

Congratulations on your acceptance into the CTE Law Enforcement program for the 2024-2025 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 encourage a parent/guardian to attend with the student. Please join us on **Wednesday, May 29, 2023, at 6 p.m.** at KVCC's Texas Township Campus, room 4240 (see map on following page).

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.*

Instructor:

Brian Brusach

brian.brusach@kresa.org

Nora Hafez

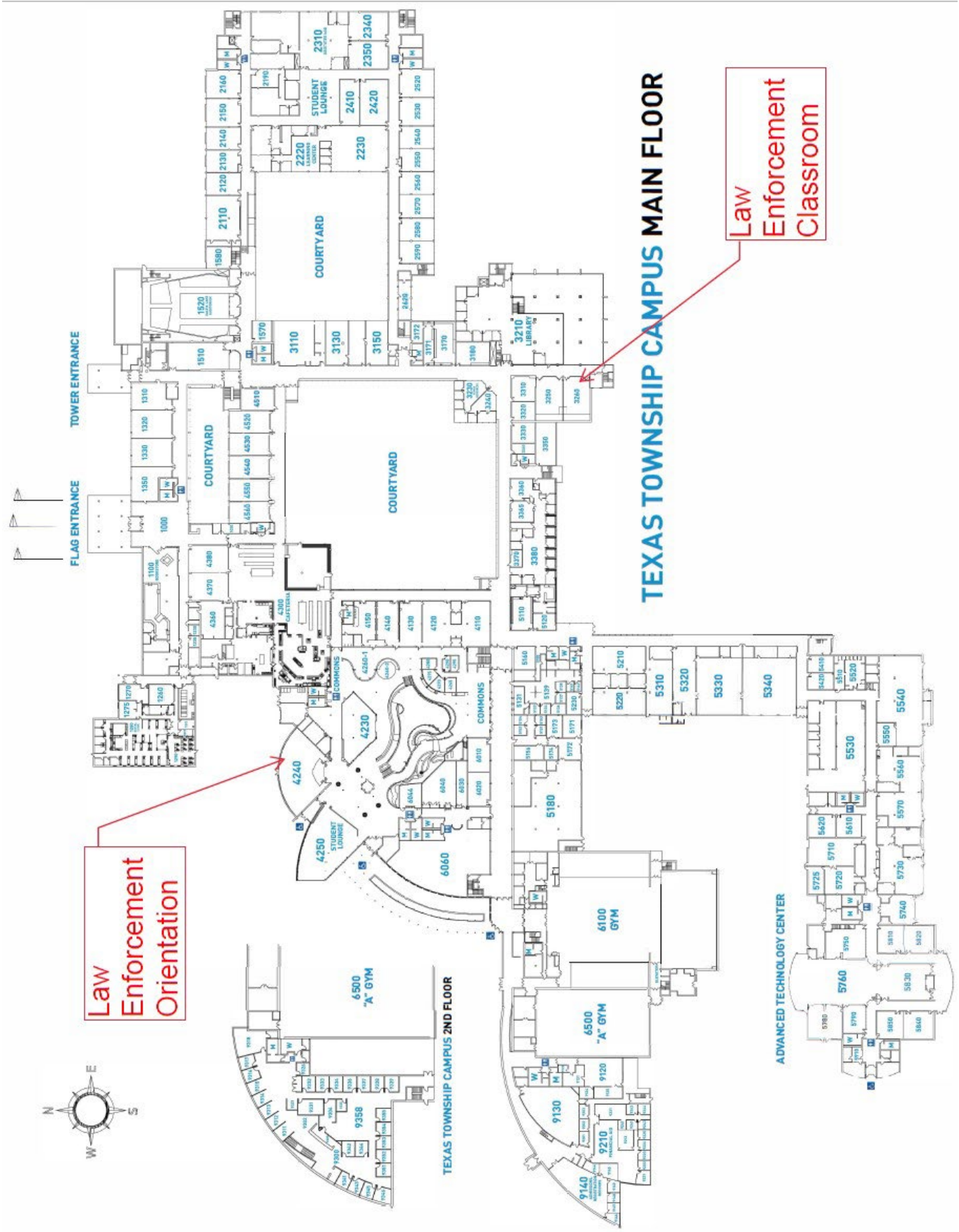
CTE Registrar

nora.hafez@kresa.org

269-250-9309

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 race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following individuals at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Tom Zahrt, Mindy Miller, & Isaac Carter. 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. An emphasis on knowledge of the law, application of the law, interpersonal communication skills and physical fitness will be stressed. Students can earn articulated KVCC college credits through successfully fulfilling class requirements.

For more information, contact PSO Brian Brusach, brian.brusach@kresa.org.



Physical Training



Public Safety Officer Training

Program Location:

KVCC, Texas Township Campus
Room 3260

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 will be expected to dress appropriately during all class related activities, including physical training (PT).
7. High school and college credit **may** be earned for this course. College credit is dependent upon the student receiving a B or better.
8. Workplace observations may 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 and pass a criminal background check to participate in their internship.
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 their internship. Issues are examined on a case-by-case basis.
3. Students will successfully pass a drug screen to participate in their internship.
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
- Fingernails no longer than the tips of your fingers.
- 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

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.

Initials	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 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.
	Students will demonstrate respectful communication. (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 always demonstrate honesty and integrity, 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 breeched. 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.

Turn in this page, along with the expectations agreement on page 4, to your instructor by August 29.

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: _____

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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