

**PINE FOREST HIGH SCHOOL  
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**PINE FOREST HIGH SCHOOL**

**ACADEMY OF  
EMERGENCY MEDICAL  
SCIENCE**

**HANDBOOK**

**2017-2018**

**FOR SOPHOMORES AND JUNIORS**



It is the policy of Cumberland County Schools and its Career and Technical Education Programs to not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age in its activities and programs, including employment policies and practices.

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### **School Mission**

The mission of Pine Forest High School is to educate young men and women from diverse backgrounds. Pine Forest is a team of administrators, teachers, students, staff and parents motivated by a spirit of success. Through commitment to academic excellence, values, cultural and physical development, our team will prepare students for a life dedicated to achievement, leadership, and service to both the local and global communities.

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**ACADEMY OF EMERGENCY MEDICAL SCIENCE  
Pine Forest High School**

**Volunteer Hours**

In order to promote student understanding of good citizenship and positive school-community relationships, all Academy students are required to complete community service volunteer hours each year. These volunteer hours must be verified and documented, and become a part of the student's Academy record. Agencies and organizations used for volunteer hours must be pre-approved by an Academy instructor (i.e. American Red Cross, Reading Rocks, Relay for Life, etc.). Community service volunteer hours will be accumulated as follows:

|                        |          |
|------------------------|----------|
| 10 <sup>th</sup> grade | 10 hours |
| 11 <sup>th</sup> grade | 15 hours |
| 12 <sup>th</sup> grade | 20 hours |

All Academy students may participate with the Pine Forest High School Blood Drives, but an Academy student may only use one Blood Drive per year toward their total number of volunteer hours.

**Dismissal**

Dismissal from the Academy of Emergency Medical Science at Pine Forest High School for disciplinary reasons will be processed with the prior knowledge of and approval of School Administration and Academy personnel. It is the responsibility of a student to determine their graduation status at Pine Forest High School should they be dismissed from the Academy.

**Withdrawal**

Any student wishing to withdraw from the Academy of Emergency Medical Science should present a signed letter of withdrawal with a parent's signature to the Academy Director.

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**ACADEMY OF EMERGENCY MEDICAL SCIENCE  
Pine Forest High**

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***Pine Forest High School***

525 Andrews Road  
Fayetteville, NC 28311  
(910) 488-2384

*“One step at a time...One student at a time.”*

Dear AOEMS Student,

I am so excited that you chose to be a part of the Pine Forest Academy of Emergency Medical Science. Our goal is to help our students prepare for post-secondary education which will lead to a career in Health Sciences and produce competitive employees for the 21<sup>st</sup> Century global job market. We hope that you will utilize all of the available opportunities that are provided by Cumberland County Schools and community partners.

Please review the handbook and become familiar with the amazing opportunities that we have in store for you this upcoming year!

Sincerely,

David Culbreth  
Principal

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**ACADEMY OF EMERGENCY MEDICAL SCIENCE**  
**Pine Forest High School**

**Clinical Policies** *(continued)*

Failure to follow the above guidelines will result in disciplinary action by Academy instructors to include probationary status or dismissal depending on the infraction.

Academy students participating in clinical internships will be graded daily on their professionalism and competency in the clinical area. They will also receive a grade for journal documentation.

Academy students must demonstrate professionalism by arriving on time to clinical sites. A tardy student will lose 20 points on their daily grade each time they are tardy. Per Pine Forest High School policy, three unexcused tardiness will result in disciplinary action (In-school suspension). Repeated offenses can result in dismissal from the Academy.

Since clinical internships are designed around the schedule of community partners, absences in the clinical area cannot be made up. Students who do not complete the required number of clinical hours may not be eligible for the certification they are seeking. It is the student's responsibility to be in class each day, and to be on time.

Transportation to and from the clinical site is the responsibility of the student's parent/guardian. Any student driving to and from the clinical site must possess a valid driver's license, proof of insurance and valid registration.

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**ACADEMY OF EMERGENCY MEDICAL SCIENCE**  
**Pine Forest High School**

**Clinical Policies** (continued)

11. Personal telephone calls (made or received) are restricted while in the clinical site.
  12. Smoking or gum chewing is prohibited while in uniform.
  13. If a student is absent from the clinical site, the Academy instructor should be notified at least 2 hours prior to class period.
  14. If a student misses a clinical period due to illness, they will bring physician's note clearing them for attendance in the clinical area.
  15. Equipment and supplies will be properly cared for while at the clinical site or in the laboratory.
  16. Items that do not belong to a student may not be removed from the clinical site.
  17. Medical conditions that could prevent a student from carrying out their clinical responsibilities to include pregnancy or other physical problems should be discussed with the Academy instructor.
  18. All Cumberland County School and Pine Forest High School policies extend to the clinical site.
  19. An Academy student participating in a mentorship or clinical rotation internship should be dressed according to the following guidelines:
    - a. A clean, well pressed, approved uniform
    - b. Clean, natural colored hair worn off the collar
    - c. A watch with a second hand
    - d. An approved nametag
    - e. A black pen and notebook
    - f. A stethoscope
    - g. Cosmetics in moderation
    - h. No acrylic nails per hospital policy
    - i. No jewelry
    - j. No visible tattoos or body piercing
    - k. No perfumes or scented lotions
    - l. No facial hair
    - m. No electronic devices
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**ACADEMY OF EMERGENCY MEDICAL SCIENCE**  
**Pine Forest High School**

**Mission**

The Academy of Emergency Medical Science at Pine Forest High School was established to provide competent, caring, and compassionate health care employees for the State of North Carolina. The curriculum in this course of study introduces students to varied careers in health care, assists students in identifying their interests and aptitudes, and provides them with the knowledge and skills necessary for post-secondary education leading to jobs in these careers. Through partnerships with local hospitals, health care providers, colleges and universities, and health care facilities in the Fayetteville area, the Academy of Emergency Medical Science will enable students to investigate the careers available to them in the allied health and health care industries.

**Goals**

The goals of the Pine Forest High School Academy of Emergency Medical Science are:

1. To introduce high school students to the varied careers available within the Health Sciences field i.e. Emergency Medical Technician (EMT), and Certified Nursing Assistant (CNA).
2. To assist students in their desire to pursue post-secondary education leading to a career in Health Sciences and compete in the 21<sup>st</sup> Century global job market.
3. To offer students a broad based curriculum by integrating technology, mathematics, science, communication skills, and Health Sciences.
4. To provide student opportunities for certification in the following areas: CPR/First Aid through the American Heart Association, CNA, and EMT.

**Values**

Students participating in the Pine Forest High School Academy of Emergency Medical Science will:

1. Persevere to achieve personal and education goals.
  2. Demonstrate personal responsibility for academic rigor in the classroom or clinical site.
  3. Exhibit a sincere willingness to learn.
  4. Value and possess personal and professional integrity.
  5. Exhibit an ability to communicate and work with peers as a team.
  6. Be willing to accept professional criticism.
  7. Respect the confidentiality and privacy rights of patients.
  8. Demonstrate clinical skill competency.
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**ACADEMY OF EMERGENCY MEDICAL SCIENCE  
Pine Forest High School**

**POLICIES AND PROCEDURES**

**Background**

The Pine Forest High School Academy of Emergency Medical Science (AOEMS) is designed as a three year program to educate and train students to become Emergency Medical Technicians- Basic (EMT-B) and Certified Nursing Assistants (CNA's) in Cumberland County, North Carolina. The AOEMS is designed to integrate the learning of communication, technical, and academic skills through real-world applications in pre-hospital, emergency settings. The program ensures that participating students are in a course of study that uses a curriculum designed and approved by the North Carolina Department of Health and Human Services (Office of Emergency Medical Services and Division of Health Service Registration). The focus of the curriculum is to develop the knowledge and skills necessary for success in post secondary school and/or in the 21<sup>st</sup> Century workforce. This is accomplished under the supervision of qualified instructors through didactic lectures, skills practicum, job shadowing, industry mentorships, and community internships with licensed, practicing health care professionals in Cumberland County.

**Admission**

Enrollment in the Academy of Emergency Medical Science at Pine Forest High School is open to high school students currently residing in the Pine Forest High School attendance area who are interesting in pursuing a career in the health care field. Only those students who meet the Academy entrance requirements are eligible to enroll in the Health Science courses offered at Pine Forest High School.

**General Requirements for admission include:**

- Application (parent/guardian signature)
  - Two teacher recommendations
  - Overall unweighted grade point average (GPA) minimum 3.0
  - Health Sciences Course average minimum 3.0
  - Student interview
  - Appropriate career objective
  - Review of school absence history/discipline referrals
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**ACADEMY OF EMERGENCY MEDICAL SCIENCE  
Pine Forest High School**

**Clinical Policies**

Senior Academy students will participate in educational opportunities to include off campus clinical intern/mentorships. This is a privilege and Academy students represent Pine Forest High School whether they are on or off campus. As a result, they will be expected to adhere to a clinical contract. Failure to comply with the clinical contract will result in removal from the clinical site, disciplinary action, dismissal from the Academy, and/or course failure. Senior Academy students must agree to the following guidelines as stated in the Cumberland County Schools Clinical Internship Agreement:

1. Maintain an overall 85% average in Academy classes.
  2. Know, understand, and keep within the guidelines of each rotation in order to assure the health and well being of each patient.
  3. Respect the patient/client's Bill of Rights. At no time will patients/clients information be discussed outside the instructional setting.
  4. Accept and/or follow instructions from Academy instructor, mentor, or other health team members in a courteous, cooperative and respectful manner. Disagreements and contrary opinions with health team members will be resolved in private.
  5. Know, understand, and practice only those tasks within the established guidelines of each clinical experience.
  6. Obey all safety rules of the clinical facility and practice all guidelines of safety, infection control, and standard precautions.
  7. Report all accidents that occur in the clinical area, regardless of how minor, to the Academy instructor and complete the appropriate reports as needed.
  8. Adhere to the schedule assigned by Academy instructor.
  9. Prepare for all assignments prior to executing patient/client care or report failure to do so to the Academy instructor.
  10. Departure from the assigned unit requires notification of mentor, or the person in charge. Student may not leave the facility until the time designated by the Academy instructor.
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**ACADEMY OF EMERGENCY MEDICAL SCIENCE**  
**Pine Forest High School**

**Academy Meetings**

Grade level Academy Meetings will be held for all parents/students at least twice a year in the evening at 6:00 pm. All parents are expected to attend at least one meeting per year. Parents of seniors will have a mandatory meeting in the fall of each school year to discuss clinical expectations and the paperwork necessary for completing professional certification.

All Academy students will attend informational meetings or presentations throughout the school year during homeroom or lunch periods on specified days. Academy students may join Skills USA (an organization designed to enhance a student's knowledge of medicine and health care through leadership, mentorship, and networking opportunities at a local, state, and national level. Membership to Skills USA is voluntary and costs \$20.00. Skills USA dues are subject to change based on the policies of the organization and reflect the actual amount charged.

**Expenses**

As a member of the Academy of Emergency Medical Science at Pine Forest High School, an Academy student will incur the following expenses: \$35.00 per year which covers an Academy shirt (polo) and various Academy activities. All fees are due by October 1st of each year. Fees can be broken down into two payments. The first payment of \$20.00 is due September 15th, and the second payment of \$15.00 is due by October 1st.

Seniors will also be required to purchase clinical uniforms for their various internships in the community. A senior can expect additional costs of about \$125. This covers the cost of uniforms, shoes, a watch with a second hand, and a stethoscope.

**Fundraisers**

Throughout the school year, Academy students will be expected to participate in fundraising opportunities which will be used to offset the cost of Academy activities.

**Graduation Requirements**

In order to receive an AOEMS cord and be considered an Academy graduate, students must complete all AOEMS course requirements including a clinical course and fulfill fee and volunteer hour requirements.

**ACADEMY OF EMERGENCY MEDICAL SCIENCE**  
**Pine Forest High School Sophomores and Juniors**

**Additional Grade Level Requirements**

*Grade 10* Foundations of Health Science  
 Careers I and II (85% or higher)  
 Biology or Biology Honors (85% or higher)

***Prerequisites:***

Math One (85% or higher)

*Grade 11* Health Science I (85% or higher)

***Prerequisites:***

Foundations of Health Science  
 Careers I and II (85% or higher)  
 Math 1 (85% or higher)  
 Biology or Biology Honors (85% or higher)

**Enrollment**

Students will be accepted into the Academy of Emergency Medical Science during grades 10<sup>th</sup> and 11<sup>th</sup> only. Maximum enrollment numbers for the Academy of Emergency Medical Science at Pine Forest High School will be as follows:

| <i>Grades</i>           | <i>Maximum Enrollment</i> |
|-------------------------|---------------------------|
| 10                      | 50                        |
| 11                      | 50                        |
| 12                      | 50                        |
| <b>Total Enrollment</b> | <b>150</b>                |

Academy students are expected to maintain at least a 3.0 GPA. This is based on an unweighted GPA and does not take into consideration extra points earned through completion of Honors or AP courses. They must also achieve an 85% or higher FM in all Health Science courses, an 85% or higher FM in Math I, and an 85% or higher FM in Biology or Biology Honors. There is no Probationary Status offered to a student who does not meet these Prerequisites. Academy students are also subject to periodic reviews of school attendance and discipline referrals. Any student who fails to meet the minimal GPA, or attendance and discipline standards will be placed on Probationary Status by the Academy Director for one academic quarter. At the end of the quarter, a parent conference will be held to review the student's status. A student who does not move from Probationary Status to a Good Standing Status will be dismissed from the Academy of EMS.

Any Academy student with a grade less than "C" in any core class at Pine Forest High School must demonstrate attendance at weekly tutoring sessions until the grade improves by evidence of improved Progress Report or Report Card grade.

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**ACADEMY OF EMERGENCY MEDICAL SCIENCE  
Pine Forest High School**

**Attire**

All Academy students at Pine Forest High School will wear professional attire on Thursdays each week. Professional attire consists of a polo shirt (collar) with an Academy emblem on the upper left side of the chest with khaki, navy, or black dress slacks and black, brown, or khaki dress shoes. Slacks must be ankle length for both young men and young women. Blue jeans, skinny jeans, boots, or high heels do not constitute professional dress. All shirts are to be tucked into slacks. Seniors completing clinical internships off campus are exempt from this attire, but must wear the appropriate clinical uniform for the entire day at school. Any exceptions must be pre-approved on a case by case basis by an Academy instructor. Professional attire will be required for any Academy field trip as well. Academy attire is expected for all athletes on Thursdays while students are on campus.

**Rules and Discipline**

All students enrolled in the Academy of Emergency Medical Science at Pine Forest High School will be held to a high standard of student expectation for performance, attendance, and behavior. Academy students must follow all policies and guidelines as outlined in the Cumberland County and Pine Forest High School Code of Conduct. Additionally, the following guidelines must be adhered to by members of the AOEMS:

- **Honor Code** – Any Academy student found cheating on any of their course work at Pine Forest High School will be placed on Probationary Status for the first offense; and dismissed from the Academy for a second offense.
  - **Attendance** – In order to be successful in any academic area, it is imperative that a student be present in the classroom to learn. This is especially true for classes in medicine and health care where clinical skills are taught. Students in the AOEMS are expected to be present in class each day. Absences in excess of two per grading period will result in a review of absences. Excessive absences will result in probation or dismissal. Excessive absences are defined as more than eight in a semester. If a student is not present in class or clinicals, they are not learning regardless of the reason for the absence.
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**ACADEMY OF EMERGENCY MEDICAL SCIENCE  
Pine Forest High School**

**Rules and Discipline** (continued)

- **Tardiness** – Professional behavior in the classroom should model professional behavior in the workplace. This includes being on time for class each day. Students in the AOEMS are expected to be in class and in their seat when the bell rings each day. Any student acquiring three tardies in an Academy class will be disciplined according to Pine Forest High School policy, and placed on a Probationary Status. If the tardy behavior is repeated, the student will be dismissed from the Academy.
- **Disciplinary Actions** – All students in the AOEMS are expected to exhibit exemplary behavior on and off campus. Suspension from Pine Forest High School for inappropriate behavior will result in a Probationary Status for the first offense, and dismissal from the Academy for the second offense. A serious discipline infraction or suspension (such as a criminal offense like assault or drug related offense) will result in immediate dismissal from the Academy. Failure to follow classroom rules will result in disciplinary action by individual Academy instructors for the first two offenses. A parent/teacher conference will be held after the third offense and the student will be placed on Probationary Status. Any offense thereafter during the same academic year will result in Dismissal from the Academy.

**Academy Advisory Board**

The Academy of Emergency Medical Science at Pine Forest High School maintains an active Academy Advisory Board composed of Business Partners, CTE (Career and Technical Education) Administrators, School Faculty, Administrators, or Counselors, Student representatives, and Parents of Academy students. The Advisory Board will meet at least once per semester, and are responsible to support, promote, and advise the academy in the following:

- Work-based learning opportunities/community service
  - Fundraising, grants, scholarships, and donations
  - Career development and planning
  - Special events: Skills USA, Academy graduation, and other extra-curricula activities
  - Curriculum development based on industry expectations
-