

## **Congratulations on your acceptance into the CTE Law Enforcement program for the 2022-2023 school year!**

Kalamazoo RESA Career and Technical Education (CTE) invite you and your parent/guardian to attend an orientation highlighting next year's CTE Law Enforcement experience. This orientation is important, and we strongly encourage a parent/guardian to attend with the student. Please join us on **May 23, 2022, at 6 p.m.** at KVCC's Texas Township Campus, room 9130.

In this meeting, you will have the opportunity to:

- Meet the instructor and hear from second year Law Enforcement students
- Learn about the program's year-long expectations, dress code and logistics
- Learn how successful completion of the course can lead to post-secondary and career opportunities
- Ask questions

The attached program guidelines will be discussed in detail during the orientation. Please have this packet with you. Students and parents/guardians need to sign the program expectation agreement form on page 4 and return it **to the CTE office by May 31, 2022.** It is acceptable to take a picture of the form and email it using the contact information below.

**Program Location:**

KVCC, Texas Township Campus  
Room 3260

**For more information, contact:**

**Diane Fort**

Program Coordinator  
[diane.fort@kresa.org](mailto:diane.fort@kresa.org)  
269-250-9316

KRESA's Career and Technical Education

**Special note:** You are receiving this packet because your name was provided to us by your school counselor as enrolling in a CTE program. If in doubt, check with your counselor. We apologize if this packet was sent to you in error.

**Notice of Non-discrimination:**

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability, genetic information or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designed to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents, Tom Zahrt & Mindy Miller. Contact information: (269) 250-9200, 1819 E. Milham Ave. Portage, MI 49002.

# CTE LAW ENFORCEMENT



Through a partnership between Kalamazoo Valley Community College, Kalamazoo RESA, and local law enforcement agencies, the Career and Technical Education (CTE). Law Enforcement program offers a unique, non-traditional opportunity to high school juniors and seniors. CTE's Law Enforcement program is taught by a retired Public Safety Officer (PSO) and includes several guest speakers from throughout the criminal justice profession.

The course puts tremendous emphasis on responsibility, maturity, and leadership. Utilizing events from the local and national levels, students will discuss how the criminal justice system shapes and influences society. Classroom discussion will include an examination of state, local & federal law and the applicable courts. Time will be spent investigating case law and use of force continuum. An emphasis on knowledge of the law, application of the law, interpersonal communication skills and physical fitness will be stressed. Students can earn KVCC college credits through successfully fulfilling class requirements.

Students entering the program should have good writing skills, relate well to all students & authority figures, be mature, possess personal integrity, be in good physical condition, and have high ethical standards. For more information, contact PSO Brian Brusach, [brian.brusach@kresa.org](mailto:brian.brusach@kresa.org) or Program Coordinator Diane Fort, [diane.fort@kresa.org](mailto:diane.fort@kresa.org) (269.250.9316).



*Physical Training*



*Public Safety Officer Training*

To be successful in the CTE Law Enforcement program, students need to agree to these program expectations.

**CTE Law Enforcement Year 1**

1. The Law I program is held Monday through Friday through the school year. The classroom is located on KVCC's Texas Township Campus. IT IS NOT A KVCC program.
2. Transportation to and from the program is a district decision. Questions about transportation availability need to be directed toward the student's home district.
3. Students will be required to work together as a team and will periodically act as team leader.
4. Late assignments will not be accepted, unless due to an excused absence or as required within IEP or 504 accommodations.
5. Students are to call in or sign out with the class instructor when going to be absent from class for any reason.
6. Students are assigned a class time according to their home school's slot availability.
7. Students will be expected to dress appropriately during all class related activities, including physical training (PT).
8. High school and college credit **may** be earned for this course. College credit is dependent upon the student receiving a B or better.
9. Workplace observations take place outside of class time. Transportation is the responsibility of the student.

**CTE Law Enforcement Year 2**

*Students will fulfill all the expectations of Law Enforcement Year 1 as well as the additional requirements listed below:*

1. Students **must** consent to a criminal background check.
2. Students will be held responsible for their actions in and out of the class regarding disciplinary and criminal behavior. Criminal activity, of any kind, may result in the student's removal from the class. Issues are examined on a case by case basis.
3. Students will present proof of a drug screen.
4. Students should have no more than 4 unexcused absences during a semester and maintain an 80% grade point average and 90% employability skill score to be eligible for workplace observation or a second-year internship experience.

☆ ***Information about the uniform and personal grooming will be explained in depth during the orientation and the first week of class.***

**Personal grooming will consist of:**

- Uniform clean, pressed, and in good repair
- Clean hair; if shoulder length or longer, must be tied back
- Clean hands & fingernails; s/b no longer than the tips of your fingers.
- Only one pair of post earrings. No other jewelry except one ring and watch.
- Avoidance of heavy perfumes and colognes
- Tattoos may not contain profanity, sexually explicit and/or discriminatory content, words, or images. Tattoos containing such content must be concealed by clothing or band-aids where appropriate.

**Class uniform will consist of:**

- Slacks in the color and style specified
- Shoes in the color and style specified
- Polo shirt in the color and style specified
- Belt and socks in color and style specified
- Sweatshirt in color and style specified



*This expectation agreement must be turned in during the first week of school.*

## Career and Technical Education Law Enforcement Expectations Agreement

By initialing each of the designated areas below on \_\_\_\_\_, I \_\_\_\_\_ agree  
Date Name

to do my best to adhere to the following expectations. These expectations will be the standard and developed throughout the course of the school year.

<b>Initials</b>	Dress code: I will always be dressed business professional or in the designated Career and Technical Education class uniform. (i.e. class policy with regards to jewelry, hair, belt, shoes, and hats)
	I will always arrive on time. (15 minutes early is encouraged) If there is a mitigating circumstance, I will contact the internship sponsor and CTE Instructor and let them know of the delay or absence.
	Communications will always be with business professional etiquette. (i.e. Please, Thank you, Yes Ma'am, Yes Sir)
	I will utilize active listening skills and refer to the crisis intervention training from class which includes paraphrasing and adding feeling to content.
	Emails will be written in a business professional format. (i.e. title of person it is being sent to, content to the point, closing – Respectfully – Joel Smith)
	Ethics and integrity are paramount. Honesty, being trustworthy, taking initiative, and demonstrating leadership are essential. All students are expected to demonstrate honesty and integrity at all times, including self-reporting of a violation of school policy or the law. Failure to demonstrate the proper ethics could result in dismissal from this course.
	I will clean up after myself.
	I will read each assigned chapter, take notes and ask good questions.
	My safety is always paramount. Safety topics will include active shooting, highway, road, scenario-based events, consideration to ice, fire and electrical lines.
	I will keep electronic device use to the absolute minimum.
	I understand that confidentiality will not be breached. Discussing the people involved at an event, videos, or the internships sponsors involvement with an event, outside of my parents/guardian and CTE Instructor will not be permitted.
	HIPAA (Health Insurance Portable and Accountability Act) policies will be discussed in class and I understand the implications of violating any portion of the policy can result in termination of placement and potential civil litigation.
	I will read and abide by the CTE/EFA Off-Site & Transfer Programs Student/Parent Handbook.
	I will always put forth 100% effort while participating in this program especially in the physical fitness portion. Any physical restrictions or injuries will be reported to the instructor as soon as possible.
	I will not class post photographs on any social media sites without approval from the course instructor.
	It will be the decision of the student and parent/guardian for participation at the gun range, fire tower, ride along opportunities and other police/related events. Though every precaution will be made to create a safe environment, the scope of the profession and involvement in the program can encompass inherently dangerous situations. The City of Kalamazoo, Public Safety, Kalamazoo Valley Community College, Kalamazoo Regional Education Service Agency and the Instructor will support any decision regarding the student's participation but will not be held liable for uncontrollable situations. The decision to participate is the sole decision by the student and parent/guardian.



2022-2023  
LAW ENFORCEMENT I & II  
PROGRAM EXPECTATIONS AGREEMENT

***\*This form must be returned to the Kalamazoo RESA Career and Technical Education office by May 31, 2022. It is acceptable to take a picture of the form and email it using the contact information on the cover page.***

My student (printed name) \_\_\_\_\_, who attends  
\_\_\_\_\_ High School has received a copy of and read the Law  
Enforcement program expectations. We agree to these expectations and understand the commitment my  
student is making to this program.

Student signature: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

Parent/legal guardian name (printed): \_\_\_\_\_

Parental/legal guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street Address City Zip Code

Student email: \_\_\_\_\_

Student cell number: \_\_\_\_\_

Parent/legal guardian email: \_\_\_\_\_

Parent/legal guardian phone number: \_\_\_\_\_

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