



ADMINISTRATIVE PROCEDURE

HIGH SCHOOL FIRE SCIENCE CADET PROGRAM

6140.1

Procedure No.

August 7, 2019

Date

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- I. **PURPOSE:** To provide guidelines and procedures for the application process, selection and administration of the Fire Science Cadet Program.
- II. **BACKGROUND:** As part of a joint collaboration between the Prince George's County Public Schools (PGCPS) Office of Career and Technical Education and Prince George's County Fire/ Emergency Medical Services Department (PGFD). The High School Fire Science Cadet Program prepares students for opportunities in Firefighting and Emergency Medical Service (EMS). Students receive appropriate and certified training coordinated through the Fire/EMS Training Academy and are instructed by certified PGFD instructors in a two-year program during their 11th and 12th grade years. While enrolled in the Fire Science Cadet Program students participate in both classroom and practical experiences. These experiences build knowledge and skills that prepare them to further their education in colleges and universities or enter the career field.
- III. **PROCEDURES:**
- A. **Criteria to Participate:** The following criteria must be met in order to participate in the cadet program:
1. Must be 16 years of age at the beginning of the current school year.
 2. Must be in good academic standing with an overall GPA of 2.0 or higher.
 3. Must have written permission from parents.
 4. Must pass a background investigation.
 5. Must pass county public safety physical examination.
 6. Must successfully complete all PGFD fire cadet program forms, including recommendations by the due date.
- B. **Application:**
1. Applications will be available online through the CTE website on the PGCPS.org website.
 2. Applications will be forwarded to the school-based coordinators.
 3. School based coordinators will coordinate with PGFD regarding the remaining required documents including health and physical examination, background checks, teacher recommendations, interviews, personnel forms and OSHA forms.
 4. PGFD personnel will review completed packet and assess student eligibility.



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5. Program Coordinators will notify applicants of acceptance into the PGCPS Fire Science Cadet Program.

C. Registration:

1. Students must be assigned by the appropriate course number for Fire Fighter Cadet Program listed in Administrative Procedures 6150.
2. The Fire Cadet Program Coordinator will:
 - a. Serve as liaison between PGCPS and the Fire Department to complete course enrollment;
 - b. Maintain SchoolMAX; and
 - c. Report quarterly, semester and final grades to ensure students complete pre-requisite requirements/course to proceed in the program of study.

D. Attendance:

1. Hours of operation for the cadet program directly correlate with school location hours of operation.
2. Attendance is mandatory. However, if the student cannot attend due to illness or other emergency, the student must inform the school-based program coordinator.

E. Grades/Credits:

1. Students will be evaluated by fire instructors in accordance with Maryland Fire and Rescue Institute standards.
2. Students' grades will be reported to the school-based program coordinator by the fire instructor.
3. The school-based program coordinator will submit grades into the PGCPS grading program.



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4. Students may earn credits for courses based upon the PGCPS credit policy.

- F. Delayed Openings and School Closings: During delayed openings, or county holidays, cadets will follow the PGCPS school schedule.

IV. **PROCEDURES FOR REMOVAL:**

This section shall establish a consistent, fair, reasonable and equitable method for resolving conduct, grade point average (GPA) and/or performance-related violations of established rules and regulations of the High School Fire Science Cadet Program. It shall be the general policy to follow a pattern of progressive discipline that provides the cadet with notice of deficiencies and an opportunity to improve both performance and conduct problems.

School Administration, Cadet Program Manager, Cadet Coordinators, School-Based Program Coordinators, and the Training and Leadership Chain of Command staffs have the authority to initiate and/or take authorized disciplinary actions against a cadet whenever such disciplinary actions are warranted by virtue of violations of standards of conduct, GPA's, behavior or failures to maintain satisfactory performance.

However, the final determination for taking any authorized disciplinary action against any cadet during the request for removal shall rest exclusively with a joint venture decision between the Prince George's County Fire / EMS Department and Prince George's County Public School system. The GPA, behavior and conduct of each cadet impacts directly on the public's trust as we train to provide care during an emergency.

- A. **Step I** - Verbal counseling, review of policy with cadet and documentation sent to cadet parent/ guardian and all parties mentioned above in this joint venture program.
- B. **Step II** - Written notice to parent/guardian with a request for a parent/teacher conference to review policy with cadet and their parent/guardian, PS-74 completed, and placement on an **"Improvement Plan Agreement"** to prevent future violations of the High School Fire Science Program Standard Operating Procedures (SOP). Distribution of the **Improvement Plan Agreement** provided to the cadet, parent/ guardian and all parties mentioned above in this joint venture program.



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- C. **Step III** - PS-74 placed on a “**Last Chance Agreement**” with attached notification of intent to remove cadet from program if any violations of the High School Fire Science Program SOP occur. Distribution of the **Last Chance Agreement** to cadet, parent/guardian, and all parties mentioned above in this joint venture.
- D. **Step IV**- Proceed with withdrawal of the cadet from High School Fire Science Program due to repeated, documented violations of the SOP. A meeting is held to review prior Step I through Step III documented plans to retain cadet. Hold a joint venture meeting with the cadet, parent/guardian to provide alternative methods for the cadet to stay on track to graduate upon removal from the program.
- V. **MONITORING AND COMPLIANCE:** The Supervisor, Program Coordinators and PGFD High School Fire Science Program Liaison will review this administrative procedure annually. Each will keep a folder with the MOA, Fire Science Cadet Standard Operating Procedures, and MFRI curriculum standards marked Permanent. Cadet applications and cadet earned certifications will remain on file for three years.
- VI. **RELATED PROCEDURES:** Administrative Procedure 6140, Procedures Pertaining to the Office of Experiential Learning Programs.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Academics, Office of Career Technical Education and will be updated as appropriate.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6140.1, dated February 1, 2005.
- IX. **EFFECTIVE DATE:** August 7, 2019.

Attachments:

1. Fire Science Cadet Program BEHAVIORAL/ATTENDANCE/ACADEMIC IMPROVEMENT PLAN
2. High School Fire Science Cadet Program Last Chance Agreement