

MASTER PLAN OF INSTRUCTION

LAKE TECHNICAL CENTER
INSTITUTE OF PUBLIC SAFETY

FIREFIGHTING PROGRAM

SCHOOL YEAR
2007-2008

TERRY E. MILLER, LTC DIRECTOR

RON WILLIAMS, FIRE PROGRAM DIRECTOR



Lake Technical Center is accredited by the Accrediting Commission of the Council of Occupational Education

MISSION STATEMENT

Lake Technical Center meets the educational needs of the community by offering a variety of high quality vocational and technical training opportunities.

LAKE TECH FIRE ACADEMY
INSTITUTE OF PUBLIC SAFETY

FIREFIGHTING PROGRAM
450 Hours

ADMISSIONS INFORMATION

The technical certificate program for firefighting is a comprehensive course consisting of lectures, practical, and “LIVE” fire training. The program is designed to prepare the student to become a State Certified Firefighter.

ADMISSION CRITERIA

To apply for admission into the Firefighting I/Firefighting II Recruit Program, each applicant must:

- * Be at least 18 years of age unless dual-enrolled, high school senior and 17 years old.
- * Not have been convicted of any felony or of any misdemeanor convictions involving moral turpitude.
- * Be a high school graduate or have its equivalent: (GED) or certificate of compliance.
- * Have passed a physical examination **including EKG and hearing test** by a licensed Florida physician within the past six months, meeting the requirements of the Division of State Fire Marshal Bureau of Fire Standards and Training Medical Examination **Form, DI4-1022**.
- * Be of good moral character.
- * Possess a valid Florida Driver’s License.
- * A **Driver’s License History** is required to be included with your application packet. **This must be an official certified record from a courthouse. Applicants with excessive points or license suspended within the last three years will be disqualified.**
- * Hospitalization/accidental medical insurance is optional. (For those who don’t have insurance, the school offers a low cost plan.)

Institute of Public Safety application procedure:

1. Take mandatory TABE test unless you possess an A.A., A.S., B.A., or B.S degree. Bring original college certificate or college transcripts to Lake Technical Center in Eustis to qualify for an exemption. The TABE test is given at LTC in Eustis (352) 589-2250 on Mondays and Thursdays at 8:15 a.m. or at 5:45 p.m. at a cost of \$20.00. If taking TABE at another campus, test must be level 7 or 8 A and that school must send an official transcript to LTC, Eustis Campus for evaluation. **A grade level of 10.0 must be achieved in all areas of Reading, Math, and Language before receiving a graduation certificate.** No appointment is necessary for the TABE test. Picture ID required.
2. State Certified Firefighter I candidates desiring Firefighter II Certification are eligible to enroll.
3. High School students may be eligible for the day firefighting program if they have met all their academic requirements for graduation.

For information on financial services contact Financial Aid Office at LTC main campus in Eustis (352) 589-2250.

Admission to the program will be based on the following:

- * Completed Institute of Public Safety Application.
- * Medical examination, including EKG and hearing test, required before PAT evaluation.
- * Applicant must pass Physical Ability Test Evaluation. Orientation held at Institute of Public Safety.
- * BFST application fee \$30 check paid with registration. Check to FL Dept of Financial Services

- * FINGERPRINT CARDS WILL BE ISSUED AND COMPLETED ON THE FIRST DAY OF CLASS. THE FEE FOR PROCESSING OF FINGERPRINTS IS \$64. THE FINGERPRINT FEE WILL BE PAID BY CREDIT CARD OVER THE INTERNET AT WWW.FLDFSPRINTS.COM

******DO NOT SUBMIT ANY MONEY PRIOR TO BEING ACCEPTED INTO THE CLASS******

Withdrawal Refund Policy: through the closing of the first day of class, 100%; withdrawal up to 50 hours or the closing of the day on which the 50 th hour occurs, 80%. No refund after 50 hours.

OBJECTIVES:

To provide the means of developing the basic firefighting knowledge and skills required by the State of Florida Division of Fire Marshal’s Office and Lake Technical Center. To impart to the student the proper attitude and discipline required for gainful employment within the fire service.

PURPOSE:

To provide training for firefighters that meets NFPA 1001 standards as outlined in State Statute 633.

CURRICULUM:

The State of Florida Bureau of Fire Standards and Training and DOE sets the curriculum of instruction in order to sit for the State Certification Examination.

The Institute of Public Safety School of Firefighting has a reputation for being one of the top training centers in the State of Florida. In order to maintain this reputation, we give more to the student in way of instruction and in return, expect more from the student. The students are expected to meet our requirements, as well as those of the Bureau of Fire Standards and Department of Education.

SPECIFIC REQUIREMENTS:

Certain required curriculum must be completed by the student regardless of the amount of hours attended. Students must receive live fire training in structure, flammable liquids, L.P. Gas fires, and mandatory 18 hours of live burns total FFI & FFII. Protective breathing apparatus, rescue, ladder, and hose training, must be experienced by the student in order to successfully complete the class. In addition, all students must rappel from the top floor of the tower and each station, as well as climb to the top of the aerial ladder. Failure to complete any portion will be grounds for dismissal.

ATTENDANCE:

The Lake Technical Center Firefighting Minimum Standards Course is currently 450 hours in length. Students who exceed 16 hours of absence during the 450 hours will be placed on probation. All absences after the student is placed on probation will require documentation. Only documented sickness or personal emergencies will be approved. Only the MSC Coordinator, the Program Director or their designee may give approval of absence. Failure to meet these requirements will result in suspension and or dismissal from the class. If total absences exceed 24 hours, the student will be exited from the class. Absenteeism and tardiness are a reflection on the trainee's personal character and an indicator of disinterest in attaining professional status in the public safety field. These areas are also a main point of interest that employing agencies explore when reviewing trainee records for retention or employment. Class attendance will be verifiable by an attendance roster. The instructor will verify attendance. Any tardiness is recorded on the daily attendance sheets, no matter how much time. Ex: two minutes, five minutes, etc. All will be recorded.

Trainees are required to be in class at all times when class is in session. Absence from class for any reason other than illness requires prior authorization from the respective Coordinator. Attendance during certain areas of training is mandated by the state in order to meet competency standards. **STUDENTS UNABLE TO PERFORM PT OR TRAINING EVOLUTIONS MAY BE ALLOWED TO SIT OUT FOR ONE CLASS. AFTER THAT THEY MUST HAVE AN EXCUSE FROM A DOCTOR STATING THE REASON THEY CANNOT PARTICIPATE AND THE DATE WHEN THEY CAN RESUME NORMAL FIREFIGHTER TRAINING. STUDENTS UNABLE TO PARTICIPATE IN REQUIRED DRILLS DUE TO INJURIES OR ILLNESS DOCUMENTED BY A DOCTOR WILL BE UNABLE TO COMPLETE THE REQUIREMENTS FOR THE CLASS AND WILL BE EXITED.** Excessive absence or tardiness will be grounds for reprimands and/or dismissal from the program. Phone 352-742-6463 ext. 242 on Saturdays or for night class.

Should an emergency arise requiring the student's absence from any course, the student will inform the respective Training Coordinator in writing (or by telephone with a written report later) prior to the absence or as soon as possible. Homework will be assigned for time missed. The MSC Coordinator shall determine what make-up work shall be assigned.

- Failure to call to report inability to report for class on time will be considered grounds for dismissal from the class. Students must call in at least 30 minutes prior to the start of class.
- Feigning sickness or injury to avoid class work will be grounds for dismissal from the class.

Homework assignments will be required for absences in excess of 30 minutes and must be turned in to the Fire Program Records Secretary within five (5) class days following the absence. Homework will be one page for each hour absent and will be written on the subject missed. There will be no copying from the book. Failure to complete homework may result in termination from the class. Any unfinished homework will make the student ineligible for the Minimum Standards State Exam. Students will not receive a graduation certificate until all homework is completed.

TARDINESS:

Students who are tardy to class or tardy returning from breaks shall perform 10 pushups for every minute late, up to 300 pushups. Any lateness exceeding 30 minutes shall require “homework” as stated above and be counted in one-hour increments. All tardiness will be recorded against student attendance. A certificate of perfect attendance will not be awarded to a student who has been tardy. Continued tardiness will result in reprimands along with punishment (push ups, etc.) If tardiness is not corrected, recommendation for dismissal will be initiated.

“IFSTA FF1 and FF2 Exam Prep” must be **completed**, turned in, and reviewed for total completion at the scheduled time and before taking the final exam.

PRACTICAL TEST GRADING POLICY:

Two (2) Pass/Fail practical tests are administered during the class.

1. P.B.A. Day Testing
2. Final Practical Skills Testing

1. THE P.B.A. DAY TEST:

This test includes three (3) areas of testing:

- A. Searching for Barrels
- B. El Paso Air Pack Drill
- C. Negotiating the Maze

All three areas must be successfully completed. **NO** repeats allowed on parts (A) and (B), a total of three attempts on the maze, after 3rd unsuccessful attempt, student is failed.

The P.B.A. Day Test is a test of strength and stamina. No numerical grade is used. However, the student must complete each area of testing as instructed and while wearing bunker gear and using the self-contained breathing apparatus. There is no time limit to complete each area of the test except that resting is allowed only when scheduled in the drill. Each area of the test is administered separately, not continuously. Some of the basic rules of each area are:

- **AREA 1. BARRELS:**

The student must locate each barrel while wearing the S.C.B.A. and facepiece (no breathing tube) and while blindfolded. To fail this portion, the student must either quit the evolution or remove the facepiece or blindfold or stop movement and not continue when ordered to do so.

- **AREA 2. EL PASO AIR PACK DRILL:**

The student must complete eleven (11) evolutions in this part of the test. He/she shall be breathing air from the S.C.B.A. Because of the physical stamina required for this part of the test, there are three (3) 2-minute rest periods included. In order to fail this portion of the test, the student must either quit the test, remove the S.C.B.A. facepiece, or be stopped by the instructor. The instructor may stop the test because the student has taken unscheduled rests after repeated warnings, or his/her personal safety or health is at risk. Student who stops will be ordered to continue. Student will be failed if he/she does not continue when ordered to do so. Any stop after 3 10-second timed stops is automatic failure. Three 10-second timed stops are total within barrels and El Paso Drill, **not** (3) in each drill.

*Note: In areas 1 and 2, if a student stops three times, having been ordered to continue, student will fail the test. Stops are accumulative between areas 1 and 2, and are timed for 10 seconds. Student must start at the order to proceed after 10 seconds or failure occurs.

- **AREA 3. MAZE:**

The student must negotiate the maze while breathing air from the S.C.B.A. and the facepiece blindfolded. To fail this portion of the test, the student must remove the blindfold or facepiece, quit the evolution, or be stopped by the instructor because of safety or health reasons. Failure may also occur if the student incorrectly negotiated the Maze and ended at the wrong location. Due to the possibility of a malfunction of the breathing apparatus in a confined space, the student will be given three (3) attempts to complete this area of the test.

2. FINAL PRACTICAL SKILLS TEST:

This practical skills test is administered near the end of the class. There are 4 sections on the test. Each is graded separately. Each student must demonstrate individual firefighting skills. A numerical grade is used. A passing grade of 70% is required on each section. One re-take is allowed for each section failed. Passing of this test is required in order to take the State Examination for Certification.

PHYSICAL TRAINING:

It is the student's responsibility to maintain adequate physical fitness. This will require the student to exercise on his or her own time, as well as scheduled workouts on your personal time, gym and tower, etc. are available.

The PT consists of calisthenics and running. All students will participate as scheduled and meet the requirements as listed in the physical fitness schedule. A PT leader will be appointed. Students are required to follow the instructions of the PT leader. Students shall be inspected for proper attire for PT. Those who do not meet the standards shall be sent home to retrieve the proper clothing. The time will be docked from the student's attendance record. Firefighter training is very stressful on the body. It is very important to keep hydrated. You will be given adequate water breaks, but it is the individual's responsibility to keep hydrated before, during, and after physical activity.

GRADING POLICY:

1. Exams are administered after each subject of instruction. A student may fail two of the subject tests, provided they pass a retake exam for each subject test failed with a score of 70% or higher when the exam and retake scores are averaged together. A grade of 70% will be the recorded score. If there is a third exam failed, there will be no retake allowed and the student will be dismissed from the program.
2. If the student fails a subject exam and fails the retake exam for that subject of instruction or if the combined average of the test and retake do not meet or exceed the required seventy (70%) percent level, the policy dictates that the student will be dismissed from the program.
3. Pop quizzes will be given by instructors from the subject for the day. Pop quizzes will be worth 5 points and will be added to the subject test score.

To successfully complete the program, a student must pass the Lake Technical Center final examination with a score of seventy (70) percent or higher on both the written and practical portions. **One (1) retake** will be allowed in the area of deficiency.

The state test is usually given at Lake Technical Center for the convenience of the student.

To be certified as a graduate, the student must demonstrate mastery of all competencies in the program. The instructional staff reserves the right to assign additional work to any student who, in their professional opinion, requires additional work to master those competencies.

DRESS CODE:

In the classroom, students will wear the following:

- long dark blue or black pants (dress or Dickie style, no jeans)
- blue Lake Technical Center fire program tee shirts for Practical Training
- blue Lake Tech polo shirts for classroom lectures
- work boots (dress or work style shoes) for classroom, black in color only
- black belt
- hats (only Lake Technical Center fire program caps may be worn, but not in the classroom)

During PT, students will wear the following:

- Lake Technical Center (only) shorts and tee-shirts for PT and under turnouts
- Lake Technical Center (only) sweat pants, sweat shirts, or jacket for PT and under turnouts

Under garments shall be worn at all times. **Note:** Shirts are to be tucked in at **all** times.

STATE EXAM: Requires long black or blue pants only, no other attire permitted.

Lake Technical shorts may be worn under turnout gear at the discretion of the instructor. No tank tops or lettered tee shirts are allowed other than Lake Technical Center uniform tee shirts. No sandals or flip-flops are allowed. No jewelry is allowed. This includes any type of body piercing jewelry. Watches and wedding rings are the only exceptions. **Students are to report to class in clean and maintained attire.** Watches are not allowed on/during state MSC exams.

Requirements may be altered at the discretion of the Lead Instructor.

Students shall line up and be inspected daily before each class session for proper attire and grooming. This shall include all of the student's personal protective equipment (PPE). The equipment shall also include the student's personal rescue rope (20 feet of 7/16 Kermantle rope). The student shall be sent home to retrieve the proper attire or equipment and docked for the time absent if any items are missing. **This means the student must be standing on his/her assigned number at the designated class start time.**

THERE WILL BE A FLAG-RAISING CEREMONY AFTER THE INSPECTION IS COMPLETED. A STUDENT WILL BE ASSIGNED TO TAKE DOWN THE FLAG AT THE END OF THE CLASS.

LUNCH PERIODS:

Students in the day program will have one (1) hour for lunch. Lunch periods may run from 1pm to 2pm as class times are 9am to 6pm, unless otherwise instructed. This will allow 4 hours before and after lunch for class work. While off campus, students will conduct themselves in a manner that is a credit to themselves, the program, and the school. The rules of conduct will be the same as on campus. There are no lunch periods for the evening firefighting class during the week. Students will have one (1) hour for lunch on Saturday class sessions. The above rules will apply.

BREAKS AND CLASS TIMES:

Breaks will be given at the discretion of the instructor in charge of the class. All classes must meet for the scheduled time stated. During the first break of the class, a designee will report to the front office with the class paperwork and pick up any messages to go to the fire area (the exception will be Saturday classes). Students may not leave the campus during breaks.

If an instructor does not report for class at the scheduled time, the class leader will contact the Lake Technical Center Reception Office, the MSC Coordinator, and/or the Fire Program Director.

ETIQUETTE:

Students will step to the side and assume a parade rest position when they are on the main campus north of the training area during the following conditions:

- When approached by instructional staff or other persons known not to be students.
- When approaching persons in the hallway who are not wearing the uniforms of students.
- When in the break areas and visiting dignitaries in uniform (or suits) are being toured.
Exception: During training exercises students will continue to train unless otherwise instructed.
- All students will stand when being instructed on the drill field. While observing or waiting to perform an exercise all students will stand unless being taught requires kneeling, i.e. hose rolls, tool hoisting. Students will focus on the training exercise; this is not the time for socializing. No lying down, kneeling down, leaning against walls or sitting down is allowed on the training grounds. **Exception:** Designated breaks under the pavilions.

FAILURE TO FOLLOW ETIQUETTE RULES WILL BE GROUNDS FOR DISCIPLINE.

FACULTY OFFICES:

Students are not permitted to enter the offices of any staff member without permission.

The student will knock and receive permission to enter before entering. This does not include the front reception office.

PARKING:

Students shall park at the front of the campus in the parking area provided. Students shall walk on the concrete walks from the parking lot to the training area and **NOT ON THE GRASS**. Students do not play loud car or portable radios while in parking areas.

LOCKERS/SHOWERS:

Lockers and showers are provided for the convenience of the student. Students will clean up after themselves and leave this area in the same condition as found. Students must furnish their own lock for lockers and give the number of the locker being used to the Program Coordinator. The team leader will oversee cleanup of this area.

INSURANCE:

Proof of insurance is optional.

ANY STUDENT RECEIVING INJURY OR COMPLAINING OF ILLNESS WILL BE REQUIRED TO PROVIDE A MEDICAL EXCUSE. THE STUDENT MUST REPORT ALL INJURIES TO THE INSTRUCTOR IMMEDIATELY!

VISITORS:

Students will not have visitors in training areas without clear approval of the Fire Program Director or MSC Coordinator.

DISCIPLINE / REPRIMANDS:

INFRACTIONS: LEVEL I

The following Level I infraction definitions are prohibited:

Cheating/Plagiarism – willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test. In addition to disciplinary interventions, credit may not be granted for this assignment. When grade reduction is determined to be the appropriate disciplinary measure, the student shall be notified. [I: 8]

Defacing or Failure to Account for Materials – willful destruction or loss of media or other school owned materials. [I: 13]

Disrespect for Others – conduct or behavior, which demeans, degrades, antagonizes, humiliates, or embarrasses a person or group of persons [I: 13]

Dress Code Violation – non-conformity to the established dress code (see Section II: Dress Code). [I: 13]

Inappropriate Conduct or Behavior – conduct or behavior that interferes with or disrupts the orderly process of the school environment, a school function, transportation, or extracurricular/co-curricular activity. This includes, but is not limited to, a public display of

affection, bringing unauthorized electronic equipment, animals, or other materials to school. [I: 13]

INTERVENTIONS: LEVEL I

- Grade Reduction (Cheating/Plagiarism only) [A: 22]
- Student Intervention Team Review [A: 16]
- Other Appropriate Interventions (as determined by administration) [A: 22]
- Verbal Reprimand [A: 15]
- Restitution [A: 18]

INFRACTIONS: LEVEL II

Abusive, Profane, Obscene Language/Materials – use of either oral or written language (including racial comments) electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity. [I: 13]

Alcohol – violation of laws or ordinances prohibiting the manufacture, purchase, transportation, possession or use of intoxicating alcoholic beverages. The student or substance may be subject to testing. [I: 1; SESIR]

Breaking & Entering/Burglary – unlawful entry into or remaining behind in or on school property or at school sponsored activities, with the intent to commit a crime, even if no force was used to gain entry [I: 5; SESIR]

Bullying – intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more persons against another. The victims do not intentionally provoke these negative acts. An imbalance in real or perceived power exists between the bully and the victim. Direct bullying includes, but is not limited to, physical harm, threats, insults, taunts, or name-calling. Indirect bullying includes, but is not limited to, rumors/lies about a person, or hurtful graffiti. [I: 13]

Careless/Malicious Action – action that results in the injury of another person(s). [I: 13]

Contraband Materials – include, but are not limited to, ammunition, laser instruments, and electronics, not including calculators. Any contraband materials may be confiscated and not returned to the student. The possession, use, sale and/or distribution of contraband materials on school grounds, school-sponsored events, and on school transportation is prohibited. The Lake Technical Center Charter Board recognizes the need for students to have cell phones before or after school or during extracurricular activities. During classroom hours, cell phones are to be turned off and kept out of sight. The school will not be held responsible for lost or stolen contraband materials. [I: 13]

Dangerous Instruments/Contraband Materials – possession, distribution of materials, paraphernalia, or items that are dangerous or contraband including, but not limited to, ammunition or electronics. Possession of a dangerous instrument or contraband materials (i.e. pepper gas, mace) may be considered under this heading if there has been no threatening or intimidating display of the dangerous instrument. Dangerous instruments shall be defined as, but not limited to, clubs, BB guns, pellet guns, paintball guns, slingshots, blow guns, chains, pipes (any length, metal or otherwise), razor blades, ice picks or other pointed instruments (including pencils or pens), nunchakas, Chinese stars, tear gas guns, pepper spray, mace, or laser

instruments, imitation weapons made of plastic, metal, wood or any other material which may be used in a harmful manner. Students shall be prohibited from carrying or concealing items considered to be dangerous instruments on school grounds, buses, or in school buildings and vehicles parked on school grounds or adjacent thereto for school related activities. A pocketknife shall be defined as a folding knife with a blade less than four (4”) inches. If a student unintentionally brings a pocketknife to school, the student should immediately turn it over to school officials upon arrival on school grounds. The Director will decide what action is to be taken. A student may be suspended for 10 days and/or be dismissed from school for possession of a dangerous instrument or contraband materials. [I: 27; SESIR]

Defiance of Authority, Willful Disrespect, or Interference with School Authority – verbal or non-verbal refusal to comply with school rules or directions from school staff, refusal to identify one’s self, giving false information or disrespect of school personnel on or off campus. Interference with administrator’s enforcement of school rules and minor trespassing violations will also be considered under this heading. [I: 13]

Disorderly Conduct – any act that substantially disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. [I: 9; SESIR]

Drugs - Excluding Alcohol – using, possessing or being under the influence of any controlled drug, illegal, or narcotic substance or any substances represented to be a drug, narcotic, or controlled substance. The student or substance may be subject to testing. [I: 10; SESIR]

False Fire Alarm/911 Calls – activation of a fire alarm or other emergency services without reasonable cause, which in the discretion of the Director was the result of a reckless or malicious act. [I: 9; SESIR]

Felony Charges – when a student is formally charged with a felony by a proper prosecuting attorney. [I: 13; FS 1006.09(2)]

Fighting – two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury is considered fighting. Mutual participation is considered without regard to the original aggressor. [I: 11; SESIR]

Forgery – act of falsely making, writing, or materially altering, with intent to defraud. [I: 13 or I: 28; SESIR]

Gang-Related Activity – any student engaging in gang-related activity, including displaying gang symbols, wearing gang clothing/apparel, graffiti or making gestures that symbolize gang membership. If the activity has been determined to be disruptive to school operation or the education and safety of other students, the student will face disciplinary action (see Section II: Gangs and Gang-Related Activity). [I: 13 or I: 9; SESIR]

Harassment – Any willful and/or deliberate word or act, of a serious nature based upon race, color, religion, sex, gender, age, national or ethnic origin, political beliefs, marital/family status, disability or disabling condition, social or family background, or harassment for any other reason are violations of Lake Technical Center Charter Board policies. [I: 13]

Motor Vehicle Theft – theft or attempted theft of a motor vehicle [I: 16; SESIR]

Physical Altercations – physical conflicts between two or more persons that do not require physical restraint or cause injury, without regard to who was the original aggressor, will have consequences at the Director’s discretion. [I: 34]

Sexual Offenses – any willful and/or deliberate act committed with the intention of promoting sexual favors, or any lewd or lascivious act. Any unsolicited sexual proposal or offensive touching of another person, or any act of indecent exposure or obscenities such as telephone calls or other communication are included under this heading, as well as, the unlawful manufacturing, publishing, selling, buying, or possessing materials, such as literature or photographs. [I: 20; SESIR]

Technology Violations – inappropriate use, distribution, modification, or intentional destruction of hardware, software, or data – (see Section II: Technology – Student Acceptable Telecommunications Use Policy and Agreement). [I: 13 or I: 9; SESIR]

Theft/Larceny – act of taking, carrying, leading, riding away or concealing the property of another person without threat, violence, or bodily harm. [I: 15; SESIR]

Threat/Intimidation/Extortion/Hazing – to place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Hazing and extortion may be considered under this heading. Any student who threatens any Lake Technical Center employee shall be dismissed from school for a period of at least one year from the date of the incident. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat. [I: 22; SESIR]

Tobacco – the use of tobacco products by any adult student (18 years or older) will only be authorized in a designated smoking area. Smoking is not allowed in buildings, parking lots or vehicles.

Trespassing – trespassing is to enter or remain on a public school campus, school function or any board property without authorization and with no lawful purpose for entry – Refer to Level II: Vandalism if criminal intent is involved. [I: 13 or I: 24; SESIR]

Unauthorized Assembly, Publications, Petitions, Electronic Messages – demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages which interfere with the orderly process of the school environment, a school function, or extracurricular activity [I: 13 or I: 9; SESIR]

Vandalism of a Minor Nature – intentional destruction, damage, or defacement of public or private property, real or personal, without consent of the owner or the person having custody or control of it. *Damage must be valued at less than \$100* including time and labor to be considered under this heading. [I: 13]

Vandalism – intentional destruction, damage, or defacement of public or private property, real or personal, without consent of the owner or the person having custody or control of it. *Damage must be valued at \$100 or more* including time and labor to be considered under this heading). [I: 26; SESIR]

INTERVENTIONS: LEVEL II

- Probation [A: 22]
- Student Intervention Team Meeting Appraisal [A: 16]
- Other Appropriate Interventions (as determined by local administration) [A: 22]
- Out of School Suspension (OSS) [A: 4]
- Contact of Law Enforcement [A: 20]
- Dismissal from school

INFRACTIONS: LEVEL III

(See Code for Mandatory Intervention)

• (See Code for Mandatory Intervention)

The following Level III infraction definitions are prohibited:

Alcohol – violation of laws or ordinances prohibiting the distribution, manufacture, sale, purchase, transportation or use of any intoxicating alcoholic beverages. Students in violation are subject to the substance abuse program (see Section II, Substance Abuse Program). The student or substance may be subject to testing. [I: 1; SESIR]

Arson – to intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. [I: 2; SESIR]

Battery – physical use of force or violence by an individual against another when the force or violence is carried out against a person who is not fighting back. [I: 3; SESIR]

Bomb Threats/Explosives – any communication which has the effect of threatening an explosion to do malicious, destructive, or physical harm to school property or bodily harm to the person(s) in or on that property or attending a school function or extracurricular activity. This includes threat by telephone, telecommunications, spoken word, or written word. Also prohibited are preparing, possessing, or igniting destructive devices on school property or at a school function or extracurricular activity. A destructive device is any explosive, incendiary, or poison gas, bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. An explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to, dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, detonators, and fireworks. [I: 4; SESIR]

Boycotts/Riots/Sit-ins/Walkouts/School Disruption – the willful act of inciting, leading, or participating in any disruptive act (including gang related activities, organized skip day, strike) that interferes with the educational process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others. By statute, criminal penalties may also be imposed. [I: 9; SESIR]

Drugs – Excluding Alcohol – distribution, use, cultivation, manufacture, sale, purchase,

possession, or repeated incidents of any controlled drug, narcotic substance, or any substances represented to be a drug, narcotic, or controlled substance. The student or substance may be required to be tested (see Section II: Drug Testing). [I: 10; SESIR]

False Accusations – any student intentionally making false accusations against a member of the school staff that could jeopardize that employee’s employment, professional reputation, or certification may be subject to dismissal. [I: 28; SESIR]

Firearms – the possession, use, or control of any firearm (operable or inoperable, loaded or unloaded), including but not limited to, a zip gun, pistol, rifle, shot gun, BB gun, starter gun, pellet gun, paintball gun, explosive propellant, or destructive device, or anything represented to be of said nature. Firearm means any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term “firearm” does not include an antique firearm unless the antique firearm is used in the commission of a crime. [FS 780.001 (6)] By statute, criminal prosecution may also result. The Lake Technical Center Charter Board will not tolerate firearms of any nature being taken on school property or at any school function, whether on or off the school campus, in any manner at any time, and considers this notice as fair warning to all concerned of the serious consequences for violations of this policy. [I: 27; SESIR; FS: 1006.07(2)(j)] The only acceptable possession of a firearm on campus will be at the Institute of Public Safety in accordance with curriculum mandates.

Homicide: Murder/Manslaughter – Murder is the killing of a human being. Manslaughter is the killing of a human being by the act, procurement, or culpable negligence of another, without lawful justification. [I: 12; SESIR]

Kidnapping/Abduction – forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority. [I: 14; SESIR]

Robbery – taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force or violence and/or by putting the victim in fear. [I: 17; SESIR]

Sexual Battery – any sexual act or attempt directed against another person, forcibly and/or against the person’s will, including persons incapable of giving consent because of age or because of temporary or permanent mental incapacity. The category includes rape, touching of private parts of another person (either through human contact or using an object), child molestation, and sodomy. This level warrants calling law enforcement. [I: 18; SESIR]

Sexual Harassment – unwanted, sufficiently severe, persistent, pervasive or repeated, verbal or physical sexual behavior which is offensive and objectionable to the recipient that causes discomfort or humiliation or otherwise affects an individual’s educational opportunities. Any slur, innuendo, or other verbal or physical conduct reflecting on an individual’s gender which has the purpose of creating an intimidating, hostile, or offensive educational environment; has the purpose or effect of unreasonable interference with an individual’s work or school performance or participation; or otherwise affects an individual’s educational opportunities is prohibited. A single incident may be considered sexual harassment. By statute, criminal penalties may also be imposed. [I: 19; SESIR]

Threat/Intimidation/Harassment of Employees//Volunteers – any threat by a student through

word or act, to do violence to a school employee or volunteer, on or off campus, coupled with an apparent ability to do so, and creating a well-founded fear in the school employee or volunteer that violence is imminent. Any student who threatens an employee shall be subject to dismissal for a period of at least one year from the date of the incident. By statute, criminal penalties may also be imposed. [I: 22; SESIR]

Threatening Use of Dangerous Instruments – the threat and use of, or the control of any dangerous instrument (as defined in Level II), paraphernalia, or object (other than a firearm or weapon) which could be used to inflict harm on another person or used to intimidate any person and is not being used for the purpose for which it was normally intended.

Weapons – shall be defined as any dirk, metallic knuckles, slingshot, billie, tear gas gun, taser gun, chemical weapon or device, or other deadly weapon except a firearm or common pocketknife. Bringing a weapon to school, any school functions or onto any school sponsored transportation is subject to dismissal under zero tolerance. Any student who threatens to use a dangerous instrument on school grounds, on a bus during a school-sponsored function, or at any school activity shall be dismissed from school for a period of at least one *full* year. By statute, criminal prosecution may also result. [I: 27; SESIR]

INTERVENTIONS: LEVEL III

Any student found to have committed a Level III infraction on school property, school-sponsored transportation, or during a school-sponsored activity shall receive a ten (10) day suspension. In addition:

Students found to have committed Level III infractions identified by this mark (•) shall be subject to dismissal. [A: 21; or A: 5]

Students found to have committed Level III infractions identified by this mark () shall be subject to dismissal. Any student who is determined to have brought a firearm will be dismissed and referred for criminal prosecution. [A: 5]

SECTION IV: DUE PROCESS

In order to protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation.

DUE PROCESS FOR SUSPENSIONS

A student accused of a Level II or III offense which, in the opinion of the Director/designee, would require suspension from school, shall be afforded the following due process procedures. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for due process.

Step 1: The student must be told by the Director/designee of the reason(s) for consideration of suspension.

Step 2: The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.

Step 3: The Director/designee shall make a determination as to whether or not the student is guilty of the misconduct and, if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the determination is to impose

suspension, the notice of suspension shall be in writing. The following information shall be included in the written notice of suspension to the adult student or the parent/guardian of the minor student and the Director:

a) nature of the offense; b) the date of the offense, the beginning date of the suspension, and the date on which the student may return; c) any condition involving the suspension, such as a possible reduction of the suspension.

Step 4: The Director/designee shall report each suspension in writing to the adult student or the parent/guardian of the minor student. Any suspension notice to an adult student or the parent/guardian, or custodian of a minor student shall be hand-delivered by the Director or an administrative staff member, or shall be sent by regular mail if the Director or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent/guardian or adult student concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian or adult student then the notice may be sent by certified mail. This report shall be mailed and delivery initiated within 24 hours of the start of the suspension or on the next regular workday. Reasonable efforts shall be made to contact the parent/guardian or adult student prior to the start of the suspension. If the parent/guardian or adult student cannot be reached prior to the start of the suspension, the Director/designee may determine that the suspension will start without the prior contact with the parent/guardian or adult student.

Step 5: The student and parent if the student is a minor have a right to a conference with the Director/designee upon request of the student or parent/guardian of a minor child to appeal the discipline imposed. The Director shall have the discretion to reduce or cancel the suspension if it is felt that it would be in the best interest of the student and school to do so.

Step 6: The Director shall conduct an administrative hearing when a student is formally charged with a felony by a proper prosecuting attorney to determine if the incident has an adverse impact on the educational program, discipline, or welfare of Lake Technical Center. The information shall be provided to the Director who shall determine the length of the suspension. A recommendation to dismiss a student shall be determined by the Director if the student is adjudicated guilty of a felony.

Step 7: If the adult student or the parent/guardian of a minor child feel that due process was not provided, they may appeal by following the Lake Technical Center grievance procedure.

DUE PROCESS PROCEDURES FOR DISMISSAL

A student accused of a Level II or III offense, which, in the opinion of the Director/designee, may require dismissal from school shall be afforded the due process as set forth in the Lake Technical Center Student Code of Conduct Due Process for Suspensions (above).

All reprimands will be documented in the class log.

Failure to follow a direct order will be grounds for dismissal.

Fighting will result in a minimum of eight hours suspension and may include dismissal from the class.

** Due to the hazardous nature of the training, students involved in a gross safety violation that may result in injury to other students or instructional staff may be exited from the program IMMEDIATELY upon documentation of such acts.

The Fire Service is a paramilitary organization. The chain of command must be followed. The chain of command for the class will be:

1. Lead Instructor For The Day

2. MSC Coordinator
3. Fire Program Director.

The staff at Lake Technical Center takes great pride in the Fire Program and the students who attend. The staff has the responsibility to train you to be a professional firefighter and to certify that you will be a credit to Lake Tech Fire Academy and the profession. During the class, if you are not meeting the professional standards, whether it is academic, practical, or your attitude, you will be counseled. If improvement is not made, you maybe dismissed from the academy.

If any problems arise during the course of the program, students should feel free to contact Public Safety staff members or administrators at (352) 742-6463, or come by the Reception Office. Students must follow chain of command.

RULES AND REGULATIONS FOR FIREFIGHTING

1. Attendance is very important. There are no excuses for absences or tardiness. Be on time!
2. All students will be at their assigned place in front of the apparatus bay ready for inspection unless otherwise indicated by the instructor.
3. Students will report to class in appropriate uniform, unless otherwise indicated by the instructor. Refer to scheduled activities.
4. Breaks shall be given at the discretion of the instructor. Students must return to class and be seated prior to the end of each break (lecture class). Lateness will be documented and a reprimand may be given.
5. All instructors are to be addressed as “Mr.,” “Sir,” “Ms.,” or “Mrs.,” together with their last name.
6. Each student shall bring paper, pen, books, and turnout gear with them to each class, unless otherwise indicated by the instructor.
7. Horseplay is a safety violation and **will not** be tolerated.
8. The use of drugs or alcohol is prohibited on school property. Students reporting to class with intoxicants on their breath or in a state of intoxication will be suspended from the class immediately!
9. The use of tobacco products of any kind during class hours is **prohibited!**
10. Gambling will not be permitted while attending the school of firefighting.
11. Profane, obscene, or vulgar language and/or conduct are not a characteristic of professional demeanor and **will not** be tolerated.
12. Damage to school property as a result of negligence or carelessness will result in the responsible party being liable. Students shall sit in chairs only. No resting of feet or sitting on tables is allowed.
13. No fire boots or turnout gear is to be worn in the classroom or on the main campus.
14. No firearms are permitted on campus.
15. Students shall obey all federal, state, and local laws, as well as the firefighting program rules and regulations.
16. Students shall park only in designated parking areas.
17. Full turnout gear will be worn for all practical drills unless otherwise indicated by the instructor.

18. Any student needing to leave the training area for any reason must first secure permission from the instructor. This is a serious safety violation and could be cause for disciplinary action.
19. All students will report to class clean and neatly groomed. Male students will be clean-shaven. Neatly trimmed mustaches are allowed provided an air mask seal can be obtained, but may not extend below the corners of the mouth. Long hair is discouraged. If worn long the hair must be kept under a hood during training for safety reasons. Sideburns cannot extend below the bottom of the ear.
20. With the exception of wedding rings and watches, students will not wear jewelry. This includes any type of body piercing jewelry. Watches are not allowed during State Exam.
21. Students will contact the school 30 minutes prior to class if they are coming in late or if they will be absent.
22. The instructor must approve any equipment that is not provided by Lake Tech prior to its use by the student.
23. Students issued Lake Tech gear are responsible for proper care of the gear issued.
24. Students are required to take notes in class and maintain a notebook that may be periodically checked.
25. Students shall notify the reception office of any changes in address or phone numbers as soon as the change becomes effective.
26. No student shall enter any office without first receiving permission to enter. You will knock on the door and wait to be acknowledged.
27. No radios, cell phones, pagers or other devices that may be disruptive to the class will be allowed. These devices must be left in the student's car. If a student is found with one of these devices, termination from the program will be recommended. The Lead Instructor may make an exception to this rule upon a request from the student. An exception will be granted for illness or pending emergencies only. The exception will be recorded in the daily log and must be re-approved each day. In addition to lead instructor, student must advise Fire Program Director and MSC Coordinator of their request. Recorder and lap top computers are allowed in lecture classes. During the state examination, no exceptions for phones are allowed.
28. No cameras are allowed unless prior approval has been given. No video cameras will be allowed. No cell phone cameras are allowed.
29. Students will conduct themselves in a manner that is a credit to themselves, the firefighting program, and Lake Tech.
30. Only authorized personnel will fill air bottles and drive the mule. Selected students will be trained to fill air bottles.

31. Students will be assigned classroom and grounds cleanup on a rotational basis at the discretion of the instructor, included will be apparatus and equipment maintenance.
32. Food and drink is only allowed in the pavilion areas, not in the classrooms or training areas. Water bottles (water only) are allowed in classroom.
33. Shoes and socks are to be worn at all times.
34. All campus rules and regulations not listed here will apply.
35. Students who know of other students violating the rules and regulations or school rules shall report it to the instructor.
36. Students will not drive the pumper trucks.
37. Students should not register to attend other classes during the duration of the MSC class. They will not be excused to attend these classes. Students will not be allowed to leave early with the exception of EMT, paramedic state test, or a job interview. All leaves must be documented before the scheduled date. Time will still be docked and homework will be assigned. No exceptions can be made for PBA Day Test, Burn Days, Rappelling, or State Exam.
38. IFSTA FFI and II Exam Prep book will be turned in completed to the MSC Coordinator only and by the date specified by the schedule or by the MSC Coordinator. Failure to turn in a completed book will cause the student to be ineligible for the MSC final exam.
39. No chewing gum allowed while on campus.
40. Harassment of fellow students will not be tolerated. Racial gender or ethnic comments will be grounds for dismissal.
41. Students will show respect for instructors.
42. Students will perform tasks as instructed. Failure to do so will be considered insubordination, and the student will be recommended for termination from the program.
43. The student will have on their person at all times their 20ft of 7/16 personal rope unless exempted by the instructor.
44. Truck and equipment maintenance: on the last day of the week all trucks will be washed/cleaned inside and out. All equipment will be cleaned and inventoried. (Thursdays for day class and Saturdays for night class)
45. Each student will be assigned a SCBA with a number. The MSC coordinator will assign a student to check the units out and in each day/night. A log will be maintained.
46. If an instructor feels that pushups are not appropriate for discipline, other punishment may be issued, such as tower stair climbing, hose pull, etc.

47. Each student agrees to have his/her picture taken for purposes of program description and possible publication.
48. In the event of inclement weather, it is the student's responsibility to check local weather stations to see if Lake Tech Fire Academy classes (part of Lake County School System) have been cancelled.
49. All students must rappel from the top floor of training tower.
50. All students must climb to the top of the aerial ladder.

Students enrolled in this class are training to enter a dangerous, responsible, adult occupation in which the civilian public, as well as your work partners will be dependent upon your ability. With this in mind, use your training hours wisely.

CREED

WE ARE FIREFIGHTING RECRUITS.

OUR CHOSEN PROFESSION IS RICH IN
TRADITION AND HONOR. OUR ABILITIES
FORGED IN THE FLAMES OF EXPERIENCE
AND TEMPERED IN THE HALLS OF
EDUCATION.

WE MUST REMAIN VIGILANT TO HELP
THOSE IN NEED WHO CANNOT HELP
THEMSELVES.

WE ARE A BROTHERHOOD, THE FINE LINE
BETWEEN CHAOS AND NORMALCY. WE
ACCEPT THE SACRIFICES WE MUST MAKE
TO EARN THE TITLE OF
AMERICA'S BRAVEST.

WE DO NOT FEAR THE FUTURE
FOR WE ARE THE FUTURE!

LAKE TECHNICAL CENTER
INSTITUTE OF PUBLIC SAFETY

STATEMENT OF UNDERSTANDING

FIREFIGHTING

I attest that I have received a copy of the Lake Technical Center Institute of Public Safety Fire Program's Rules and Regulations and Code of Student Conduct. I know it is my responsibility to understand them and that any infractions of the aforementioned guidelines may result in disciplinary actions as outlined in the Rules and Regulations.

DATE

STUDENT NAME – PRINTED

STUDENT SIGNATURE

WITNESS – PUBLIC SAFETY STAFF