



PROTECTIVE SERVICES NEW STUDENT ORIENTATION

Western Montgomery Career and Technology Center



Protective Services

New Student Orientation

2024 – 2025 SCHOOL YEAR



Instructors

Instructor

Maureen McCormick

- Firefighting
- Emergency Medical Services



Instructor

Ray Bechtel

- Law Enforcement / Criminal Justice
- Homeland Security

Task Grid



CIP
43.9999

**Homeland Security, Law
Enforcement, Firefighting &
Related Protective Services**

- **Safety Procedures**
- **Criminal Justice System**
- **Law Enforcement**
- **Private Security Management**
- **Corrections (Adult and Juvenile Systems)**
- **Homeland Security**
- **Communications**
- **Incident Command System**
- **Patrol Duties**
- **Firefighting**
- **Emergency Medical Services**
- **Hazardous Materials Awareness**



Structure

Morning Classes

*Approximately 7:50 am
to 9:45 am*

Year 1 of Program

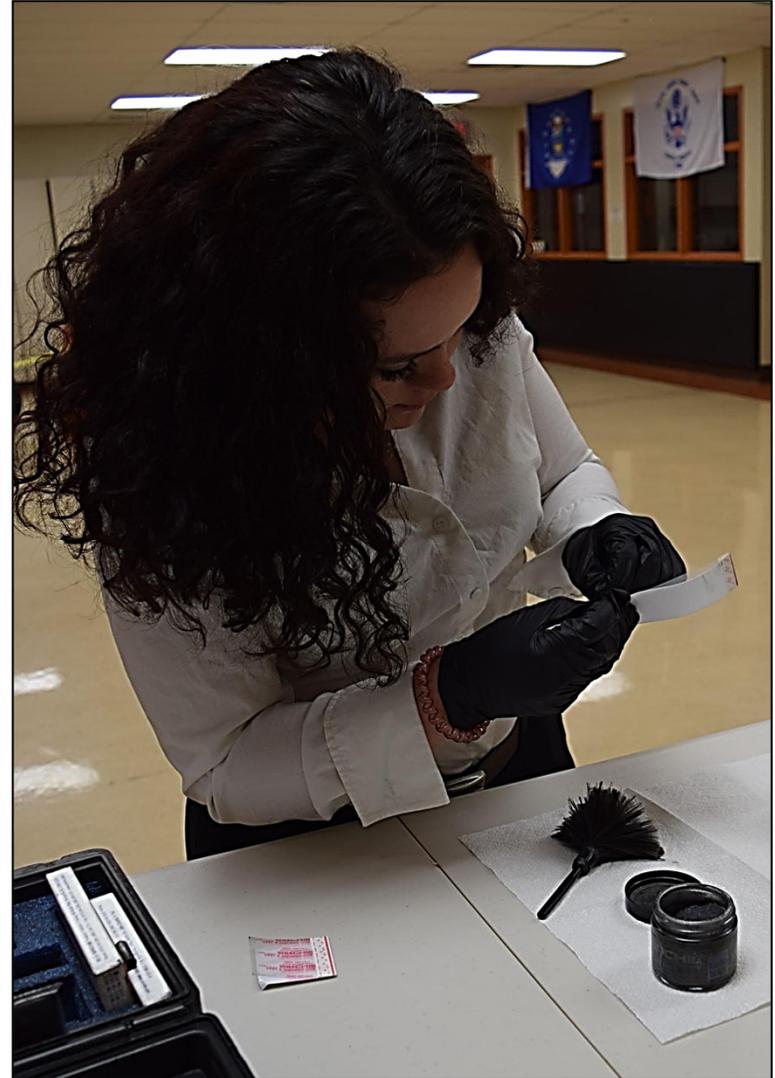
LEVEL 1

Primarily 9th Graders

Year 2 of Program

LEVEL 2

Primarily 10th Graders



Structure

Afternoon Classes

*Approximately 11:00 am
to 1:45 pm*

Year 3 of Program

LEVEL 3

Primarily 11th Graders

Year 4 of Program

LEVEL 4

Primarily 12th Graders



Structure



Morning Classes

Approximately 7:50 am to 9:45 am

Year 1 of Program

LEVEL 1

Primarily 9th Graders

Year 2 of Program

LEVEL 2

Primarily 10th Graders

Afternoon Classes

Approximately 11:00 am to 1:45 pm

Year 3 of Program

LEVEL 3

Primarily 11th Graders

Year 4 of Program

Level 4

Primarily 12th Graders



Year 1 of Program – Level 1



First Half of Year

Mr. Bechtel

- **Introduction to the Criminal Justice System**
- **American Law Enforcement Agencies**
- **The Courts**
- **NATO Phonetic Alphabet**
- **Use of Force**
- **Compliant Handcuffing**

Year 1 of Program – Level 1

Second Half of Year

Ms. McCormick

- Introduction to Emergency Medical Services
- Introduction to Firefighting
- Professionalism in Firefighting and Emergency Medical Services



Program Certifications

Firefighting & EMS

- **Intro to the Fire Service**
- **Fire Ground Support**
- **First Aid**
- **CPR**
- **Hazardous Materials Awareness**
- **Exterior Firefighting**



Program Certifications



Criminal Justice

- **Spontaneous Knife Defense**
- **Personal Protection Baton Tactics**
- **Practical and Tactical Handcuffing**
- **Oleoresin Capsicum Aerosol Training**

CTSO's

CAREER & TECHNICAL STUDENT ORGANIZATIONS



- Vocational organizations that are related to technical instructional areas.
- Provides career awareness, leadership, motivation, community service, and recognition for career related skills.
- Students are required to be in good standing in the areas of grades, attendance, and discipline.

CTSO's - HOSA

CAREER & TECHNICAL STUDENT ORGANIZATIONS

Health Occupations Students of America

- Promotes career opportunities in the health care industry and to enhance the delivery of compassionate, quality health care to help students meet the needs of the health care community.



CTSO's – Skills USA

CAREER & TECHNICAL STUDENT ORGANIZATIONS

Skills USA

- Provides quality education experiences for students in leadership, teamwork, citizenship and character development, as well as build and reinforce self confidence, work attitudes, and communication skills.



CTSO's – NHTS

CAREER & TECHNICAL STUDENT ORGANIZATIONS

National Technical Honor Society (NHTS)



- A nationally based, non-profit honor organization for outstanding students enrolled in occupational or technical programs.
- Must have an A average at WMCTC
- Must have a B average at sending school
- Absences must not exceed 5 days

Uniforms - Expectations



EXPECTATIONS

- **The Protective Services Program has a strict uniform policy. It is expected that students wear their uniforms as required.**
- **The Protective Services uniform includes the following:**
 - **Uniform Shirt**
 - **Uniform Pants**
 - **Black Belt**
 - **Black Boots**

Be Prepared for Uniform Inspections!

Uniforms – WMCTC Vendor

ACCESSING THE ONLINE UNIFORM STORE

- The uniform vendor for WMCTC can be accessed via the WMCTC web site at westerncenter.org.
 - At the bottom of the WMCTC home page, select “For Parents & Students”
 - Select “Uniform Store”
 - Select “Protective Services”
 - Select “WMCTC 2023-2024 Uniform Store”
 - Select “Protective Services” on the left side.



Uniforms - Shirts

SHIRTS:



*Must be purchased online from
the WMCTC vendor.*

Uniforms - Boots

BOOTS :

REQUIREMENTS:

- Black
- **Must have Steel Toe / Safety Toe**
- Military Style
- Leather / Leather Toe



MUST BE PURCHASED SEPARATELY; not available from the online WMCTC uniform vender.

Uniforms - Boots

BOOTS :

REQUIREMENTS:

- Examples that are permitted:

NOT



Uniforms - Belts

BELTS :

***MUST BE
PURCHASED
SEPARATELY;
not available
from the online
WMCTC uniform
vender.***

REQUIREMENTS:

- Black
- Brushed Nickle, Silver, or Black Buckle
- Leather or Nylon



Uniforms - Belts

BELTS:

REQUIREMENTS:

- Examples that are permitted:

NOT



Uniforms – Physical Training

PT CLOTHING:

- WMCTC T-Shirt
- Gym Shorts
- Sneakers
- Socks

T-Shirt and Shorts must be purchased online from the WMCTC vendor.



Expectations - Uniforms

PT CLOTHING:

Prohibited Items:

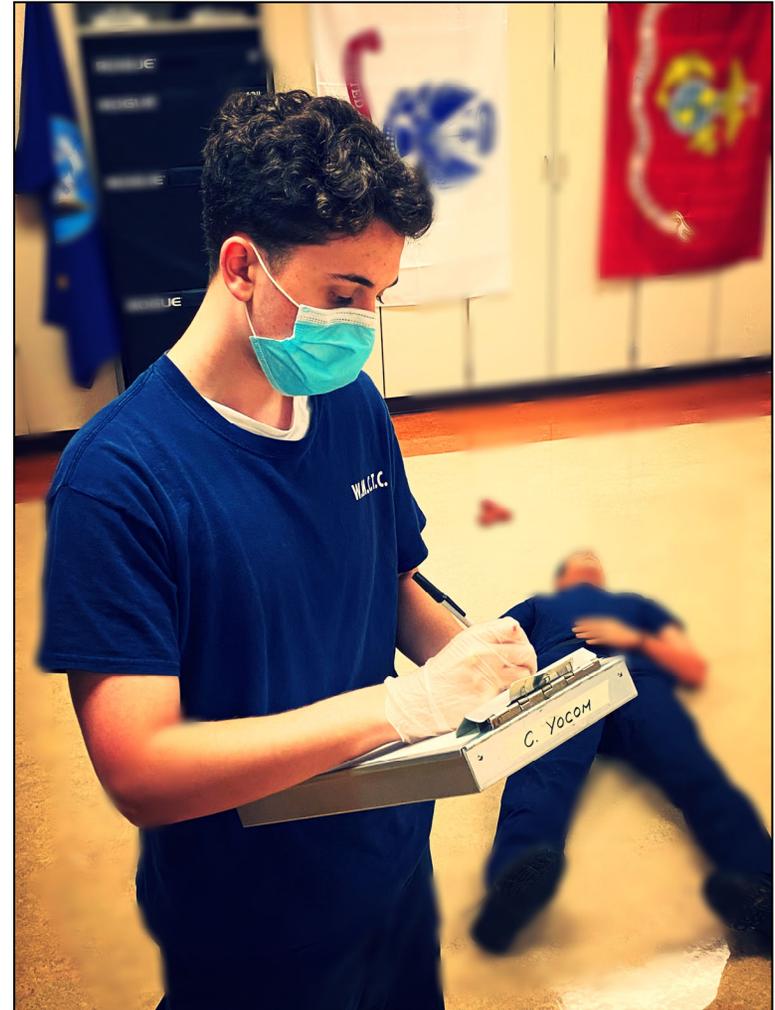
- Tank Tops
- Muscle Shirts
- Half Shirts
- Excessively loose shirts or clothing
- Short shorts
- Slip on Shoes or boots



Classroom Materials

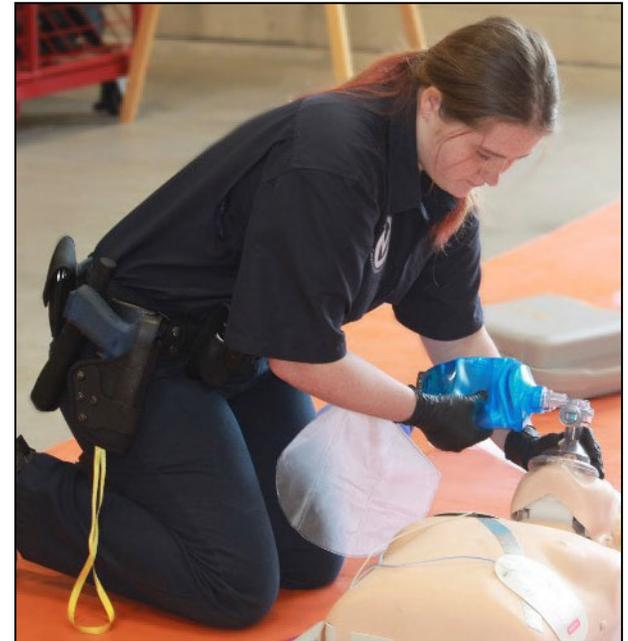
SUGGESTED MATERIALS

- **A Two (2) Inch (or larger), Three (3) Ring Binder**
- **Pocket Size Notepad**
- **Highlighters**
- **Pencils and Pens**
- **Notebook Paper**
- **Colored Pencils**



Expectations - Behavior

- Show respect to faculty and other students
- Be aware of and obey all safety rules
- Learn and work in a safe and efficient manner
- Be punctual and practice effective time management
- Be task oriented; complete only assigned projects
- Accept responsibility for actions and exercise self-discipline
- Come to class prepared to learn; be focused and mission ready with all necessary materials
- Participate in lectures, demonstrations, and learning activities
- Inappropriate language and behavior will not be tolerated
- Follow all rules in Student Handbook
- **NO CELL PHONES**



DAILY CONDUCT & WORK ETHIC GRADES

SECTION	SUBSECTION	EXCELLENT (+0 POINTS)	NEEDS IMPROVEMENT (-5 POINTS PER SECTION)
I. SELF-PRIDE PERSONAL APPEARANCE (5 Points)	1.1 Uniform Appearance	All required uniform items are present. Uniform is pressed, clean, & neat. No lint or pet hair is evident. Shoes are shined & free of dust or mud.	Uniform is unkempt, dirty, soiled, spotted, or excessively wrinkled, is missing items OR student is not in proper uniform.
	1.2 Personal Hygiene & Grooming	Student appearance meets or exceeds standards. Hair is well groomed. Face is shaved or maintained. No excessive makeup. No excessive jewelry or faddish colors in use.	Student appearance (personal hygiene & grooming) is not to that of standards.
	1.3 Equipment & Work Area	Student maintained a clean work and locker area. Equipment is cared for properly and returned appropriately.	Student does not maintain a clean work or locker area. Equipment is not cared for properly or returned.
II. MISSION READY PREPAREDNESS (5 Points)	2.1 Class Preparedness	Student is prepared for lessons with all necessary or required materials. Student has I.D. badge. Student is focused with no distractions & is highly motivated to learn.	Student does not have necessary or required materials, including their I.D. badge. Student lacks focus & motivation, & is consistently distracted.
	2.2 Punctuality	Student is on time or early to class, activities, or functions. Student is not absent. Student submitted project(s) or assignment(s) on or before due date.	Student is late to class, activities, or functions. Student has an unexcused absence. Student fails to submit assignments or projects on time.
III. GET AFTER IT PARTICIPATION (5 Points)	3.1 Participation in Activities & Discussions	Student is a willing participant. Student acts appropriately during all activities. Student responds thoughtfully to questions.	Student is not a willing participant. Student acts inappropriately during activities. Student does not respond to direct questions.
	3.2 Work Ethic	Student exhibits a strong work ethic and strives to complete all tasks to the best of their ability. Student does not sleep in class.	Student has poor work ethic and is not working to their potential. Student sleeps in class.
V. COVER & MOVE SELF DISCIPLINE & TEAMWORK (5 Points)	4.1 Attitude & Self-Control	Student has a positive attitude, accepts constructive criticism, & is not arrogant. Student maintains professional demeanor even if stressed. Student is not verbally hostile & is not physical. Student is focused with no distractions.	Student has a poor or negative attitude OR is arrogant. Student rejects constructive criticism. Student exhibits disruptive behaviors which may distract instructors or other students. Student argues & has verbal or physical outbursts.
	4.2 Honesty & Integrity	Student is truthful & honest in all communications with instructors & peers. Completely avoids engaging in unethical behavior.	Student misrepresents or falsifies information and engages in unethical behavior.
	4.3 Rules & Regulations	Student follows established rules and regulations. Student does not use their cell phone or have food or drink in class.	Student ignores rules & regulations. Cell phone usage is frequent. They have food or drink in class.
	4.4 Respect & Support	Student shows respect for others & takes a leadership role. Supports others & respects their property.	Student is unsupportive and disrespectful to others. Student is unwilling to work with others and is generally disrespectful toward their property.
	4.5 Safety Awareness	Student is alert & aware of dangers. Student looks out for the safety of the team.	Student is not attentive or mindful to safety precautions or dangers. Student has no concern for the safety or wellbeing of the team or class.
Daily Conduct & Work Ethic Grade is worth a total of 20 Points Per Day and a total of 100 Points Per Week.			

PROTECTIVE SERVICES

PARTICIPATION RUBRIC FOR PROGRAM RELATED PHYSICAL TRAINING

AREA OF ASSESSMENT:	5	4	3	2	1 or 0
PART 1 Cooperation <i>(Add to Part 2)</i>	Student follows all instructions , is fully cooperative , & causes no distractions	Follows a majority of instructions; mostly cooperative ; causes localized distractions	Follows most instructions ; generally cooperative ; causes class / group distractions	Fails to follow a majority of instructions; uncooperative ; causes significant distractions	Student fails or refuses to follow instructions ; uncooperative ; causes major distractions

AREA OF ASSESSMENT:	5	4	3	2	1 or 0
PART 2 Participation & Effort <i>(Add to Part 1)</i>	Student is outstanding and gives full effort to the best of their ability	Full effort with minimal reminders to participate or improve effort and/or focus	Some effort ; multiple reminders to participate or improve effort and/or focus	Minimal effort ; refuses to participate in activity/activities; significant reminders to improve effort and/or focus	Student refuses to participate ; gives no effort

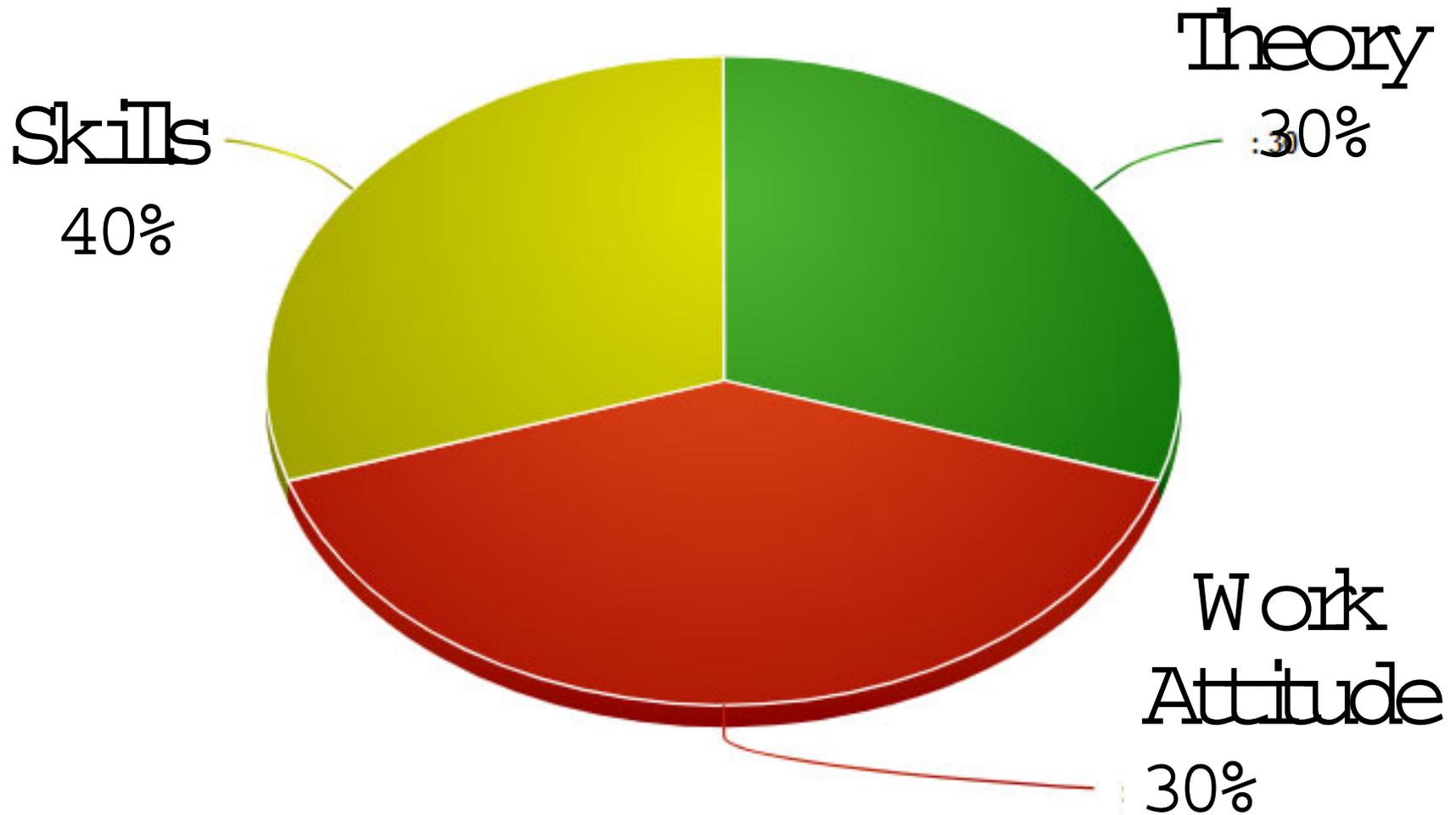
AREA OF ASSESSMENT:	10	9	8 or 7	6	0
PART 3 Alternative Assignment due to Injury or Valid Excuse <i>(Individual Grade)</i>	Student gives outstanding effort in assignment; follows all instructions	Full effort in assignment; follows most instructions; minimal reminders to complete assignment	Some effort in assignment; fails to follow most instructions; multiple reminders to focus or complete	Poor effort or does not complete assignment; fails to follow instructors; significant reminders to focus or complete; causes class distractions	Student does not complete or hand in assignment; refuses to work on assignment

AREA OF ASSESSMENT:	6	5	4 - 3	0
PART 4 Completion of Alternative Assignment / Non-Participation due to Grades, Failure to Wear Gym Clothing, Refusal, etc. <i>(Individual Grade)</i>	Student gives full effort and completes assignment	Follows partial instructions ; reminders to focus or work ; causes distractions ; some effort	Does not follow instructions; inappropriate submission; no effort	Student does not complete or submit assignment

INSTRUCTIONS: Physical Training (P.T.) is a Skills grade worth ten (10) points. Grading is determined by the **combined points from Part 1 and Part 2**. If student **cannot** participate in P.T. their grade will be based upon **either** Part 3 (max. of 10 points) or Part 4 (max. of 6 points).

Grading

GRADING WEIGHT



Grading

- **100%-93%** **A** **Excellent**
- **92%-85%** **B** **Above Average**
- **84%-77** **C** **Average**
- **76%-70%** **D** **Below Average**
- **69%-0%** **F** **Failing**

GRADING SCHEME



Grading

Task Grid Level Proficiency Ratings

100% - 80% = 4

79% - 70% = 3

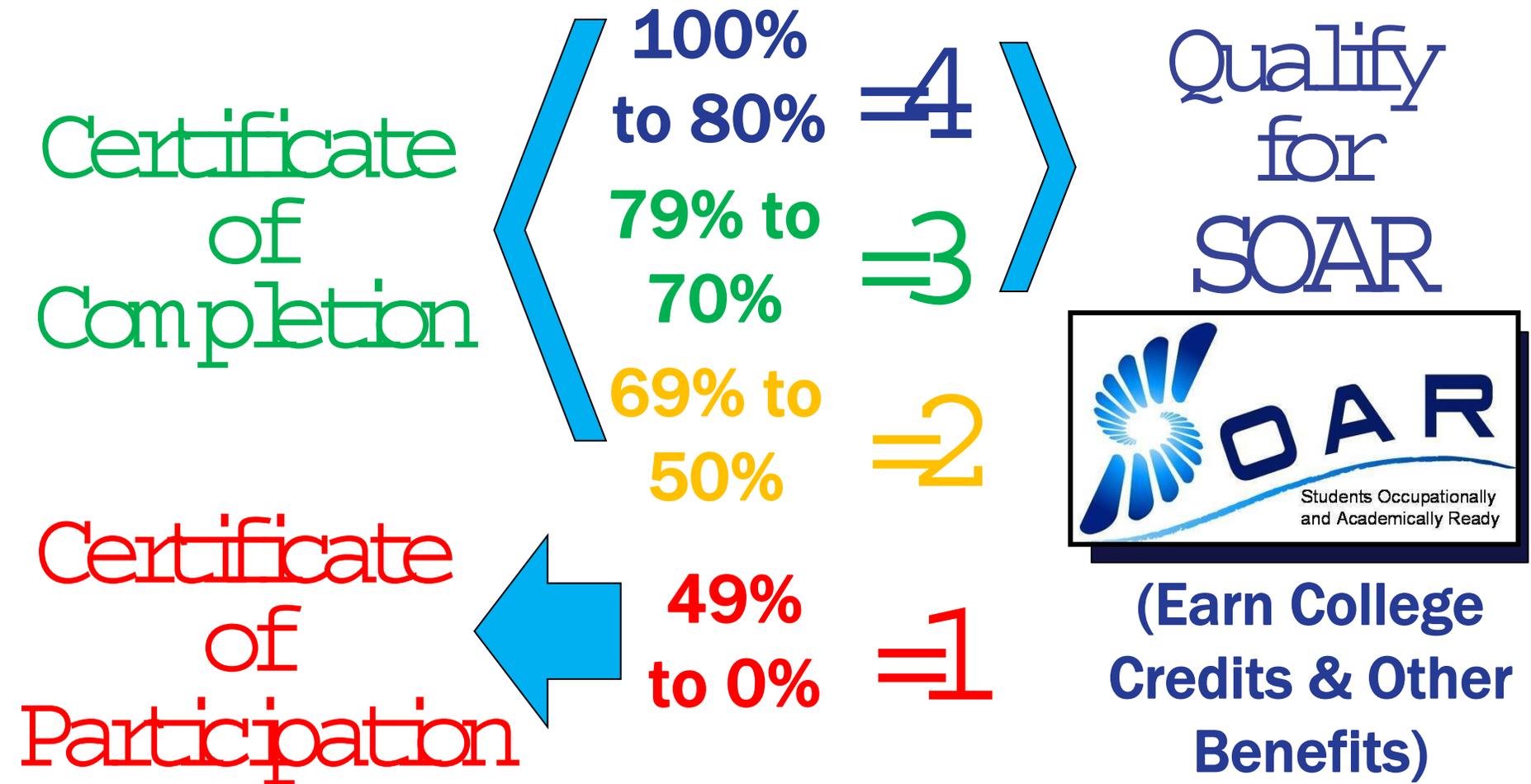
69% - 50% = 2

49% - 0% = 1



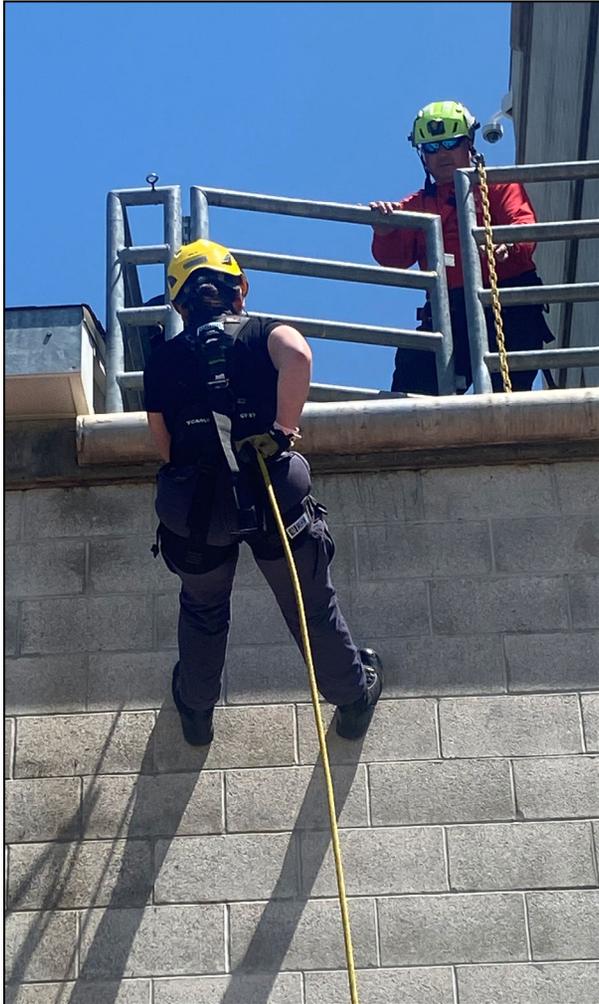
Grading

Task Grid Level Proficiency Ratings



Online Forms

Have All Forms Completed Prior To School



- Emergency contact information needs to be collected and verified
- Grants permission to the WMCTC nurse to treat the student
- Gives permission for students to work in the shop or lab areas
- Grants or denies permission for the school to have the student in photographs
- Gives permission for post-secondary education and the military to access information

Mandatory Clearances

Mandatory Security Clearances

- A mandatory requirement for all students in the Protective Services Program is that they acquire Act 34 and Act 151 Security Clearances each year that they attend WMCTC.
- Act 34 – Pennsylvania Criminal History Clearance
- Act 151 – Pennsylvania Child Abuse Clearance
- Please have these security clearances completed prior to the first day of school.



Mandatory Clearances

Act 34 Criminal History Check



Online – Select “Submit a New Record Check” under credit card users. The applicant must provide his/her name and address and the credit card information. If a request goes “under review” it will be updated to the status of “No Record” or “Record” within two (2) weeks. For all “No Record” responses, the certificate must be printed out at the applicant’s computer. All “Record” status requests will be mailed to the address provided by the applicant. This clearance costs \$10.00.

<https://epatch.state.pa.us/>

Mandatory Clearances

PA Child Welfare Act 151 Child Abuse Clearance



Online – Select “Create a New Account” and enter profile information. The Applicant must provide his/her name and address and credit card information. Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results. This clearance costs \$13.00.

<https://www.compass.state.pa.us/cwis/public/home>

Contact Information

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ANY QUESTIONS?



WESTERN MONTGOMERY CAREER & TECHNOLOGY CENTER



PROTECTIVE SERVICES PROGRAM

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