



Program Syllabus and Classroom Procedures

Beaufort-Jasper Academy for Career Excellence

Law Enforcement Services: Intro, 1, & 2

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Course Description

INTRODUCTION TO LAW, PUBLIC SAFETY, CORRECTIONS AND SECURITY Course Code: 6505:

This course provides basic career information in public safety including corrections, emergency and fire management, security and protection, law enforcement, and legal services. Additionally, students will develop a personal plan for a career in public safety. The course includes skills in the Law Enforcement Services career field

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will be able to complete all core standards for a course that grants one unit of credit.

LAW ENFORCEMENT SERVICES 1 Course Code: 6510:

The Law Enforcement Services program prepares students for entry-level positions in local, state, and federal law enforcement agencies and private security firms.

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will be able to complete all the following core standards for a course that grants one unit of credit.

LAW ENFORCEMENT SERVICES 2 Course Code: 6511:

This course provides the student with additional knowledge and skills to further their abilities in the Law, Public Safety Corrections, and Security Career program of study.

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will be able to complete all the following core standards for a course that grants one unit of credit.

This program follows the South Carolina State Standards for Law, Public Safety, Corrections, and Security.

Industry Certifications Available:

Level I & II:

Level III & IV:

Program Dress Code

Students will be expected to be prepared for work every day. Program dress is as follows:

- Feeder school uniform
- BJACE school apparel
- Appropriate workout apparel during workout day

Expectations for Class

1. ****Respect and Courtesy**:**

- Treat classmates, teachers, and staff with respect.
- Listen when others are speaking and refrain from interrupting.
- Always use polite and **appropriate language**.

2. ****Punctuality and Attendance**:**

- Arrive to class on time and be seated and ready when the bell rings.

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- Inform the teacher in advance of any planned absences.
- Follow the school's policy for reporting absences and catching up on missed work.

3. **Preparedness**:

- Bring all necessary materials to class, including textbooks, notebooks, and writing utensils.
- Complete and turn in assignments on time.
- Review notes and materials regularly to stay up to date with the curriculum.

4. **Participation**:

- Actively participate in class discussions and activities.
- Engage in group work and collaborate effectively with peers.
- Ask questions when clarification is needed.

5. **Responsibility and Accountability**:

- Take responsibility for your actions and behavior.
- Follow through on commitments and meet deadlines.
- Accept constructive feedback and use it to improve.

6. **Integrity and Academic Honesty**:

- Complete your own work and avoid cheating or plagiarism.
- Cite sources appropriately in assignments and projects.
- Report any instances of academic dishonesty to the teacher.

7. **Classroom Environment**:

- Keep the classroom clean and organized.
- Respect classroom property and handle materials and equipment with care.
- Follow classroom rules and procedures as outlined by the teacher.

8. **Technology Use**:

- Use technology responsibly and only for academic purposes during class time.
- Follow the school's policy on cell phone and device usage: **ONLY DURING LUNCH BREAK**

9. **Dress Code**:

- Adhere to the school's dress code policy.
- Wear appropriate and respectful attire.

10. **Safety**:

- Follow all safety guidelines and instructions.
- Report any unsafe conditions or behaviors to the teacher immediately.
- Participate in drills and emergency procedures as required.

Establishing and adhering to these expectations can help create a positive and productive learning environment for everyone.

Discipline: ACE follows procedures for progressive discipline as outlined in the Beaufort-Jasper Academy for Career Excellence Student Handbook.

Cell Phones & Ear Pods

Phones will be collected by teachers and locked into a cell phone lock box at the start of each class. They will be returned to students at the conclusion of class. **Air Pods/Buds should never be worn in class or in the shop. No Exceptions.**

<h1>GRADING</h1>	
All Grades are based on South Carolina State Standards	
Level 1 & Level 3	Grade will be on based Theory Work
Level 2 & Level 4	Grade will be based on Application (Hands-On) Work
GRADING POLICIES:	
The semester grade is determined by the total points earned in each of the following areas and the number of points corresponds with a letter grade (outlined in the student handbook). The areas of evaluation and their weight toward the grade are as follows:	
A 100-90 B 89-80 C 79-70 D 69-60 F 59 or Below AF- Attendance Failure	
Summative Grades will account for 60% The goal for summative assessment is to evaluate student learning at the end of an instructional unit.	Formatives Grade will account for 40% The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used to improve as needed.
Missed Work Due to Absences:	
It is <u>the student's</u> responsibility to obtain the homework assignments, notes & any other pertinent information that is missed during an absence.	
Missed work due to an absence: Additional time (up to five school days) and full credit will be allowed for each day of a verifiable and excused absence. Exceptions will be made in unique, deserving situations as determined by the teacher and/or administrator.	
There is No Late Work at ACE:	
<u>Struggling to Complete Assignment</u> - Communicate this to your teacher. You will be scheduled for Remediation during our ACE Intervention Block	
<u>Refusal to Complete Assignment</u> - You will be assigned a Working Period during lunch, CTE or before or after school to complete the assignment. You applied to come to ACE and there is a waiting list. Failure to complete work is not an option.	
Employability Rubric:	
Soft Skills are an essential part of each CTE Curriculum. ACE has instituted an Employability Rubric (below) which will count as a summative grade. In each program level a summative accountability rubric grade (which will be the same for each level) will be given 4 times in a semester (roughly every 4 weeks).	
Statement for Academic Dishonesty:	
Academic honesty is expected in all ACE classes. Cheating will not be tolerated. Consequences may include: reduction in grade on the assignment, repeat the assignment, no grade on assignment or others as deemed appropriate. Academic dishonesty will be reported to a school counselor, administration and a parent will be notified.	

ACE EMPLOYABILITY RUBRIC				
Criteria	Skill Level			
	Exceeds Standard 20pts	Meets Standard 15pts	Needs Improvement On Standard 10pts	Does Not Meet Standard 5pts
Time Management	Consistently demonstrates exceptional time management skills, exceeding expectations.	Consistently demonstrates solid time management skills, meeting expectations.	Demonstrates inconsistent time management skills, needing improvement.	Fails to demonstrate effective time management skills.
Ability to meet deadlines and submit work on time	<ul style="list-style-type: none"> Prioritizes tasks effectively, consistently completing them ahead of schedule. Demonstrates exceptional organization, with tasks and deadlines clearly defined. Proactively seeks additional responsibilities, effectively managing additional workload. Rarely, if ever, requires reminders or extensions. 	<ul style="list-style-type: none"> Prioritizes tasks effectively, typically completing them on schedule. Maintains good organization, with tasks and deadlines generally well-defined. Manages workload effectively but may occasionally require reminders or extensions. Adapts well to changing priorities and workloads 	<ul style="list-style-type: none"> Struggles to consistently prioritize tasks, often missing deadlines. Lacks clear organization, leading to occasional confusion about tasks and deadlines. Requires frequent reminders and extensions to meet expectations. Shows limited ability to adapt to changing priorities and workloads. 	<ul style="list-style-type: none"> Consistently misses deadlines and lacks prioritization. Displays disorganization, often unable to identify tasks and deadlines. Regularly relies on reminders and extensions to meet expectations. Struggles to adapt to changing priorities and workloads.
Professionalism	Consistently demonstrates exceptional professionalism and uniform compliance, exceeding expectations	Consistently demonstrates good professionalism and uniform compliance, meeting expectations.	Demonstrates inconsistent professionalism and uniform compliance, needing improvement.	Fails to demonstrate professionalism and uniform compliance.
Behavior, attitude, personal presentation, uniform and appearance	<ul style="list-style-type: none"> Always in uniform Demonstrates a positive attitude and self-control Appropriate language use Demonstrates a positive and respectful attitude toward peers & instructors 	<ul style="list-style-type: none"> Adheres to dress code and uniform policies with few exceptions Mostly demonstrates a positive attitude, self-control Appropriate language use; Maintains a positive and respectful attitude towards peers & instructors 	<ul style="list-style-type: none"> Requires reminders and occasional correction to adhere to dress code and uniform policies. Seldom exhibits a positive attitude; Frequently uses inappropriate language. Occasionally displays a less than positive attitude towards peers & instructors 	<ul style="list-style-type: none"> Regularly violates dress code and uniform policies. Exhibits a poor attitude; Often uses inappropriate language. Consistently displays a negative or disrespectful attitude towards peers, instructors, and supervisors.
Communication	Consistently demonstrates exceptional communication skills, exceeding expectations.	Consistently demonstrates good communication skills, meeting expectations	Demonstrates inconsistent communication skills, needing improvement.	Fails to demonstrate effective communication skills.
Listening; oral and written; making sure message is received; prioritizing urgent communication	<ul style="list-style-type: none"> Communicates ideas and information clearly and concisely, both in writing and verbally. Actively listens to others, showing empathy and understanding in interactions. Effectively conveys complex concepts and ideas with clarity and precision. Demonstrates exceptional non-verbal communication, including eye contact, body language, and active engagement. 	<ul style="list-style-type: none"> Communicates ideas and information clearly, with minimal misunderstandings. Listens attentively and shows understanding in interactions with others. Conveys concepts and ideas with a reasonable degree of clarity. Displays adequate non-verbal communication, including appropriate eye contact and body language. 	<ul style="list-style-type: none"> Sometimes struggles to communicate ideas and information clearly, leading to misunderstandings. May need improvement in active listening, occasionally appearing disengaged in interactions. Conveys concepts and ideas with varying levels of clarity. Displays occasional issues with non-verbal communication, including inconsistent eye contact and body language. 	<ul style="list-style-type: none"> Consistently struggles to communicate ideas and information clearly, leading to frequent misunderstandings. Rarely engages in active listening and may appear disinterested in interactions. Often fails to convey concepts and ideas with clarity and precision. Consistently displays issues with non-verbal communication, such as limited or inappropriate eye contact and body language.

ACE EMPLOYABILITY RUBRIC				
Criteria	Skill Level			
	Exceeds Standard 20	Meets Standard 15	Needs Improvement On Standard 10	Does Not Meet Standard 5
Productivity & Quality	Consistently demonstrates exceptional productivity and quality, exceeding expectations.	Consistently demonstrates good productivity and quality, meeting expectations.	Demonstrates inconsistent productivity and quality, needing improvement.	Fails to demonstrate effective productivity and quality.
Strong work ethic; preparedness; quality of work	<ul style="list-style-type: none"> Always comes to class prepared & gives best effort Shows initiative in improving productivity and quality. Requires occasional supervision and corrections to maintain productivity and quality. Maximizes class time Always follows safety procedures and rules 	<ul style="list-style-type: none"> Regularly gives best effort Occasionally seeks opportunities to improve productivity and quality. Requires frequent supervision and corrections to maintain productivity and quality Regularly uses class time Follows most safety procedures and rules 	<ul style="list-style-type: none"> Frequently unprepared for class Shows limited initiative in improving productivity and quality. Regularly requires supervision and corrections to maintain productivity and quality. Poor use of class time seldom follows safety procedures and rules 	<ul style="list-style-type: none"> Often unprepared for class Rarely seeks opportunities to improve productivity and quality. Consistently requires extensive supervision and corrections to maintain productivity and quality. Wastes class time Never follows safety procedures and rules
Problem Solving & Troubleshooting	Consistently demonstrates exceptional problem-solving and troubleshooting skills, exceeding expectations.	Consistently demonstrates good problem-solving and troubleshooting skills, meeting expectations.	Demonstrates inconsistent problem solving and troubleshooting skills, needing improvement.	Fails to demonstrate effective problem-solving and troubleshooting skills.
Critical thinking used to solve problems independently	<ul style="list-style-type: none"> Helps peers Approaches problems with a systematic and creative mindset, consistently producing innovative solutions. Effectively identifies, analyzes, and resolves problems in a timely manner. Proactively seeks opportunities to troubleshoot and resolve issues. 	<ul style="list-style-type: none"> Occasionally collaborates with other students Approaches problems with a logical and structured mindset, typically producing effective solutions. Identifies, analyzes, and resolves problems in a timely and efficient manner. Shows initiative in troubleshooting and resolving issues. 	<ul style="list-style-type: none"> Rarely collaborates with other students Sometimes struggles to approach problems in a logical and structured manner, leading to less effective solutions. Occasionally takes longer to identify, analyze, and resolve problems. Displays limited initiative in troubleshooting and resolving issues. 	<ul style="list-style-type: none"> Never collaborates with other students Approaches problems with a rudimentary level of logic and structure, producing basic solutions. May take longer to identify, analyze, and resolve problems, particularly with more complex challenges. Shows limited initiative in troubleshooting and resolving issues.

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Outline of Topics Covered:

- A. SAFETY**
- B. STUDENT ORGANIZATIONS**
- C. TECHNOLOGY KNOWLEDGE**
- D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS**
- E. PROFESSIONAL KNOWLEDGE**
- F. HISTORY OF LAW ENFORCEMENT AND INTRODUCTION TO LAW ENFORCEMENT**
- G. PERFORMING WORK SAFETY PRACTICES**
- H. DEMONSTRATING THE ABILITY TO COMMUNICATE (SOFT SKILLS) IN WRITTEN FORM**
- I. COMMUNICATING (VERBALLY/NONVERBALLY) AND SOFT SKILLS**
- J. ANALYZING THE IMPACT OF THE U.S. CONSTITUTION ON CURRENT CRIMINAL JUSTICE AND PROTECTIVE SERVICES ISSUES**
- K. DEMONSTRATING UNDERSTANDING OF SOUTH CAROLINA LAW**
- L. DEMONSTRATING THE IMPORTANCE OF ETHICS, VALUES, AND PRINCIPLES IN CRIMINAL JUSTICE**
- M. UNDERSTANDING USE OF FORCE CONTINUUM**
- N. PHYSICAL AND EMOTIONAL HEALTH OF THE LAW ENFORCEMENT OFFICER**
- O. DISTINGUISHING BETWEEN FEDERAL, STATE, AND LOCAL AGENCIES (PROCEDURAL)**
- P. DEMONSTRATING UNDERSTANDING OF PATROL PROCEDURES**
- Q. DEMONSTRATING THE ABILITY TO APPLY ACCEPTED LAW ENFORCEMENT TACTICS**
- R. DEMONSTRATING TECHNIQUES USED IN VEHICLE OPERATIONS AND TRAFFIC STOPS**
- S. EXPLAINING HOW TO PROTECT AND DOCUMENT A CRIME SCENE**
- T. DEMONSTRATING KNOWLEDGE OF CRIMINAL COURT PROCEDURES (ADULT)**
- U. DEMONSTRATING KNOWLEDGE OF JUVENILE PROCEDURES**
- V. DOMESTIC AND INTERNATIONAL TERRORISM**