

Parkway West
Career & Technology Center



Public Safety
Handbook
2024-2025

| | |
|---|-----------|
| TABLE OF CONTENTS | |
| Welcome/Introduction/Program Overview | 1 |
| Regulatory Agencies | 1 |
| Articulation Agreements | 1 |
| Student Requirements | 2 |
| Dress Code | 3 |
| Required Supplies/Shop Equipment | 3 |
| Classroom Rules, Rewards, and Consequences | 4 |
| Grading Procedures and Policies | 6 |
| Safety | 8 |
| Cleanup | 8 |
| Parent/Guardian Signature | 11 |
| Miscellaneous Information | 11 |

| | |
|--|-------------------------|
| Parkway West School | Page 1 of 12 |
| Program Handbook: Public Safety Technology | 2024-2025 School Year |
| Instructor: Mr. Baselj | Revision Date: May 2024 |

1 **Welcome/Introduction/Program Overview**

This program presents a comprehensive public safety education to students interested in careers in the fields of emergency medical, fire-fighting, rescue, law enforcement, or emergency management services. Students are required to meet minimum proficiency levels in all areas of the program. Instruction is provided for disaster situations, hazardous material handling, map reading, dispatch, the judicial system, pre-hospital emergency medical care, and emergency.

2 **Regulatory Agencies**

Pennsylvania Department of Health

3 **Articulation Agreements**

Pittsburgh Technical College – course credit if student has a “B” or better and must score 80% or above on final course examination at PTI. Exemption will be granted for:

SSA 120 – Criminal Procedure – 4 credits

Upon completion of application requirements \$1,000.00 credit per course toward PTI tuition.

Belmont Technical College – student must present valid proof of certification as an EMT-basic from the national Registry of Emergency Medical Technicians and complete Ohio certification exams. Exemption will be granted for:

EMT 100 –EMT Basic- 5 credits

Nationally recognized credentials that participating students may achieve:

Pennsylvania Emergency Medical Technician - Basic

American Heart Association – CPR and AED Certification

| | |
|---|--------------------------------|
| Parkway West School | Page 2 of 12 |
| Program Handbook: Public Safety Technology | 2024-2025 School Year |
| Instructor: Mr. Baselj | Revision Date: May 2024 |

Robert Morris University – course credit if student has a “B” or better

CRMJ 1010 – 3 credits

CRMJ 2020 – 3 credits

Open Elective – 6 credits

FEMA/NIMS Certifications

- National Incident Management System (NIMS) 100, 200, 700, & 800
- Personal Protection Baton Tactics
- Oleoresin Capsicum Aerosol Training
- Practical and Tactical Handcuffing
- PA State Fire Academy Classes
- Engine Company Operations
- Forcible Entry
- Hazardous Materials Awareness
- Hazardous Materials Operations
- Highway Safety
- Bloodborne Pathogens
- Basic Rigging for Rope Rescue
- Fire Extinguishers
- Patient Packaging
- Building Construction Wood Frame and Ordinary
- Fire Dynamics

- Introduction to the Fire Service
- Introduction to Fire Ground Support
- Introduction to Exterior Firefighter

Students Occupationally and Academically Ready

4 Student Requirements

In order for the students to achieve their EMT certification, each student will be required to make ten patient contacts outside of school. Students who do not meet this requirement will not be able to test. Students will also be required to complete two background checks, a criminal background check, and a child abuse history form. **A drug test must be completed**

| | |
|--|-------------------------|
| Parkway West School | Page 3 of 12 |
| Program Handbook: Public Safety Technology | 2024-2025 School Year |
| Instructor: Mr. Baselj | Revision Date: May 2024 |

before patient contact can begin. Students must maintain a 70% GPA in order to take the EMT National Registry Test.

5 Dress Code

Wearing a uniform is an important part of the public safety officials and trainee's responsibility. Uniforms promote positive public relations, improve teamwork, increase safety, and reduce the wear and tear on daily good clothing.

ALL Public Safety Technology students will be required to order a uniform from our Parkway West CTC uniform web store. You can access the Parkway West uniform web store by searching the Parkway West website at www.parkwaywest.org. Once logged onto our website, please access the Parkway West CTC uniform web store by clicking on the web store icon under links and portals. After accessing the web store, select the Public Safety Technology Program to begin your order. In addition, the following items are necessary as part of the Public Safety Technology uniform which need not be purchased from the uniform web store:

1. One pair of black steel safety toe work boots (no slip-on boots).
2. One pair of safety glasses (can be purchased from the PWCTC Business Office).
3. Two pair of leather work gloves.
4. A wristwatch with a second hand.
5. Black belt.

6 Required Supplies/Shop Equipment

Students are required to bring these items to class every day.

1. Two three ring binders at least 3" wide, a notebook, pens or pencils – black or blue ink only.
2. A Parkway West combination lock purchased from the school's business office.
3. A Watch with a second hand.
4. Short sleeve blue uniform shirt (purchased from PWCTC Web Store).
5. Navy blue uniform pants (purchased from PWCTC Web Store).
6. Safety glasses purchased from the school's business office.
7. Leather work gloves.

| | |
|---|-------------------------|
| Parkway West School | Page 4 of 12 |
| Program Handbook: Public Safety Technology | 2024-2025 School Year |
| Instructor: Mr. Baselj | Revision Date: May 2024 |

8. Black steel toe uniform boots.
9. Black belt.

7 Classroom Rules, Rewards and Consequences

1. Follow all rules.
2. Follow directions the first time given.
3. Think SAFETY - Everywhere all the time!
4. A good work ethic and a positive attitude are essential for success in the Public Safety Technology field.
5. A desire to help people - that's what Public Safety is all about!

Classroom Rules

1. Follow the Instructor's directions the first time given.
2. Remain in class and on task unless otherwise directed by the instructor.
3. Come to class prepared. Pen, pencil, notebook and whichever text we are using.
4. Use appropriate language and vocal levels at all times.
5. Sleeping in class is not allowed.
6. Do not talk when the instructor is talking. You may ask questions at any time by raising your hand and waiting to be called upon.
7. Do not be tardy to class. This is disruptive to the class.
8. The instructor will assign you a seat. This will be your seat for the entire year. The instructor may assign another seat at his discretion.
9. No games will be allowed in the classroom.
10. At the end of each session, all students will be required to straighten their desks in line and push in their chairs.
11. No cell phone or electronic devices in the classroom.

12. *Parkway West recommends that ALL personal electronic devices be stored in the students' lockers. Parkway West is NOT responsible for any lost or stolen personal electronic devices.*

Rules for Practical Exercises and Outside/Lab Areas:

1. No food or beverages are permitted in the classroom or lab areas unless the Instructor grants permission.
2. Personal items are to be kept in your locked locker at all times.
3. Proper safety equipment will be worn during outside lab sessions and at all times the Instructor deems necessary. Failure to do so will be reason for you not to participate.
4. Violation of these rules may result in disciplinary actions.
5. These rules are for your safety and the safety of your instructor. Obey them at all times.

Rewards and Consequences:

1. Verbal praise, good grades, and increased responsibilities.
2. Food Service orders when available.
3. Proficiency reports and/or positive phone calls home.
4. Nomination for Student of the Month.
5. Nomination for National Technical Honor Society.
6. Nomination for Directors List of Honor Students.
7. Eligibility for placement in Cooperative Education or Internship.

Classroom Consequences:

1. Verbal warning.
2. Written warning in file and loss of privileges.
3. Loss of privileges and phone call home to parents.
4. Referral to administration.

Public Safety Technology Notebook Guidelines:

1. Notebooks will be brought to class everyday unless otherwise instructed.
2. Notebooks will be the three-ring type.
3. All work will be done in blue or black ink.
4. Your notebook should contain all handouts, notes, and any other miscellaneous items.
5. Neatness counts towards your grade.
6. All rule sheets etc. are to be kept in your notebook at all times. These will be checked each nine weeks and be worth 100 points toward your test grade.

| | |
|--|-------------------------|
| Parkway West School | Page 6 of 12 |
| Program Handbook: Public Safety Technology | 2024-2025 School Year |
| Instructor: Mr. Baselj | Revision Date: May 2024 |

7. Points are broken down as follows:

- 25 points for class notes
- 25 points for handouts/outlines complete
- 25 points for skill sheets
- 25 points for neatness

8. Notebooks will be kept in either the students locked locker or on a shelf provided in the classroom.

8 Grading Procedures and Policies

Public Safety Technology Grading Procedures

1. Work Ethic will account for 20% of total grade.
 - A. Attendance
 - B. Participation
 - C. Uniform

2. Knowledge/Skills will be worth 80% of total grade.
 - A. Tests
 - B. Quizzes
 - C. Homework

Each day in the 9-week period will account for 20 points a day or 100 points a week. Points will be awarded for the following:

- Arriving on time
- Following the rules
- Uniform
- Attitude
- Work ethic

The following grading scale is used to determine letter grades:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below 59

| | |
|---|-------------------------|
| Parkway West School | Page 7 of 12 |
| Program Handbook: Public Safety Technology | 2024-2025 School Year |
| Instructor: Mr. Baselj | Revision Date: May 2024 |

Work Ethics Evaluation Form

Student: _____ Date: _____

| Work Ethic characteristic | M | T | W | Th | F |
|---|---|---|---|----|---|
| <i>Attendance/Punctuality (AP)</i> Attends class on time | | | | | |
| <i>Behavior/Language/Safety (B)</i> Displays behavior & work ethic as would be expected in professional field Uses appropriate language Follows rules regarding cell phones, electronics, horseplay, etc. Follows individual program handbook rules Wears proper safety gear (safety glasses, boots, etc.) Demonstrates safety in classroom and shop areas. | | | | | |
| <i>Cleanup/Tools/Prepared for Class (C)</i> Keeps work area neat, uses lockers provided Returns clean tools to appropriate area Returns supplies to appropriate area Bring necessary materials and supplies to class (pencil, notebook, etc.) | | | | | |
| <i>Dress Code (D)</i> Dresses in appropriate uniform for program area Uses proper grooming and personal hygiene Follows school dress code policy | | | | | |
| <i>Participation (P)</i> Participates in class discussion and exercises Completes required projects Demonstrates a positive attitude | | | | | |

Meets Expectations (2) All work ethics standards are met.

The quality of student's work ethics performance is that of a good employee in the normal work environment.

Needs Improvement (1) Some work ethics standards were not met.

Additional training in employability skills is recommended.

Unacceptable (0) Work ethics performance was below average.

Additional training in employability skills is a must if the student is to survive in the work environment.

| | |
|---|--------------------------------|
| Parkway West School | Page 8 of 12 |
| Program Handbook: Public Safety Technology | 2024-2025 School Year |
| Instructor: Mr. Baselj | Revision Date: May 2024 |

9 **Safety**

Because safety is of the utmost importance in the Public Safety Field, daily safety instructions will be provided to students.

10 **Cleanup**

Classroom Cleanup Procedures

1. Students will be divided into equal teams.
2. One student from each group will be chosen as team leader.
3. Each team will be assigned a specific cleaning or maintenance task to accomplish.
4. The team leader will be responsible for gathering the appropriate cleaning supplies needed to complete the given task.
5. Once the team has completed its assigned task, the team leader will report to the instructor for inspection.
6. The Instructor will inspect the teams' efforts and upon positive review, assign further tasks to group leader.

| | |
|---|--------------------------------|
| Parkway West School | Page 9 of 12 |
| Program Handbook: Public Safety Technology | 2024-2025 School Year |
| Instructor: Mr. Baselj | Revision Date: May 2024 |

Semi-Annual Room Maintenance List

1. Wash all desktops and wipe down table legs.
2. Wipe down all chairs and chair legs.
3. Clean classroom sink.
4. Clean water fountain.
5. Dust mop classroom floor.
6. Sweep locker room floors.
7. Mop locker room floors.
8. Organize magazines and text books.
9. Dust bookshelves.
10. Dust black storage cabinets.
11. Clean demo tabletop.
12. Wipe off demo table legs.
13. Clean mirror above sink.
14. Dust file cabinets.
15. Wipe off storage room shelves.
16. Clean glass in entrance door (both sides).
17. Clean glass window in instructor's office.
18. Clean glass to instructor's office door.

| | |
|--|-------------------------|
| Parkway West School | Page 10 of 12 |
| Program Handbook: Public Safety Technology | 2024-2025 School Year |
| Instructor: Mr. Baselj | Revision Date: May 2024 |

11 Criteria for Program Completion

Certificates of Completion are issued only at the end of each school year. All students who successfully complete the requirements outlined below will receive a Certificate of Completion.

CRITERIA FOR COMPLETERS

| | NON-COMPLETERS | BASIC COMPLETERS | ADVANCE COMPLETERS |
|-----------------------------------|--|---|--|
| PROGRAM OF STUDY (POS) | Student has not completed at least 74% of program competencies. | Student has completed at least 75% of program competencies. | Student has completed at least 90% of program competencies. Student must attain a final course grade of 85% or better. |
| END OF PROJECT ASSESSMENT | Earned Basic score on NOCTI or did not attempt to pass. | Earned Competent score on NOCTI. | Earned Advanced score on NOCTI. |
| ATTENDANCE | Student is absent 30 days or more in any one school year. | N/A | Student must meet No Child Left Behind target of 90% attendance. |
| HIGH SCHOOL DIPLOMA OR EQUIVALENT | Student has not attained a high school diploma or equivalent. | Earned high school diploma or equivalent. | Earned high school diploma or equivalent. |
| PORTFOLIO | Incomplete Portfolio | Completed Portfolio. | Completed Portfolio. |

Any student identified as a non-completer will not be eligible to obtain a certificate of completion. Students with excessive disciplinary infractions may not be permitted to participate in the senior recognition ceremony.

| | |
|--|-------------------------|
| Parkway West School | Page 11 of 12 |
| Program Handbook: Public Safety Technology | 2024-2025 School Year |
| Instructor: Mr. Baselj | Revision Date: May 2024 |

12 **Electronic Documents and Parental/Guardian Electronic Signature Policy**

Whenever possible, Parkway West CTC will make every effort to be environmentally friendly and lessen its carbon footprint by utilizing documents electronically. In the event a document is electronic and requires a parent/guardian signature, the following policy will take effect:

Parent/Guardian Signature

I affirm that I am the parent/legal guardian of the student identified on this form and that the information on this form is true and correct. I understand that by typing my name below, I am electronically signing this form. Submitting my typed name constitutes a legal signature. Submission of false information is subject to penalties for unsworn falsification to authorities. 18 Pa.C.S 49011

13 **Miscellaneous Information**

Public Notice of Non-Discrimination

It is the policy of the Parkway West Career and Technology Center not to discriminate on the basis of race, sex, religion, color, national origin, handicap, or limited English proficiency in its educational programs, activities, or employment policies as required by Title IX of the 1971 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquirers regarding compliance with the above nondiscriminatory policies, contact the Director, Parkway West Career and Technology Center, 7101 Steubenville Pike, Oakdale, PA 15071, 412.923.1772; or write to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

Parkway West CTC does not discriminate on the basis of sex and further prohibits discrimination in its all education programs and activities operated by the CTC, including its admission and employment practices as required by Title IX.

Inquiries regarding the application of Title IX and its implementing regulations may be made to the CTC's Title IX Coordinator, or the Office of Civil Rights, or both.

| | |
|---|--------------------------------|
| Parkway West School | Page 12 of 12 |
| Program Handbook: Public Safety Technology | 2024-2025 School Year |
| Instructor: Mr. Baselj | Revision Date: May 2024 |

The Title IX Coordinator is: Dr. Darby Copeland, Executive Director. He may be contacted at:

7101 Steubenville Pike
Oakdale, PA 15071
copeland@parkwaywest.org
412/923-1772 ext. *112

A copy of the Nondiscrimination Policy and Grievance procedures may be found on the District's Publicly Accessible website at: www.parkwaywest.org.

Any information regarding conduct that may constitute sex discrimination under Title IX, as well as complaints of sex discrimination under Title IX may be reported to Dr. Darby Copeland, via the contact information provided above.

The Quality Policy of Parkway West School is to deliver Quality instruction to students in career, academic and technical programs and to continually improve the Quality of the service.