

# Student

Policy and Procedure  
Manual



FIRE DEPARTMENT  
EMS TRAINING  
PROGRAM

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## ARTICLE 10.00 COURSE REQUIREMENTS

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### Section 10.01

This course has several requirements that the student **must** meet in order to successfully complete the course. They are as follows:

1. Current Shot record to include Hepatitis B vaccination series started prior to clinicals.
2. Current negative TB test less than 6 months old.
3. Current CPR card less than one (1) year old.
4. High School Diploma or GED from an accredited agency.
5. Drivers License
6. Attendance. (See Policy Below)
7. Passing Grade. (See Policy Below)
8. Skills practice and verification. (See Policy Below)
9. Passing the final exam, clinical rotations and have an overall passing average. (See Policy Below)
10. Completion of ambulance and hospital rotations. (See Policies Below)
11. Submitting documentation according to Policy. (See Policy Below)
12. Must show proof of current EMT-B or higher certification.(Paramedic only)
13. National Background check.
- 13 Tuition has to remain current and timely.

### Section 10.02 Attendance

1. Regular and punctual attendance is required. Absences are recorded from the official date of enrollment. Students can be dropped from the course after 3 (three) absences per quarter.
  2. Mandatory classes cannot be made up (i.e. skills practice/evaluation). Failure to attend will result in a zero.
  3. Tardiness will not be tolerated. Tardiness is defined as five (5) minutes past the scheduled class time. The official time will be determined by the clock in the classroom.
  4. Three late arrivals to class (5 minutes or more) will count as 1 (one) absence.
  5. It is understood that Military students are often subject to unscheduled duty, TDY or deployment. Military students being deployed or placed on TDY status must make arrangements with the Program Director to make up any missed work/exams. This pertains only to the quarter in which they are currently enrolled. A military student cannot pick up where he/she left off if the quarter is over.
  6. If the student leaves class before the entire class is dismissed by the Instructor they will be counted tardy and no work will be allowed to be made up.
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### Section 10.03 Conduct

1. The student is required to act and dress appropriately at all time – classroom and clinical rotations.
2. The student will treat the staff of West Point Fire Department Paramedic Training Program and fellow students with respect as per the Student Code of Conduct.
3. The student will participate in both the lecture and skills practice during class.
4. If the student is late for class, he/she will come into the classroom in the least disruptive manner so as not to cause a disturbance or distraction.
5. Food and drink will be allowed in class. The students must clean up after themselves. Failure to do so will result in no student being allowed to bring in food or drink during the rest of the course.
6. If the student has a problem or concern with any portion of the class or staff member per the student will discuss the problem with the appropriate personnel (i.e., Program Director, Assistant Program Director, or the Program Director and not with other students. All personnel problems will be discussed with the Program Director as soon as possible.
7. Aggressive, belligerent or disruptive behavior will not be tolerated anywhere on the campus and may subject the student to a police report. The student will also be sent home and possibly removed from the class permanently. This is a zero tolerance policy.
8. There will be no disruptive behavior (i.e., talking above a whisper during lectures, horseplay during skills practice or verification, arguing with the Instructor) or cell phones going off in class.
9. There will be no text messaging in the classroom.
10. There will be no tobacco products used or consumed in the classroom (i.e., smokeless tobacco, cigarettes, cigars or snuff). Students are reminded that West Point Fire Department EMS Training Program Training Center is a smoke free campus.
11. Students will enter and leave the building quietly so other classes are not disrupted.
12. Use of cell phones, iPods, or other electronic devices during class time is prohibited under any circumstances except for those requiring ADA accommodations. Laptops are allowed.
13. The classroom computers will not be used unless cleared with the Program Director, Program Director or Instructor prior to use. The computers will **not be** used to surf the net for recreational purposes.
14. Students will not be allowed to use employee and office staff computers.

### Section 10.04 Disciplinary Actions

The student will be subjected to disciplinary actions for violation of Policies and Procedures. A violation constitutes any disregard of Policy and Procedures.

1. 1st Violation – Verbal warning with documentation of verbal warning to be place in student record.
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