

Cape Girardeau Fire Department  
Firefighter 1 & 2 2020  
Class Rules

It is the intent of the Cape Girardeau Fire Department to provide a professional class of the highest quality possible. With that in mind professionalism, teamwork and cooperation is expected from all participants associated with this class.

Students should bring appropriate manuals and materials needed, and be fully prepared to participate and learn in each class. Students should complete assignments provided for each class to the best of their ability on time. Full set of turnout gear shall be available for each class, regardless of the schedule, due to possible class changes.

Classes will meet every Tuesday, Thursday, and Saturday. Tuesday and Thursday classes will meet from 18:30 till 21:30 unless otherwise specified. Saturday classes will be held from 08:00 till 17:00 with a one hour lunch. Breaks will be given at the discretion of the instructor.

Attendance is mandatory for all classes. Students should be ready for class at the scheduled start time. Three tardies will count as one absence. After any two absences the student will be placed on probation and may be removed from the class at any time by the Firefighter 2 Training Committee. All missed classes must be made up to the satisfaction of the Lead Instructor. BC Ramsey should be contacted on his office line prior to an absence. If BC Ramsey is unavailable then the student shall leave a message on his voicemail.

This Training Committee consists of Battalion Chief Ramsey, Battalion Chief Dillow and Battalion Chief R. Morris. Any class which is missed must be made up to the satisfaction of the Lead Instructor which is Battalion Chief Ramsey. Students removed from the class for reasons of discipline, attendance, grades or otherwise will forfeit their class fees. Students who voluntarily withdraw from the class will also forfeit their class fees.

Homework will be assigned on each subject prior to it being taught. To receive credit the student must have the homework completed prior to the quiz for that subject. Quizzes will be administered on every topic. Comprehensive tests will also be given periodically. Homework will count for 20% of the grade, quizzes 60% and tests 20%.

Cumulative grades will be maintained and utilized to determine continuance in the class. A minimum grade of 70% for all written work will be required. Successful completion of all practical skills check offs will also be required at the conclusion of each unit. If remedial action is required in any facet of the program it will be primarily the student's responsibility to ensure that they are meeting the minimum standards of the class.

Smoking is not permitted anywhere inside any Fire Station. Smoking is permitted outside at the rear of the stations. Food and drinks will be allowed in the classroom. Restrooms are provided on the first floor of Station #1 for student use. Cell phones should be silenced during class and no texting will be allowed. Emergency calls should be taken outside of the classroom. Appropriate clothing should be worn during attendance including but not limited to closed toe footwear and no shorts. Students are not allowed to tour the station or trucks unsupervised. Students shall remain in assigned areas designated by the instructor. Students will not be given department codes or unsupervised access during the program.

Discrimination or harassment will not be tolerated at any time by the instructors, students or any personnel involved with this class. Complaints concerning discrimination or harassment by fellow class participants should be directed to the Instructor present at the time and Chief Ramsey if the student desires. Complaints about any instructor should be forwarded to Battalion Chief Mike Ramsey. BC Ramsey's e-mail is [mramsey@cityofcapegirardeau.org](mailto:mramsey@cityofcapegirardeau.org) and his phone number is 573-339-6793 or 573-339-6330.