to clean up after themselves; trash is to be placed in the proper receptacles provided for regular trash or recyclables.
3. The use of profane or discriminatory language and/or gestures is strictly prohibited.
4. The display of any offensive, profane or discriminatory items/materials is strictly prohibited, this includes any item of dress deemed to be suggestive or offensive in nature.
5. Physical contact between students is strictly prohibited except in instances where it is necessary to accomplish a class objective, such as carries/draggs or other necessary skills practice and exams.
6. No student shall leave the program area without the teacher's permission and/or signed pass.
7. One student will be permitted to leave the classroom at a time.
8. The teacher will dismiss the class **NOT** the bells.
9. Disrespect towards the teacher and staff will **NOT** be tolerated.
10. All rules of the RMCTC discipline code will be strictly enforced.
11. No sitting on desks or tables at any time.
12. At no time should student's head be rested on the desk. Students should be attentive at all times.
13. No gum chewing is allowed in the program area.
14. No food in the shop and activity areas.
15. Only authorized students are allowed access to the Law Enforcement, EMS, Fire Cabinets, and supply cabinets.
16. No loitering in the Shop and Activity areas at any time.
17. All areas are to be kept clean.
18. **The student/s will be liable for the retail cost of replacing any lost or damaged uniforms or equipment.**
19. **Teachers' desk, file 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!**

I have read and understand the rules and guidelines for the General Rules.

Parent/Guardian Initials: _____

Student Initials: _____

Academic Integrity

1. Any student who is found cheating or has been determined to have cheated on any test or exam shall receive a zero for a grade.
2. Any student who is found to have plagiarized any work of another author or previous student shall receive a zero for a grade.
3. Any recruit who shares the content of any exam or written assignment shall receive a zero for a grade.

I have read and understand the rules and guidelines for Academic Integrity.

Parent/Guardian Initials: _____

Student Initials: _____

Attendance

1. Students are to arrive for class on time and be prepared to work.
 - Students arriving late must report their attendance to the main office and shall sign-in at the designated time. Students will only be allowed into class with a tardy slip.
2. A student may not move on to the next practical session when a session missed has been deemed relevant and a prerequisite for a subsequent module, where safety might be compromised without having attended it.
3. If you are absent it is **YOUR** responsibility to request/obtain the makeup work.

I have read and understand the rules and guidelines for Attendance.

Parent/Guardian Initials: _____

Student Initials: _____

Academic Requirements

1. Students are required to maintain pace with any class assignments, quizzes, online participation and/or workbooks. Failure to do so may require remedial measures and could result in a failing grade and possible dismissal from the class.
2. A score of 70% is necessary to successfully complete any Academy or State written exam, unless otherwise noted.
3. A score of 80% or greater shall be required to pass any State, Pro-Board/IFSAC or Academy practical exam.

I have read and understand the rules and guidelines for the Academics Requirements section.

Parent/Guardian Initials: _____

Student Initials: _____

Student Personal Safety

1. Cosmetics are not permitted during class time.
2. Jewelry shall not be worn during any practical class application (Exempted are Medical Alert devices provided they do not interfere with safe operations). The only jewelry that may be worn during practical class applications are stud earrings (NO hoops or hanging jewelry).
3. Hair shall not extend below the collar at any time during classroom or practical sessions.
 - Wigs or hair extensions will not be worn.
 - Female hair below the collar **MUST** be in a pony-tail or bun.
 - Male hair may not extend below the collar and look professional at all times. Man buns are not professional and are not acceptable.
 - Facial hair is not allowed. Facial hair is a safety issue for practical sessions.
4. Caffeine consumption should be curtailed at least eight hours prior to any class with a physical component. Any student participating in a class with a physical component may not consume any caffeine enriched supplement or beverage during the class (Monster, Jolt, etc.).
5. Any student taking a medication, prescribed or over-the-counter, which has known potential side effects that may affect their safety and participation in class activities, is to notify the school nurse prior to participation in any session.
6. No sitting/standing or book bags/personal items are allowed on shop half walls and benches.
7. No sitting/lounging on the physical fitness equipment and mats.
8. No horseplay in the program area

I have read and understand the rules and guidelines for Student Personal Safety.

Parent/Guardian Initials: _____

Student Initials: _____

Personal Protective Equipment (PPE)

1. Levels of PPE required for a class shall be determined by the instructor commensurate with the content of the course and potential for exposure to injury.
2. All firefighters' Personal Protective Equipment must comply with current PEOSHA and NFPA standards.
3. All PPE shall be maintained and shall be fully functional as designed and shall be free of any defect including rips, tears, missing reflective striping, snaps, zippers buttons or Velcro which no longer fastens as designed
4. Helmets shall not have excessive adornments contrary to NFPA guidance, nor shall
5. Firefighting gloves should be compatible with the coats they are being worn with, i.e. wristlets are required on gloves where there are no thumb-holes in the coat wristlets.
6. Students with **any** facial hair that interferes, or potentially interferes with the face to facepiece seal will **not** be permitted to participate in evolutions requiring the use of a respirator.

I have read and understand the rules and guidelines for Personal Protective Equipment.

Parent/Guardian Initials: _____

Student Initials: _____

Cellular Phones / Radios / Pagers

1. The use of cellular phones is prohibited and shall be left in the student's lockers in the off position. Reading Muhlenberg Career and Technology Center has a NO tolerance phone policy.
 - In the event of an emergent communication, the student shall notify the instructor to arrange use of phone.
 - Violation of the Phone policy will result in confiscation of the phone until a parent retrieves it from the office. This will also result in a deduction of Work Ethic points.
 - Failure to turn in the phone will result in a student suspension.
2. Any radio necessary for the performance of a student's duties shall be kept at a minimum volume and shall not disturb a class.
3. Phones may not be charged during class times.

I have read and understand the rules and guidelines for Cell Phones / Radios / Pagers.

Parent/Guardian Initials: _____

Student Initials: _____

Electronic Devices

1. The use of personal computers, tablets, PDAs or similar devices for the purposes of taking notes is acceptable. Note: There is limited access to power sources in some classrooms and it is suggested that these devices be fully charged.
2. Devices used for these purposes should have any alerting or keystroke indicators silenced during class.
3. Electronic Devices should only be used in accordance with the Reading Muhlenberg Career an Technology Center Internet/Network policy agreement.

I have read and understand the rules and guidelines for Electronic Devices.

Parent/Guardian Initials: _____

Student Initials: _____

Photography

The taking of photos or any video recording during any class session is strictly prohibited without the expressed permission of the class's Senior Instructor or Point of Contact, and the consent of any persons appearing in said photography.

I have read and understand the rules and guidelines for the Photography section.

Parent/Guardian Initials: _____

Student Initials: _____

I have read and understand the Homeland Security Rules and Guidelines.

Parent/ Guardian Signature

Student Signature

**Public Safety and Security
Personal Belongings Policy**

Each student in the Public Safety & Security program will be provided with an assigned locker.

Upon entering the program area students are asked to place all personal belongings and items of value inside of the student's assigned locker. This includes coats, book bags, cellphones, headphones, MP3 players, and anything else you may be carrying. This policy is to ensure that YOUR personal belongings are kept safe and secure. Student's should NEVER share their locker with another student or give their locker combination to another student.

Cell phones and electronic devices are to be turned off and placed in your locker. 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,

Anthony Paparo

Public Safety & Security Instructor

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

Parent / Guardian Signature and Date

Student's Signature and Date

Public Safety & Security

Grading System

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

1. Knowledge
2. Work Ethic

Knowledge The Knowledge portion of the student's grade counts toward 60% of the total grade. This grade is derived from class assignments, homework, quizzes, and assessments.

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 |

Each safety violation may warrant additional disciplinary action.

ADDITIONAL VIOLATIONS

10 Point Violations: Absent
No uniform/ Improper Uniform
Student in an unauthorized area (Teacher's Desk, etc.)
Insubordination
Improper use of tools
Purposely destructive
Dangerous work habits / Disruptive Behavior

| | | | |
|--------------------------|---------------------------|---------------------|--------------|
| Other Violations: | Wasting Time | Foul Language | Off Task |
| | Wasting materials | Failure to clean up | Not reliable |
| | Will not work with others | Failure to P.T. | |

The above listed violations will be deducted work ethic points at the discretion of the instructor based on an individual basis and the severity of the violation.

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

Public Safety Uniform Requirements

SHIRTS – Students will need to purchase a button down uniform shirt. Shirts are available at the following online websites. Only one shirt is required.

Gall's – www.galls.com

Mens/Women's – LawPro 100% Polyester Short Sleeve Shirt (SLGY/Silver Gray) Item # - SG107

Quartermaster – www.qmunifrms.com

Mens/Women's – LawPro 100% Polyester Short Sleeve Shirt (SLGY/Silver Gray) Item # - SG107

T-SHIRTS – (**Work Shirt**) – The T-shirt is worn on a daily basis and is required to be purchased through the school. *Only one is required but two is recommended due to wear and tear.*

Black Homeland Security T-Shirt – Purchased through the program area (Printed by the Printing program) \$10.00

PANTS – Student's are required to wear black uniform work pants. Tactical Pants are preferred.

Gall's – www.galls.com

Men's – Gall's Tac Force Tactical Pants (Black) Item # TT784 \$29.99

Women's – Gall's Women Tac-Force Tactical Pants (Black) Item # TT846 \$29.99

LA Police Gear – www.lapolicgear.com

Men's – LA Police Gear Urban OPS Tactical Pants (Black) Item # CCP1017LRS \$28.99

Women's – LA Police Gear Operator Tactical Pants (Black) Item # PT-WB1003 \$29.99

BOOTS/SHOES – Students will be required to wear black uniform boots that will be worn with their uniform and all black sneakers for physical training.

Boots/Shoes may be purchased anywhere online or at any shoe store. The boots must be uniform boots. An example of appropriate boots are the Interceptor boot which may be purchased at Walmart. Sneakers must be all black with no color. Improper boots/shoes will affect a student's daily grade.

OPTIONAL – JOB SHIRT - The Job shirt is not required but is highly recommended due to cool temperatures in the classroom and outdoors during the fall, winter, and early spring months.

Men's/Women's – First Class Fleece Job Shirt with Zipper (Black) Item # JS64/JS66 \$29.99

Uniforms Accessories Warehouse - www.uniformswarehouse.com

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.

Students are graded on their physical training. Most careers within the Public Safety field require that an applicant pass a physical agility exam to be hired. Failure to participate in the daily and group physical training will affect your son's/daughter'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 & 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 Taken: _____

Other Health Concerns: _____

Parent/Guardian Signature: _____ Date: _____

GRADE REPORTING

Purpose: The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress is measured in the areas of work ethics, knowledge and the practical skills aligned to the program area learning guides. Student performance for learning guide activities and assignments are reflected in the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The student information system automatically calculates student grades using the following formula:

| | |
|------------|------------|
| Work Ethic | 40% |
| Knowledge | <u>60%</u> |
| | 100% |

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

Interpreting a Grade:

Work Ethics Grade (40%): Each school day, every student receives a Work Ethics or daily grade. Criteria that compromise these grades are safety, student behavior, preparation/participation, productivity or time on 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 student’s 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 can reflect a deduction in points earned for that class period. 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.

Skill (Learning Guide): A task list guides every RMCTC program. Tasks are evaluated on a scale with a 4 or 5 considered proficient. Learning guides are normally aligned to lab assignments or shop projects where a student will physically perform a task. The student and teacher will discuss, at the beginning of each quarter, student expectations and the required tasks that must be completed or “contracted” by the end of the marking period. This allows a student to work productively with the expectation to make constant progress during the marking period. All assignments, activities and rubrics associated with learning guides are documented in the “knowledge” grading component. It is important to note that poor productivity will have a negative impact on a student’s grade.

NOTE: For the purpose of students earning a job title associated with their program area, 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.

Student grades will be reflected as a percentage, and will be reported directly to the student’s sending school to be added to the report cards.

Final Grade average is based on the student’s four (4) numerical marking period grades.

If a student has three (3) marking period grades of “F” consideration will be given 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 may be asked to select a new program or return to the sending school on a full-time basis.

The individual teacher must evaluate each student's achievements 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 failures. **Blatant refusal** to attempt or to complete a significant number of course requirements may lead to poor performance and possible removal.

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.

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 **satisfactory** achievement.
2. The average student **has reached a majority of course objectives.**
3. The average student is cooperative and follows direction, yet extra effort and improvement are needed for more complete mastering of the material.

D = Passing

1. This grade represents a **minimally satisfactory** achievement.
2. The failing student **has not reached necessary 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 **unsatisfactory** achievement.
2. The failing student has **not reached necessary course objectives.**

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. 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 are 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 students' 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.

Makeup Work for Absences: Students have the opportunity to make-up schoolwork due to an illness/being absent from school. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absence – five (5) school days to complete assigned work.
2. Four (4) or more days excused – ten (10) school days to complete assigned work. All work missed through unexcused absences will be graded zero (0).

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 classes. 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.

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

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.

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 and sign up for the school Remind App before starting the job/internship. Any student who is 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 may 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 not scheduled, you can work additional hours if your employer allows you to work. Labor Laws need to be followed.
 - 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 or the first day, you are at RMTC for the month**, you must report to the **Work Based Learning Office**, where you will sign in with Mrs. Hughes. Co-op students will record hours and earnings, and then return to your program area for the remainder of the school day. **Do not forget to bring your check stubs to record your hours and earnings!** Internship students will record hours. **If you miss two monthly 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
4. 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. Upon your first week of work, obtain a contact number in case you need to call your supervisor.
5. 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.
6. 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.
7. 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