



**FIRE PROTECTION TECHNOLOGY
FIRE ACADEMY**

PROGRAM STUDENT HANDBOOK

2019-2020

**Hill College
Hill County Campus
112 Lamar Drive
Hillsboro, TX 76645
254-659-7500**

**Hill College
Johnson County Campus
2112 Mayfield Pkwy
Cleburne, TX 76033
817-760-5500**

www.hillcollege.edu

WELCOME

Our faculty wishes you success in achieving your career goals in Fire Protection Technology. We hope you, in a student capacity, will join faculty and administration in the ongoing efforts of establishing and maintaining an outstanding program. By doing so, you should be prepared to represent the Fire Academy and to serve the needs of citizens and our community. The *Hill College Fire Protection Technology Program Student Handbook* has been compiled by faculty to assist you in areas of requirements, policies, and procedures during your course of study in the Fire Academy. This student handbook is a supplement to the Hill College Catalog (<https://www.hillcollege.edu/students/Catalog/index.html>) and the Hill College Student Handbook (<https://www.hillcollege.edu/students/Handbook.html>). For general information relating to the college and student information, please refer to the catalog and student handbook. The specific program rules and policies identified in this handbook must be followed to remain in good standing within the program. Should you have questions or need clarification regarding any content, please feel free to discuss it with your instructor, with the Coordinator or with the Dean of Instruction. After reading through the program student handbook, you will be asked to sign a statement (last page of the handbook) acknowledging that you understand its contents.

MISSION

The faculty members of the Fire Protection Technology Department are dedicated to providing quality instruction which will prepare high quality students for successful careers in public fire science and prepare students as valuable members for their profession.

PHILOSOPHY

The faculty of the Fire Protection Technology Department is committed to the philosophy, mission and core values of Hill College. In keeping with this philosophy, the faculty is dedicated to the preparation of students to qualify as valuable members to serve the public in fire science.

We believe that the faculty has the responsibility to plan, implement and evaluate the teaching-learning process and to provide experiences to ensure safe practice. This program prepares students for a career in fire science. The majority of the curriculum focuses on preparing students with the skills he or she will need as a structural firefighter. The faculty feels that it is equally important to recognize that the majority of what Firefighting Professionals do on a daily basis is to help people who are not in emergent life-threatening situations.

The individual student accepts the responsibility for learning as the faculty serve as facilitators in the learning process. The faculty expect the student to embrace the aspect of the profession by showing respect and compassion for every person they encounter during and following their training/education.

Being a firefighter takes a certain kind of individual. A firefighter is a person who can assimilate and internalize the essential fire knowledge along with an understanding of customer care and a realization of the inherent stress of the occupation. Fostering a TEAM atmosphere among the students, along with the academics, is a goal of this course/program so that each and every student is able to reach their full potential as a well-rounded firefighter.

ACADEMIC INFORMATION

ATTENDANCE AND PARTICIPATION POLICIES

The faculty believe that experiences in the classroom and in the field cannot be adequately duplicated if a student is absent excessively. In addition, the program is designed to teach good work habits, such as attendance and being on time. Regular attendance is mandatory in order to qualify to take the State Examination. Passing this exam allows one to become a licensed professional.

Any absences in the Fall, Spring and Summer semesters exceeding five days (40 hours) in one semester for a full-time student or three days (24 hours) in one semester for a part-time student is considered excessive and will place a student on departmental probation for the remainder of the semester. Students will receive a Counseling Form for excessive absences.

If absences should exceed seven days (56 hours) in one semester for a full-time student or five days (40 hours) in one semester for a part-time student, the student will be requested to withdraw from the program for excessive absences. Students may receive a class grade of “W” or “F”, depending on date of withdrawal. If students are not in attendance for time stated above, all supplies/equipment left at Hill College, become the property of Hill College. Students are responsible for contacting the program coordinator and making arrangements to pick up their personal supplies/equipment.

A student who is absent from classes for the observance of a religious holy day will be allowed to make up all work provided that proper advance notification is given to the instructor.

A student who is called to active military service will be allowed to make up all work provided the student follows the proper advance notification procedure. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

Hill College shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student’s physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

REPORTING ILLNESS OR ABSENCE

1. ABSENCE/ILLNESS

- a. Regular attendance is expected. Failure to attend regularly may result in a student being requested to withdraw from the program resulting in a “W” or an “F” in the course(s).
- b. Leave of absence for an extended period is not given in this program. Withdrawal is requested.
- c. It is the responsibility of the student to notify an instructor when illness or absence occurs.
- d. A doctor’s note must be submitted for dates missed due to illness in order for the time missed not to be considered for withdrawal.
- e. A student missing class for a school sponsored event must provide documentation from the activity sponsor/coach listing the event date, event time, and contact information for the sponsor/coach or designated school official.

2. STUDENT HEALTH SERVICES

- a. Each student is responsible for his/her own medical care throughout the program.
- b. It is recommended that students have personal health insurance while attending this program.
- c. If the student needs to make an appointment with his/her private physician, the student should try to schedule the time so that it does not conflict with the program schedule or class time.

SERVICES FOR STUDENTS WITH DISABILITIES

Hill College is committed to maintaining an accessible campus community and providing reasonable accommodations to qualified students, faculty, staff and visitors. Section 504 of the Rehabilitation Act of 1973 (117 kB) and the Americans with Disabilities Act (ADA) of 1990 (117 kB) prohibit discrimination in the recruitment, admission, and treatment of students with disabilities. Students with qualified and documented disabilities may request accommodations, which will enable them to participate in and benefit from educational programs and activities. Students must provide appropriate documentation of the disability, complete an

Accommodation Request Form for special accommodation/modification, and schedule and participate in an interview with a Hill College academic advisor or success coordinator. For additional information, students should go to the Academic Advising and Success Center or visit the website at <http://www.hillcollege.edu/students/Advising/ada.html>.

CARL D. PERKINS GRANT FUNDING

The Academic Advising and Success Center staff provide information about services, workshops, accommodations and other opportunities for assistance with student success for Career and Technical Education (CTE) students. A Career and Technical Education Success Coordinator works district wide to assist students with admission, registration, degree planning and graduation requirements. Perkins funds are used to provide tutoring services for CTE students through the Academic Advising and Success Centers. Additionally, Perkins funds are used to assist students with childcare and transportation needs for those who qualify as a way to assist in retention and increase attendance. For more information, contact the Academic Advising and Success Center or visit the website at <http://www.hillcollege.edu/PerkinsGrant/>.

NONDISCRIMINATION

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Reports of discrimination, may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX:

Ms. Jamie Jaska, Director of Human Resources
112 Lamar Drive
Hillsboro, TX 76645
jjaska@hillcollege.edu
254-659-7731

U.S. Department of Education
Office for Civil Rights
1999 Bryan Street, Suite 1620
Dallas, Texas 75201-6810
Telephone: 214-661-9600
FAX: 214-661-9587; TDD: 800-877-8339
Email: OCR.Dallas@ed.gov

SACS ACCREDITATION

Hill College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hill College.

COURSE WITHDRAWALS

1. Hill College reserves the right to request at any time the withdrawal or dismissal of any Fire Academy student whose health, conduct, excessive absences, personal qualities, and/or scholastic records indicate that it would make it inadvisable for the student to continue with the program.
2. If there is voluntary withdrawal from the program, he or she should withdrawal prior to the withdrawal deadline by submitting a request form from Student Information Services. Withdrawal deadlines are published in the Hill College Academic Calendar

<https://www.hillcollege.edu/students/student-docs/AcademicCalendars.pdf>. It is the student's responsibility to follow withdrawal procedures.

3. Withdrawal courses appear on the student's record with a grade of **“W”** if withdrawal is done before the **“last day to withdraw”**. Until a student has officially withdrawn, the student remains on the class roster and may receive a grade of **“F”** for the course(s).

Students are responsible for understanding the impact of withdrawing from a course, which may impact their financial aid, veterans' benefits, GI bill, international student status, and academic standing. Per state law, first time students enrolling after the fall 2007 semester at any Texas College or University may not withdraw (receive a **“W”**) for more than six (6) courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without penalty.

SCHEDULE CHANGES

Students who have registered for the semester may choose to add or drop classes during the semester. Please refer to the Hill College Academic Calendar

<https://www.hillcollege.edu/students/student-docs/AcademicCalendars.pdf>. Adding or dropping courses may affect financial aid, veterans' benefits, international student's status, or academic standing. Students are advised to see the Academic Advising and Success Center for assistance before making changes to your schedule. For further information on schedule changes, adds/drops/withdrawals refer to the student handbook or inquire within Student Information Services.

ACADEMIC ADVISING AND SUCCESS CENTERS

The Hill College Academic Advising and Success Centers provide an inviting atmosphere that exhibits the highest ethical and professional standards while helping students to realize and achieve their educational and career goals. The Academic Advising and Success Center staff works to assist students with academic and personal success and transition. Advisors provide information on policies and degree requirements, assist in major selection based on personal and professional goals, help with course placement, institute academic plans and track progress towards graduation. For more information, visit the website at <http://www.hillcollege.edu/students/Advising/index.html>.

STUDENT INFORMATION SERVICES

Student Information Services is committed to aligning resources for the purpose of enhancing the quality and diversity of the student body, student learning experiences, student satisfaction, and as a byproduct to improve student retention and graduation rates of our undergraduate enrollment. The purpose of financial aid at Hill College is to provide financial assistance to any student who might be denied a college education because of insufficient funds (*based on documented need*). In addition to need-based assistance, Hill College offers a number of scholarships designed to recognize a student's academic, career and technical ability. These scholarships are awarded on the basis of ability and participation in specific activities. Information and applications are available in Student Information Services Office.

LIBRARY

Hill College libraries offer a large selection of books, print materials, audiovisuals, electronic resources, and computer software available to students. Reference librarians are available at each campus or via e-mail or phone to assist students in finding resources and information. Library resource information and contact information is online at <https://www.hillcollege.edu/campuslife/Library/index.html>. For information about checking out material from the library contact the librarian.

TESTING CENTERS

The Hill College Testing Center maintains the highest compliance with nationally recognized professional testing standards and practices while bridging the testing gap between instructors and students. Testing Centers are located at the Hill and Johnson County Campuses. Tests offered include the TSI Assessment, College Level

Entrance Exam (CLEP), GED, THEA ibt (internet based testing), HESI A2 with CT, Correspondence Proctoring Services, Person Vue and more. For more information, contact the Testing Center at (254)659-7816 Hill County Campus or (817)760-5815 Johnson County Campus or via email at testing@hillcollege.edu.

TEXTBOOK AND SUPPLIES

Required textbooks may change without notice. Contact the Hill College bookstore for a current list of required materials prior to purchasing any book. An additional supply and uniform list may be found on the program website (<http://www.hillcollege.edu/students/techEd/fireProtection/>).

PARKING

A student who plans to operate a vehicle on campus must register the vehicle and obtain a Hill College parking sticker. Parking stickers are available in the Office of Student Life on the Hill County Campus or from Student Services at the Johnson County Campus and Burleson Center. There are designated parking areas for student and visitors. Violations of the college traffic and vehicle regulations are subject to citation and the vehicle may be towed at the owner's expense.

GRADUATION/COMMENCEMENT

Each student who has completed the certificate requirements will be allowed to participate in graduation. Commencement exercises are held in May of each year. Students should work with their advisor to complete the graduation application and for application deadline information. Students not meeting requirements will not be recommended for graduation by the faculty advisor.

GRADE CHANGE POLICIES/PROCEDURES

Hill College Fire Protection Technology follows the college's policies on grade changes.

SEXUAL/RACIAL HARRASSMENT COMPLAINTS

Reports may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX:

Ms. Jamie Jaska, Director of Human Resources
112 Lamar Drive
Hillsboro, TX 76645
jjaska@hillcollege.edu
254-659-7731

U.S. Department of Education Office for Civil Rights
1999 Bryan Street, Suite 1620
Dallas, Texas 75201-6810
Telephone: 214-661-9600
FAX: 214-661-9587; TDD: 800-877-8339
Email: OCR.Dallas@ed.gov

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Health and Community Services division follows the college's policies for student complaints. Information can be located in the Hill College Student Handbook or at: <http://www.hillcollege.edu>.

The purpose of student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices, as well as, discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. *This procedure does not apply to student disputes about course grade which are resolved under the supervision of the appropriate instructors and instructional administrators.* The program will not retaliate against the student as a result of filing a complaint. **Students enrolled in the EMS Professions should first contact their instructor with their concerns. If the instructor is unavailable the*

student should contact the EMS Professions Coordinator/Director with their concerns. If the grievance cannot be settled to the student's satisfaction after talking to the instructor, clinical coordinator, or EMS Professions Coordinator/Director, then the formal grievance procedures set forth by the College's policies will be followed.

SCHOLASTIC DISHONESTY

Scholastic integrity is an essential component of professional behavior in Health and Community Services programs. Any documented incidences of scholastic dishonesty may result in an academic dismissal from the specific program. Scholastic dishonesty shall constitute a violation of the "Student Conduct," and is punishable by the instructor, division director, deans of the instructional programs and/or the Division of Student Services. Scholastic dishonesty shall include, but not limited to:

a.) cheating shall include, but shall not be limited to:

- copying from another student's test or class work, talking to another student during a test
- using test materials not authorized by the person administering the test (use of cell phone/pda for calculations - only approved calculators allowed)
- collaborating with or seeking aid from another student without permission from the test administrator
- knowingly using, buying, selling, soliciting, stealing, or transporting in whole or in part the contents of an unadministered/administered test (Having a copy of the examination or examination materials outside the time and place of test administration or review)
- substituting for another student or permitting another student to substitute for one's self to take a test (Assisting others in academic dishonesty)
- removal of privacy screen on computer where applicable
- Cheating on an exam or quiz by bringing information/material to the testing area
- Unauthorized entry into test banks or examinations
- Sharing the details of an examination/examination materials/competency check-off with other students
- Bribing another person to obtain an unadministered test or information about an unadministered test
- Manipulating a test, assignment or final course grades.

b.) plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work

c.) collusion shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Academic work submitted by students shall be the result of their own thought, their research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. Any borrowed ideas, wording or organizational form from another sources **must be** referenced following the APA/MLA manual.

PROGRAM PROGRESSION

In order to successfully progress through the Fire Protection Technology program, the student must achieve a minimum grade of "B" in all academic and Fire Technology courses and satisfactorily meet course objectives.

Grading Scale:

- A = 90-100%
- B = 80-89%
- F = 79.99-0%

Module and final exams must be passed with a score of 80% or above to receive a passing grade for the course. **You must pass the final exam to pass the course.**

ASSIGNMENT OF GRADES

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question *while* enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the Fire Protection Technology Program Coordinator to discuss the matter. If the instructor is the Fire Protection Technology Program Coordinator, the student will need to make an appointment with the Dean of Instruction.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. In compliance with the Family Educational Rights and Privacy Act 1974, as Amended, information classified as "directory information" may be disclosed to the general public without prior written consent from a student unless the Hill College Student Information Services is notified in writing by the student before the census date in the term. Hill College will not be responsible for the release of Directory Information prior to receiving the **Request to Withhold/Release Disclosure of Directory Information Form** in Student Information Services. A hold will remain on the student record until the student cancels the request to withhold directory information in writing. For additional information or to access the Request to Withhold/Release Disclosure of Directory Information Form, please see the website at http://www.hillcollege.edu/Admissions_and_Aid/FERPA.html.

- No grades will be posted
- No grade will be given over the telephone to a student or any other person under any circumstances
- No identification of grade status such as pass-fail will be given over the telephone to a student or any other person, under any circumstances

HEALTH AND SAFETY INFORMATION

Participating in the Fire Protection Technology Program carries inherent risks. In the curriculum, students will be given information regarding known risks and measures/precautions to decrease these risks.

Hill College does not provide personal health insurance coverage for students.

EMERGENCY PREPAREDNESS PLAN

Hill College is a partner with City and County Emergency Management Services. For more information regarding the Hill College Emergency Preparedness Plan, please refer to the plan at

<http://www.hillcollege.edu/safety/Hill%20College%20Emergancy%20Plan%205-18-2015%20FINAL.pdf>.

SUBSTANCE ABUSE

Hill College expects a high standard of conduct from its students. Students are expected to comply with civil and criminal law, respect proper constitutional authority, and obey College District policies, rules and regulations. The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of the College District and agrees to abide by them. Policies, standards, rules and regulations apply to students attending College District activities, whether the activity takes place on or off campus.

Alcoholic Beverages: The use, possession, sale or distribution of, or in the presence of alcoholic beverages on College District premises is prohibited. This includes being intoxicated on College District premises or at any off-campus College District sponsored activity.

Narcotics or Drugs: The illegal use, possession, sale, delivery or distribution of, or in the presence of any narcotic, drug, controlled substance or paraphernalia, in usable or non-usable quantity, or illegal distribution of prescription drugs on College District premises.

Hill College's Fire Protection Technology Program requires each prospective Fire Academy student to have a drug analysis performed prior to allowing a student to participate in classroom and live fire trainings. Each student will be required to pay for the initial and retesting if needed for his/her drug analysis. Each prospective Fire Academy student is required to have a drug screen completed prior to the pre-set date discussed by the Fire Protection Technology Program Coordinator. If the initial drug screen has a positive result, the student will be required to have a second drug screen performed by hair follicle or blood testing methods within 48 hours, NO EXCEPTIONS.

The drug analysis process can be performed at/by:

- Personal location with prior approval of the Fire Protection Technology Program Instructors
- Real Performance: 1014 N. Nolan River Road, Cleburne, (817)517-7151 and will cost approximately \$52.00 for a urine test.

The Hill College Fire Protection Technology Program has adopted a substance abuse testing policy wherein a student will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs.

Illegal drugs are those drugs that the federal law considers controlled substances and are not drugs prescribed to an individual while under the care of a licensed health care provider, or otherwise in accordance with the law.

Students will be asked to submit to drug and/or alcohol screening by their Fire Protection Technology Program Instructor in the following circumstances:

- Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, suspected marijuana or alcohol odors
- Possession of drugs, apparent paraphernalia or alcoholic beverages
- Detailed, factual and persistent reports of misuse by multiple colleague
- Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse
- Involvement in suspicious accidents
- Apparent lapses in judgment or memory
- Unusual lethargy

If the results of the drug/alcohol screening is positive or the student admits to the Fire Program faculty that he/she has taken/ingested a controlled substance, medication, or consumed alcoholic beverages the student shall be dismissed from the Fire Academy immediately. There are NO EXCEPTIONS. Results may be reported to the licensing agency, if applicable.

CRIMINAL BACKGROUND

Successful completion of a criminal background check is required for admission and continuation in all Fire Academies. Background checks will be honored for the duration of the student's enrollment in the Fire Protection Technology program if the participating student has not had a break in the enrollment at the college. A break in enrollment is defined as non- attendance of one full semester or more. *Successful completion of a criminal background check for the Fire Protection Technology Program does not ensure eligibility for Licensure or future employment.*

If a student is found to be ineligible for the Fire Protection Technology Program at any time during the program, the student will be requested to withdrawal from the Fire Protection Technology Program pending resolution of the situation. A student may challenge the validity of the criminal investigation performed by Hill College by conducting their own criminal history background investigation. The cost will be at the expense of

the student; and the student must utilize the TX Department of Public Safety criminal record division. The investigation shall include the TX Criminal Investigation Check (TCIC) and the National Criminal Investigation Check (NCIC).

INCOMPLETES

All students enrolled in the Fire Protection Technology program are expected to complete all requirements of the course during the regular semester. For occasional, extreme circumstances, a grade of incomplete (I) may be given. If course requirements are not completed during the next long semester, the grade of 'I' will be changed to 'F'. An incomplete may be considered if the following requirements are met:

- The student must request the incomplete in writing from the instructor
- The student must have no pending disciplinary actions or probations in effect
- For lecture/lab courses, the student must have at least a passing (80%) grade average in the course
- The cause of the incomplete is beyond the control of the student
- The student will be required to sign a Counseling Form specifying the requirements for completion

The Counseling Form will include:

- All coursework that must be completed and the deadline for that completion.
- How and to whom the coursework is to be turned in.
- The consequences of non-compliance with terms of the Counseling Form for the student's incomplete grade.

In addition, all incomplete work **MUST** be completed and received by the Fire Technology Program Instructor prior to the date set by the Counseling Form. No exceptions.

PROGRESSIVE DISCIPLINE

Faculty is committed to assisting students to be successful in the program. Fire Academy students who are not meeting course objectives and/or grade average requirements in class or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Warning - The instructor provides the student with a verbal warning or written feedback (Counseling Form) as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to; utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from the Hill College counselors, etc.

Step 2: Conference/Counseling Form - The student meets with the instructor in a formal conference to review the performance deficit. A written Counseling Form will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

Step 3: Probation - Probation action could be but are not limited to the following:

- Unsatisfactory attendance and punctuality.
- Inability to maintain physical and mental health necessary to function in the program.
- Unethical, unprofessional behavior, and/or unsafe practice.
- Refusal to participate with a procedure.
- Unsafe or unprofessional practice that compromises staff or your own safety.
- Failure to comply with all terms outlined in the conference report.

Probation is a trail period in which the student must improve or be withdrawn from the program. The student meets with the instructor, Fire Technology Program Coordinator and/or possibly the Dean of Instruction. A Hill College counselor may be asked to assist in representing the student. The student and faculty will review and sign a CCP Report explicitly stating expectations that must be followed during the probationary period and signed.

Step 4: Withdrawal - If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be advised to withdraw from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student must withdraw from the program. A student who is placed on probation for unsafe or unprofessional conduct will withdraw from the program for subsequent safety or professional conduct violations at any time during the program. If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” as applicable.

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature will require the student to be immediately placed on probation or withdraw from the program. Examples of these include, but are not limited to:

- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes student, staff, or faculty
- Unprofessional behavior that seriously jeopardizes training facility usage

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” as applicable.

COURSE COMPLETION CERTIFICATES

Course Completion Certificates will be held for any student that has NOT returned all books and property issued or loaned to them by the Hill College Fire Technology program and its staff, or, has completed all course work as outlined in policy and procedures.

GENERAL BEHAVIOR

Professionalism in the classroom is an attitude of mutual respect for the course, students, and instructors. Modeling professional behavior in the academic atmosphere is required of all Fire Technology students. Disruptive behavior results in lost curriculum time and creates a classroom/lab environment that is not conducive to learning. “Disruption,” as applied to classroom and lab settings means behavior that a faculty member would view as interfering with normal academic functions. Examples include, but are not limited to, persistently speaking without being recognized or interrupting other speakers, behavior that distracts the class from the subject matter or discussion, or in extreme cases, physical threats, harassing behavior or personal insults, disrespectful language or refusal to comply with faculty directions.

CELL PHONES/PAGERS/ELECTRONIC DEVICES

No student shall have in their possession in the classroom or in an outside facility an iPod/cellular phone/electronic device/pager of any type. Students will be allowed to use their phone during breaks/lunch time away from the classroom/lab area. Any student failing to adhere to this policy will be held to the below disciplinary actions:

First Offense – Verbal Warning

Second Offense – Counseling Form with student being placed on probation and with the understanding that any further disciplinary infractions may result in the student being requested to withdrawal from the program.

The department recognizes that there will be instances where a student will need access to their cell phone or pager. The student must speak with their Fire Technology instructor prior to entering their classroom. Only the Fire Technology instructor can approve the exception to this rule.

DRESS CODE

Students must wear their Fire Academy uniform to class. Fire Academy uniforms other than the approved Hill College uniform are not acceptable for wearing in the classroom and lab. Shoes should abide by dress code

policy. The uniform will consist of a light blue button up uniform shirt or approved academy shirt, dark blue or black uniform pants, black belt, black shoes or boots. Jewelry: For their own personal safety, all students are encouraged to refrain from wearing visible jewelry with the exception of a watch and/or wedding band. Any jewelry normally worn above the neck is considered unsafe (i.e. earrings, ear bands, clips). Necklaces or chains worn about the neck are acceptable as long as they are of such design that under no circumstances will they extend out of the clothing.

Hair Guidelines: Hair shall be worn to a maximum length that does not extend below the collar under any condition. Females may wear their hair in a ponytail, braids or other acceptable styles. The style of grooming will present a neat appearance and will not interfere with the proper wearing of regulation headgear nor impede the donning/utilization of any equipment, and or accomplishing any function that a firefighter may be required to perform.

TESTING

Exams may consist of multiple choice, matching, fill-in-the-blank, short-answer, essay, labeling, and/or identification questions. Exams may be presented in written, video, practical, and skills performance.

HOMEWORK/QUIZZES

Homework assignments and daily quizzes may be given in each class. The Hill College Fire Technology Program strives to maintain consistency with the most updated material used so students learn all information needed to be competent Firefighters; however, the student needs to be aware that not all instructors grade *exactly* the same.

SKILLS EXAMS

Skills may be tested in a “Formative” exam. Skills may be tested at any time during the program after the initial training. Individual skills to be tested will be identified in each course syllabi/schedule. Formative skills exams may count as a part of a student’s grade for a course.

PHYSICAL ACTIVITY

Students will be required to perform certain job functions that may require the student to be able to carry at least 120 lbs. Another requirement for employment in the Fire service is extended hours without sleep. In order to prepare the student for these tasks, each student may be required to perform physical exercise to include but not limited to:

- Push ups
- Sit ups
- Leg lifts
- Walking with a patient, equipment, and supplies over various terrains • Lift, drag and/or carry heavy equipment like hose and ladders.