

Housekeeping (Student Policies)

Your Responsibilities!

1. Neatly print your name and address on the first and last class roll sheet. If you don't wish to have this given to the class, write that on the roll sheet the first session and tell the instructor. This is a professional course. Neither attendance nor attention guarantee passing, though they do help. You must send an email to carl@wildernessmedicine.com after the first session of six week classes.
2. Write your name on your packet, books, all tests and session questions.
3. Please advise senior course instructor if you will be late. If you miss a session there will be a \$25 fee to make it up with a class held later. 90% minimum active participation attendance is required to graduate.
4. Please obtain written receipt for any cash payments. There are no refunds.
5. Duplicate cards are available at course end— \$1at time of class, later with SASE \$3, without SASE \$5.
6. Your WMO card is good for 2 years. Annual retraining is recognized as the standard for volunteer trip leaders or paid guides. Recertification is 24 hrs. minimum, for WFR/WEMT .
7. \$3 will be charged for unreturned name tag holder before card is issued.

EACH SESSION KEEP IN MIND:

8. Students writing on tests and quizzes will be charged \$5 each.
9. Bring text, class folder, pen, paper, prussic and name tag each session.
10. Questions are welcome most any time. Answers may be deferred to more appropriate time.
11. Read at least two sessions in advance from the book and handouts. If you miss a lesson check with other students for additional handouts, reading, and assignments before the next class.
12. Passing score is 80%. Honor graduates must have a 90+% average, request and receive faculty recommendation and participate with extra work arranged from the instructor. These may receive a gold or silver seal on a certificate upon graduation.
- 13 To keep class costs down PLEASE help conserve supplies by:
 - A. Using only one 4x4 to stop simulated bleeding vs. a pad of ten.
 - B. Keeping supplies in kit when not in use.
 - C. Turning flashlights off with two full turns.
 - D. SAM Splints are more patient comfortable and last longer with curves vs. sharp bends. PLEASE use only 2 curve bends when returning SAM Splints to kits. Coil them around kit contents thick side (blue) in.
 - E. Supplies are loaned to you on an honor basis during the class. Please respect this trust. You may purchase any of these at a discount from WMO.
14. Have each skill sheet activity dated and signed by an instructor at each session .Get them signed often (please at least 3 at a time) and consider a back up copy. Instructor may charge \$ 10 to sign more than 4 at a time. Don't wait till class end! Any additional handouts will be with the sessions sign in sheet.
15. For Field Days, bring your over night pack with camping gear including sleeping pad and first aid kit. Schedule may change due to weather
16. At the end of each session use a half sheet of 8 1/2 X 11 paper and write your name and date with the following "Three Question" responses; (this is required and part of your grade).
 - A-What information/activity was the most valuable this session?
 - B-What questions or concerns remain utmost in your mind?
 - C-What skills do you want to work more on?

Student Responsibilities!

17. Class will be postponed with forecast for 8" snow. Call class day at 2pm to find out.
18. EMTs must complete all skills on skill sheet. WFRs must complete min. of 95%. GET THEM SIGNED FREQUENTLY by WMO instructor, THERE IS A FEE IF LEFT TO LAST DAY.
19. Tests, regular and extra class work must be completed by 30 days after end of class or extra fees will be charged. Essays required

to pass with low test scores have no charge if turned in within five days of class end. A maximum of six months is allowed to complete a class.

20. Send an email after 1st class to instructor. Ask instructor to see if received as well as any other unknown
21. Any grievance must first be taken up in private with the lead instructor in private. If the problem is not resolved to the student's satisfaction, the student may then request to meet with the school director with or without the instructor present. The director's decision will be final.
22. Student may be removed from class if instructor deems their behavior disruptive. Bring up any problems in front of the class as opposed to in private with the instructor is an example of reason for removal.
23. Payment must be arranged by 1st session. All checks must be given to instructor by 3rd session or student will be asked to leave class, credentialing tests may not be given, nor cards be issued until final payment is made.
24. Student may retake 1 test excluding final at no charge. Retests for other tests are \$25 min.
25. If the student has a low grade on final exam and submits first essay within one week instructor may waive essay fee (\$25 to \$100) if student is prompt and follows directions precisely saving instructors time. If student turns work in later, fees must be paid for extra work. Fees are higher with a different instructor.
26. It is the student's responsibility to keep track of their scores toward passing class. Usually there are 3 main tests, three quizzes, and a practical. The completed skill sheet, 3 question each 4 hr. session and an 80% average are required to pass.
27. student who is not passing the course may stay in class if deemed not an expenditure of time or disruption by instructor. Optional tests may not be taken until you have passed this course.
28. If necessary to retake class in full, additional cost is 1 / 3 of the most recent new tuition. WMO offers education only not custodial supervision Signature on this document constitutes agreement to hold WMO and its personnel not liable for any actions of the students.
29. All students engage in practice physical exams of each other and are often involved with **physical** demonstrations, as an example, by an instructor. If there is any concern about being touched by anyone **they must immediately leave** this course. Touching is only meant to be of proper examination nature and is instructed to the same standards of sensitivity as EMT classes. Students have the right and obligation to stop any activity they are not comfortable with. As physical contact is a required element of the DOT curriculum, students agree to hold WMO and its personnel harmless, indemnify and defend (find not liable) from claims of unwanted contact in cases where the student does not request to withdraw from the activity.
30. For maximum learning students should try as much as possible to work on varied practice patients of the opposite sex. They should also chose practice patients, where allowed by the instructors, who they are less acquainted as opposed to former friends from before this class.
31. Consumption of alcohol and tobacco is not permitted in class sessions.

Student Responsibilities!

32. The student agrees to notify WMO's lead instructor in writing if the student has any medical or psychological issues no later than the first class session.
33. If you have life threatening issues, or have been a risk to you own safety or the safety of others, now or in the past, this must be disclosed in the first session and included on the "Three Questions" turned in at sessions end. This will be kept private.
34. To be allowed to remain in class with issues above (#32) a written release signed by a physician is required. This release must be provided to WMO before the start of second session. For the safety of all, there will be no exceptions to this requirement.
35. Student agrees to notify instructor verbally if under age of 21 as well as in writing on the 3 questions turned in at 1st sessions end. Both the student and the parent or guardian must sign and return the "Under Age Student Form" before the next session.
36. If the student has any need of extra tutoring or special learning needs or issues these must be disclosed on the 3 questions turned in at first sessions end. A tutor will be discretely sought from the class.

37. All students taking this course agree to adopt a policy of complete honesty while in this course. If they see any other student being dishonest (example: cheating or stealing, they agree to first confront the student so they may correct themselves. If not corrected by the student in question within 24 hrs. The observing student will discuss it before the next session with the instructor). Acts of dishonesty are grounds for dismissal, at any time, on instructors request.
38. The signing of the student waiver (page A) hereby authorizes WMO to have a full media release (i.e., photos, video, etc.) unless the student chooses to specifically write that they do not wish any such media to be used publicly or privately. The signing also agrees to abide by the rules of this document.
39. If you are a Colorado EMT-basic or have had your certification lapse within six months and wish to use this class for CE or recertification purposes you must inform the director or chief instructor and request the relevant information. This is not available in all states.
40. Colorado EMT's should also be aware that regardless of physician approval, Colorado EMTs are only authorized to perform such acts and treatments as approved by the state. That is to say, despite what your physician advisor may allow you to do, while you are certified as a Colorado EMT, you may only do what is allowed by the state.
41. For our disability accommodation policy, please contact the program director or your instructor. Any such accommodations must be arranged for before the end of the first session.
42. This program shall not discriminate on the basis of race, creed, religion, gender, sexual orientation, agency affiliation, in the selection of program faculty, staff, or in the enrollment of students. WMO encourages and welcomes diversity in its student body and faculty/employees.
43. To have homework graded that is turned in late there is a \$5 fee that must accompany it. It may be turned in early if the sessions is to be missed with no fee.
45. One extra practice session per class will be available at no charge. Additional sessions have a 25\$ minimum per ½ hour tutoring charge.
46. To pass the class student must be able to perform EMT job as described by DOT and State of Colorado. Such documents may be available from instructor during class and are briefly in part summarized as: speak, read, and write English, be able to lift and carry 125# personally, and 250# with a partner
47. We reserve the right to refuse training to anyone.