

# Mecosta-Osceola Career Center

## Public Safety Syllabus

**INSTRUCTOR** Joy S. Paquette 231.796.5805 Ext. 1106 Email: jpaquette@moisd.org  
Credentials/Experience:

Ferris State University

- Master's Degree in Criminal Justice Administration
- Bachelor's Degree in Criminal Justice

Michigan Sheriffs' Coordinating & Training Council - Authorized Instructor

Newaygo Police Department - Police Officer

Ferris Police Department- Police Officer, Retired

### **COURSE DESCRIPTION**

This course is designed for students interested in one of the following Public Safety Fields:

- Criminal Justice
- Fire Service
- Emergency Medical Service

This course explores what these critical professions entail in an overview. Over the length of the class, students will be presented with the academic knowledge, and the hands-on skills needed to pursue a future career in Public Safety in all three fields.

### **COURSE SPONSORS**

Mecosta County EMS, in cooperation with the Mecosta-Osceola Intermediate School District Career Center (as approved by the State of Michigan), is the course sponsor for the EMT advanced learning.

The City of Big Rapids Department of Public Safety Fire Division serves as the advisory Department for the Fire service portion (Fire Fighter I & II certifications offered in the Advanced Learning option) and are approved by the State of Michigan.

### **INCLEMENT WEATHER**

The MOCC Public Safety class uses the same Closure/Cancellation policy as the MOISD.

### **MATERIALS**

**TEXT:** Provided to students as a classroom resource. Books are available to sign out & take home if needed. Criminal Justice, 6<sup>th</sup> Edition, First Responder, 9<sup>th</sup> Edition, Essentials of FireFighting, Michigan Criminal Law and Procedure

**SUPPLIES:** Paper, pen or pencil – all provided by the student.

### **HEALTH AND SAFETY**

Students work in squads and must understand they will be in close contact with others, so **cleanliness** and **good personal hygiene** is expected on a daily basis. Due to the nature of the program, there will be absolutely **NO HORSEPLAY**. Any horseplay can, and will, result in discipline up to and including dismissal from the program.

## **CELL PHONE POLICY**

Unless authorized prior by the instructor Cell phones are NOT allowed to be used in class unless used during designated break time (break is based on student passing Inspection). Any student using a cell phone in class will be subject to discipline. Phones will be able to be secured in the instructor's office during school hours, and field trips (per their request), or maybe kept in student backpacks. The phones are not to be kept on their person unless prior approval by the instructor.

\* Any phone brought into the classroom is the responsibility of the student

## **LEAVING THE PUBLIC SAFETY CLASSROOM -**

If a student needs to use the restroom they may do so after telling their squad leader they are leaving. During our break (typically halfway through class) students can leave the room if they are "On a Mission" (ie. bathroom, snack machine, drinking fountain) they may not just roam the school. The break is only for students who passed the inspection at the beginning of class.

## **SMOKING/FOOD & BEVERAGE/STUDENT BEHAVIOR POLICY**

Students are expected to comply with Career Center policy.

**ATTENDANCE** -In accordance with Career Center Attendance Policy. Absences may affect a student's certification, grade, and return for a Segment Q program. Some assignments may not be made up if not in attendance due to field trips, presenters, and classroom assignments.

**\*\*\*IMPORTANT ATTENDANCE INFORMATION**: If a student will not be attending MOCC they (or a parent) are required to contact the instructor via email, Remind, Google Classroom, telephone 231.796.5805 ext. 1106 or MOCC front desk 231.796.5805.

***Treat PS as your JOB. If you will not be in class you need to be responsible and let me know.***

## **SUCCESSFUL COURSE COMPLETION**

In order to be a COMPLETER in the Public Safety course a grade of C- or better is required. A student MUST be a completer in order to return to the MOCC for advanced learning opportunities. If you are not a completer you can still come back to the Career Center, but you will have to choose another class in the MOCC or apply for the certification class.

## **ADVANCED LEARNING OPPORTUNITY**

**Advanced Learning Opportunity** is offered ONLY to students who are completers in the Public Safety program. A Public Safety completer is a student who maintains a C- or higher in all 6 terms and no more than 15 missing days of school.

After a student has reached completer status and is recommended by Mrs. Paquette, they are eligible to enter our Advanced Learning Opportunity courses for the following year. The certification courses available (pending enrollment) are

- Emergency Medical Technician (EMT)
- Fire I & II
- Corrections Academy
- Certified Nursing Assistant (CNA)

**All of the Advanced Learning courses offered will give you a chance to gain certification.**

## GRADING

MOCC Public Safety Grading Scale		
A	100 – 93.00	Completer
A-	92.99 – 90.00	Completer
B+	89.99 – 87.00	Completer
B	86.99 – 83.00	Completer
B-	82.99 – 80.00	Completer
C+	79.99 – 77.00	Completer
C	76.99 – 73.00	Completer
C-	72.99 – 70.00	Completer
D+	69.99 – 67.00	Non Completer
D	66.99 – 63.00	Non Completer
D-	62.99 – 60.00	Non Completer
F	59.99 -0.00	Non Completer

MOCC Public Safety	
Category	Percentage of Grade
Work Ethic & Employability	30% Career Readiness
Tests	30% Written Summative Assessment
Hands-on Skill	30% Hands-on Skill Assessment
Assignments	10% Completed work

## APPEAL/GRIEVANCE PROCEDURE

As with any activity or learning opportunity we offer at the MOISD Career Center, if any student feels they have not been treated fairly they have the right to contact the Principal and he will address the issue as he feels is best. The Principal's decision is final.

Notice of Nondiscrimination In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. Inquiries regarding this policy should be directed to: Superintendent or superintendent designee, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.

## **CRIMINAL HISTORY NOTIFICATION (ADVANCED LEARNING COURSES)**

Students with a felony conviction or misdemeanor (other than a minor traffic infraction) may find that they are unable to obtain a license from the State of Michigan. The student is to advise the instructor of any criminal convictions to assist in determining if state licensure could be affected. Criminal checks will be completed for Advanced Learning courses if required by the State.

## **STUDENT CONFERENCES**

Student conferences will only be scheduled per the request of the instructor, parent, or student. Please know you are welcome to contact me at any time if you have questions or concerns.

## **UNIVERSAL ACCOMMODATIONS**

The following accommodations will be used in accordance with regular teaching strategies to insure a fair, quality, and rigorous education for all students.

- All students are able to download the “Speak it” extension for reading tests individually
- Administering of assessment by a qualified person who is familiar to the student
- Tests may be taken in an alternative setting when requested
- Provides auditory, visual, or physical cues to students to begin, maintain, or finish tasks
- Verbal Praise
- Directions are clarified, repeated, or reworded when necessary
- Preferential seating when able (student is responsible to advise instructor)
- Teacher-directed instruction
- Multiple modes of learning – computer, verbal, visual, written
- Extended time for work completion as determined by the teacher(s).
- Concepts and skills are related to meaningful examples
- Large assignments broken into small tasks.
- Visual schedules and learning targets/success criteria are posted.

## **GOOGLE CLASSROOM and SKYWARD**

Students will be responsible for checking Google Classroom from home if they are absent. GC and Skyward will be checked in class every Wednesday. This will allow the students to gain access to classroom assignments, content missed while absent, & their grades. It is the responsibility of the student to complete work and make sure the information is accurate every week.

## **GOOGLE CLASSROOM FOR PARENT/GUARDIAN**

You will be invited to join Google Classroom to keep up on their students missing assignments & for easy communication with the teacher. This is a great way to keep updated on your student. Please provide your email at the bottom of the Syllabus and I will add you to the class.

## **ADDITIONAL INFORMATION**

Within the field of Public Safety there are things viewed for learning purposes that the typical High School student may not be used to seeing. Some examples of this would be the Mecosta County Morgue tour, hospital tour, jail tour, crime scene photos/videos, severe burn victim photos, work based learning calls, disturbing dispatch content, etc. I always give students the option to step out of the room during difficult content.

**Please turn in this page to your instructor for your file at MOCC.  
Keep the syllabus for your review after turning in this page**

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I have read the Public Safety Syllabus & understand what the MOCC Public Safety curriculum entails & the expectation for the school year.

*\*With Covid rules constantly changing you understand you will need to adapt to MOCC expectations*

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**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

If you would like to be invited to join the Parent version of Google Classroom please list email below. This is another way to communicate with me reference your student.

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**Parent email for Google Classroom invite**

Please write any questions you may have for me or feel free to write anything you would like me to know about your student that will be helpful this school year.

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