

## **Bergen County EMS Training Center Rules, Regulations and Information**

1. Students must park in authorized parking areas only. No parking in the fire zone in front of the buildings, in front of the garage doors or in the spots located along the walkway behind the EMS building. Daytime students CANNOT park in the front of the school.
2. Safety procedures must be followed at all times. This includes the operation of a motor vehicle while on school property. Any malicious actions or poor behavior will result in dismissal from the program.
3. Students are not to leave school property during any breaks.
4. Dress / Attire:
  - Students shall be appropriately and neatly attired not to distract from the learning process. Students should wear comfortable slacks or pants, shirts or t-shirts, and shoes or sneakers.
  - For safety purposes, students may not wear shorts, tank tops, half shirts, sleeveless shirts, halter-tops, tube tops, skirts, open toe shoes or sandals.
  - Students should dress with safety in mind, as training sessions will require the use of various equipment and training aides.
  - Staff members accept the responsibility for reasonable interpretation of this policy and will bring any issues to the attention of the Coordinator.
  - Students wearing inappropriate attire may not be able to participate in the training evolutions, for the safety of the student.
  - Undershirts or other type of clothing considered being underwear shall not be worn alone.
  - Items of dress that are indecent, morally offensive, offensive to one's religious beliefs or race, reference to illegal drugs, controlled dangerous substances, or alcohol and clothing articles with written profanity or obscenities shall not be worn.
  - Please make sure your clothing covers all your undergarments during practical skills sessions.

The EMT program Coordinator and/or the EMT program Primary Instructor will have the final say as to what is appropriate.

5. Cellular Phones:
  - Students are not permitted to use cell phones in hallways or classrooms. Violation may result in confiscation of your cellular phone until the end of the class. Repeated violations will require that your phone will be secured prior to the class. Main office phones are available to students in the event of an emergency. The main office number is 201-343-3407. Please keep in mind that all calls should be reserved for emergency situations only.
6. You have made a major commitment to take this program. Attendance at ALL class sessions is mandatory in accordance with NJAC8:40A-5.3. Sign in sheets will be at the front table each day. Students must individually sign in and sign out for each class. You cannot have someone else sign you in or out. **IF YOU FAIL TO SIGN IN, YOU WILL BE CONSIDERED ABSENT.**

7. This program is divided into nine sections plus two scenario exams and a final exam. There will be a written and practical evaluation for the scenario exams, the final exam, and at the end of each section. Students must successfully complete each practical evaluation and the written exam with a 70%. Students shall not be permitted to move on to the next consecutive section until they have successfully passed the examination for the previous section. Students who fail a section examination (written or practical) shall be permitted to re-test following remediation. Students who fail two consecutive examinations for the same section shall be automatically expelled from the EMT training program and shall be required to register for and attend a new EMT training program. Students who initially fail three consecutive written examinations on the first sitting may be expelled from the program. Students who fail our final written exam will NOT be permitted to take the state final exam.
8. The student on-line workbook, interactive lectures and quizzes are to be completed concurrently with the reading assignments outlined on your course syllabus. All on-line work MUST be completed in order to take the state final examination.
9. Professional behavior is required at all times:
  - The Bergen County Technical Schools EMS Training Center believes that all students have the right to attend a school that is safe and secure. The school and the community have an obligation to promote mutual respect and safe and harmonious relations that support human dignity and equality. The district does not tolerate any gestures, comments, threats, or actions, written, verbal, or physical, which cause, or threaten to cause or are likely to cause, bodily harm or personal degradation. These actions are not tolerated on campus or at any other school activity whether on or off campus. This code of conduct is designed to offer guidelines to the ethical behavior within the academic community at the Paramus Campus. Its goal is to establish a strong sense of responsibility to the community in each individual. It is essential that all members of the community uphold and support this code in both letter and spirit.
  - Student Expectations – Bergen County Technical Schools EMS Training Center students are expected to support the school community by:
    - Honoring each student's right to pursue an education without verbal or physical harassment or damage or theft of personal or school property.
    - Maintaining a sense of honor and personal integrity by neither giving nor receiving assistance on individual projects or examinations.
    - Exhibiting proper behavior at all times.
    - Respecting School Facilities – Vandalism and theft will not be tolerated.
10. Alcohol or other chemical use is strictly prohibited on school property or in the school building. Eating or drinking is not permitted in any classroom.
11. Smoking Policy, Smoke Free Campus
  - The Bergen County EMS Training Center has a responsibility to provide an environment that is healthy and productive for all students and employees. In recognition of the evidence that smoking is a serious health risk to the nonsmoker as well as the smoker, the Board of Education prohibits smoking in all school buildings and on all school grounds 24 hours a day. For the purposes of this policy, "smoking will include all uses of tobacco, including the use of cigarettes, cigars, pipes or chewing tobacco. All district campuses are smoke

free environments, as designated by the state. All school employees, students, and visitors are required to comply with this policy without exception. Failure to comply with this policy will result in automatic expulsion from the program.

12. Students must enter and exit through designated doors only. In the event of fire, your instructor will direct you to an exit.
13. Students are required to assist in the setup, clean up, and return of equipment.
14. Cheating Policy:
  - Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.
  - Cheating requires an "F" course grade and further attendance in the course is prohibited.
15. School Closing/Delayed Opening / Reschedule Information:
  - A message will post on the school answering machine at 201-343-3407, regarding school closing and any rescheduling information. Please listen to the entire message. Students that provide a valid email and/or phone number will be notified through the School Messenger System.
16. In accordance to our school policy authorized staff from: 1) Bergen County EMS Training Center, 2) Bergen County Technical School, 3) New Jersey State Department of Health and Senior Services, 4) EMT Instructors access to your EMT information. This education information will only be available to the representatives designated herein, for the purpose of assessing training needs and assisting the state in the processing of your certification.