

Rhode Island Fire Academy Student Handout Sheet

GENERAL INFORMATION FOR FIRE ACADEMY STUDENTS

ATTENDANCE: Students must attend 90% of the classroom sessions. Students must complete and pass all practical skills when required by the program. The student must initial next to their name on the attendance sheet for each day of class. If a student neglects to initial the attendance sheet, they will be counted absent for that entire class.

NOTEBOOKS: Only Firefighter 1 students will be required to keep a notebook containing class information. Notebooks will be reviewed and graded by the Coordinator and given a point value between zero (0) and five (5). These points will be added to the student's final grade. The material entered into the notebook is totally up to the student, but must be neat and legible at all times.

EXAMINATIONS: Tests will be given at the beginning of class prior to the start of a new subject. The final exam will be given on the last day of class. Students will have a maximum of two (2) hours to complete the final exam. The average of all tests will count for 60% of the total grade and the final exam will count for the remaining 40% of the total grade. To successfully complete the course, each student must finish with an average grade of 70%. **Any individual that does not pass their final exam with a 70% or higher, will not be eligible for Pro-Board certification.** Any individual that does not pass the final exam will be offered one (1) opportunity to retake the exam. Exams need to be arranged through the RIFA no later than six (6) months after the final exam.

CHAIN OF COMMAND: To address any concerns or problems that a student may have are as follows: (1) Instructor, (2) Coordinator, and (3) Director.

APPEAL PROCESS: If after following of the chain of command a student feels that he/she has not received treatment, or has a question or concern with any item on a test, an appeal can be made to the Fire Education and Training Coordinating Board of the Rhode Island Fire Academy. The Board, after receiving an appeal, will convene a panel from the current roster of members. The panel will consist of three (3) members, one (1) each chosen by each party in the dispute, and one (1) chosen by the Chair. The decision of the panel will be binding and no further appeal will be heard. During the course of the hearing, a student can represent him/herself or be represented by counsel and present witnesses. Any corroborating documents or information can also be presented at this time. A decision in an appeal will be rendered within ten (10) days after the conclusion of the hearing. Said decision will be made in written form to the student, and a copy will be sent to the Director of the Rhode Island Fire Academy and the Chair of the Fire Education and Training Coordinating Board of the Rhode Island Fire Academy.

EVALUATIONS: Students are required to complete Session and Presenter Evaluation Forms. Evaluation forms will be distributed on the first day of class and are to be returned to the Coordinator on final exam day.

BREAKS: Students will be allowed adequate break time.

ALCOHOLIC BEVERAGE / SMOKING: There shall be no consumption of alcoholic beverages at break or during any fire academy program. Any student who reports to class under the influence of alcohol, drugs or medication, which might impair performance, will be asked to leave. Alcohol or drugs **will not** be tolerated in the class. Rhode Island Law prohibits **SMOKING** in any building or grounds where training exercises or classes are conducted.

PHONES: ALL personal alert devices must be turned off or placed in a vibrate mode while in class. Students are considered "out of service" during class hours. Texting during class is prohibited.

DRESS CODE: NFPA recommends **100% cotton undershirts and jeans or sweat pant be worn for all practicals under turnout gear.** No hats, shorts, cutoffs, muscle shirts, or tank tops shall be worn in the classroom. No firefighting gear, coat, and night hitches will be allowed as outerwear while in the classroom with the exception of the class entitled Personal Protective Equipment (PPE).

CLASS CANCELLATION: During winter months, inclement weather may force the cancellation of classes. Coordinators/Instructors will be provided with an e-mail address or phone number to contact students when necessary.

Signature: _____ Date: _____

Print name: _____

Class & Location: _____

TEXTBOOK PURCHASING INFORMATION

The following are several suggestions for purchasing textbooks:

IFSTA's Purchasing Representative is

John Conrad – (405) 744-7701 or

1-800-654-4055

ifsta.org

Connecticut Bookstore

1-860-627-6363

cfa.bookstore@po.state

Maryland

www.emergencystuff.com

WFCB Fire Service Bookstore

1-800-342-2034

Buyer@Fireservicebooks.com

www.fireservicebooks.com