



MITCHELL COMMUNITY COLLEGE
BASIC FIREFIGHTER TRAINING
RULES AND REGULATIONS

Students affiliated with a public safety agency (and not affiliated) may be admitted to Mitchell Community College Basic Firefighter Training (BFT) program. Affiliated students will be fee-waived based on NC Community College Regulations. A maximum of twenty students will be admitted into the program per class. Priority admission will be given to students that are affiliated with a fire department.

1. ATTENDANCE

1.1 Attendance is mandatory to all classes during all scheduled hours.

- 1.1.1 Any unavoidable absence from class must be approved/excused by the School Director. An instructor may NOT excuse a student. IN order for an absence to be excused, the School Director must be able to determine that a true emergency situation exists/existed. The conduct of personal business does not constitute an excused absence. In no case will any student be allowed to miss more than twenty-four hours of class time. Students will be dismissed upon missing more than twenty-four hours of the program.
- 1.1.2 Any/each time a student is absent, the student shall present the School Director a counseling card stating that he/she was absent and why. The School Director will place a counseling card in the student's file.
- 1.1.3 All time and class work must be made up at the discretion of the School Director as soon as possible after the original scheduled date.

1.2 Illness – Emergency Reporting Procedures

- 1.2.1 All students will notify the School Director that he/she will be absent and state the reason for the absence. The School Director can be reached at 704.978.5498 or 704.978.5446 (Director of Public Safety).

1.3 Tardiness

1.3.1 Tardiness in any capacity will not be tolerated. Students will be seated in the classroom at the appropriate time for classroom training. Students are expected to be assembled for physical activity training at the appropriate time and day in the designated area.

1.3.2 Students will present the Instructor or School Director a counseling card stating that he/she was late and reasoning any and each time a student is late to class. Failure to present counseling card when entering classroom will result in a second card being required.

1.4 Leaving Class Early

1.4.1 Students are permitted to leave class early for emergencies only. Any early departures from class shall be approved by the School Director prior to the departure.

1.4.2 Any and each time a student departs early from class the student should present the School Director or Instructor a counseling card stating the reason for leaving early.

2. PERSONAL CONDUCT

Conduct of a firefighter must be maintained at all times. Conduct unbecoming of a firefighter or conflicting with school policy, procedures, or philosophy will be reported to the School Director. Students may be dismissed from the program for conduct unbecoming of a firefighter.

2.1 All instructors will be considered guests and afforded full courtesy and respect. Students shall refer to the instructors staff as "sir" or "ma'am" or by the instructors rank, i.e. Chief, Captain, etc.

2.2 Impairment

2.2.1 Any use of an impairing substance that produce any signs or indicators of impairment will not be tolerated. This is to include but not limited to legally prescribed medications, alcohol, and illegally possessed medications. Any student caught in

possession of or using an impairing substance will be dismissed from the program.

2.3 Testing

2.3.1 Students will be tested after each block of instruction according to the testing schedule. Students are allowed to retest on four blocks of instruction (Retest must be passed in order to remain in class). A fifth unsuccessful attempt on a test will result in the student being dismissed from the program.

2.4 Profanity

2.4.1 The use of obscene language, obscene gestures or profanity is prohibited.

2.5 Food/Tobacco

2.5.1 Smoking or use of any tobacco products will not be permitted while the student is involved in the Basic Firefighter Training uniform or during any module of instruction. No food or drinks will be permitted in the Basic Firefighter Training classroom. Only water bottles will be permitted in classroom during modules of instruction. Students may use the classroom for their lunch break but will remove any food items before class resumes.

2.6 Pagers and mobile devices

2.6.1 Any digital device including items such as pagers, phones, tablets, etc. are prohibited in the classroom. These items should be left in the student's vehicle or stored in locker. Any considerations for personal emergencies will be requested prior to class beginning.

2.7 Criminal Charges

2.7.1 No student shall be admitted into the program that has a prior felony conviction. Students must maintain a valid driver's license while in the program. Any student losing their driver's license while in the program will be dismissed from the program.

2.8 Loss of Affiliation

2.8.1 If a student loses his/her department affiliation will place payment responsibility on the student.

3. APPEARANCE

Grooming must be kept to the same standards of a public safety professional complying with the rules and regulation of the public Safety Training Center. Personal hygiene must be maintained at all times. Students will shower each time after physical activity.

3.1 Safety

3.1.1 Due to the dangerous nature of firefighter training, students will not be permitted to wear jewelry of any type other than a wedding band on left ring finger and wrist watch. Fingernails will be trimmed to a point not extending beyond the normal tips of the fingers.

3.2 Facial Hair

3.2.1 Mustaches shall be neatly trimmed and shall not extend beyond the corners of the mouth nor drop below the corners of the mouth. Any other facial hair impacting the seal of a respirator or air-pak mask will not be permitted.

3.3 Hair

3.3.1 Hair shall be won to the general shape of the head and shall not extend below the collar of the uniform shirt nor extend over the top of the ear. They style of grooming will present a neat appearance and will not interfere with the proper wearing of uniform hat, helmet, or SCBA face piece. The student's haircut shall be consistent without marked variations in length. Designs, symbols or lettering revealed on the scalp due to the student's haircut are strictly prohibited. Ponytails, pigtails, or braids that impact the wearing of an SCBA are prohibited. Only black or dark blue hair pins, combs, barrettes are permitted. Any hairstyle that extend or swing will to be permitted. Sideburns shall be closely trimmed and shall not extend below the top of the orifice of the ear. Hair color shall not be streaked or dyed in unnatural colors.

4. DRESS CODE

Acceptable clothing includes only the Basic Firefighter Training uniform (Uniform tee shirt, dark blue duty work pants, black PT shorts (or sweat pants) during physical training. Shirt tails are to be worn in. If pants have belt loops, belts will be worn. Shoes may be hard-soled leather or athletic-type shoes. Socks are required. Clothing not acceptable are: gym clothes in class, tank tops, midriff tops, shorts, shirts without collars, hospital-type clothes, and sleeveless tee shirts. Only Mitchell Community College hats (no bandanas) are permitted during the program and shall only be worn outside (No hats permitted in classroom).

4.1 WEAPONS

4.1.1 No weapons are permitted on any MCC campus.

5. NC FIRE & RESCUE RULES

5.1 All rules enforced by the North Carolina Fire & Rescue Commission will be adhered to as if fully set out within this document.

6. STUDENT CONDUCT, RIGHTS, & GRIEVANCE PROCEDURES

6.1 Student Code of Conduct, Student Rights and Responsibilities, and Grievance Procedures are addressed in the Mitchell Community College handbook and can be found on the Mitchell Community College website (www.mitchelcc.edu) and shall be followed for registering a grievance against any employee of the College. (Select the tab <About Mitchell>, then <Student Consumer Information>. Follow the links to each section.

6.2 Counseling Cards

6.2.1 Students will submit counseling cards to Instructors any time a card is requested.

6.2.2 Students shall have a minimum of two cards on their person during class.

6.2.3 Each student will be issued six (6) counseling cards upon entering the Basic Firefighter Training Program. When a student has submitted the sixth card, that student will be dismissed from the Training Program. A student may be dismissed prior to

submission of the sixth counseling card when it is evident a serious problem is occurring or has occurred.

Rev. 4/15/16

Mitchell Community College

Basic Firefighter Training Rules & Regulations

Receipt and Acknowledgement

I _____ (*Print*) acknowledge that I have been advised orally and given notice in writing of the Rules and Regulations for the Mitchell Community College Basic Firefighter Training. By signing this receipt, I understand and accept these rules and regulations. I further understand that a violation of certain rules will result in my dismissal from the program.

Signature

Date