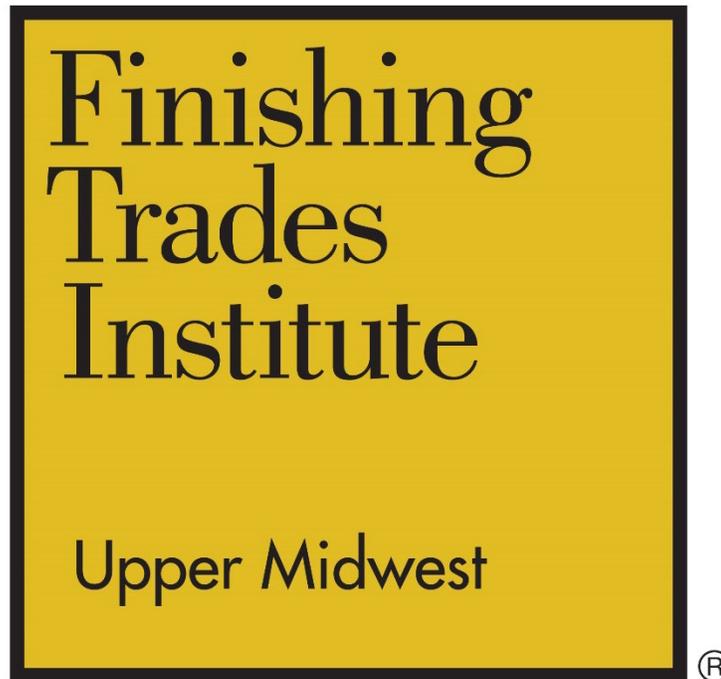


**PSEO**  
**Student Handbook**



**2020-2021**

*3205 Country Drive, Suite 150*

*Little Canada, MN 55117*

*651-379-9600*

*Revised 08/22/2020*

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### **DISCLAIMER**

*The procedures and policies set forth in this Handbook are subject to revision from time to time. The most up-to-date available versions of the policies and procedures are contained in the electronic version of this document which may be accessed online at our website [www.ftium.edu](http://www.ftium.edu)*

# Introduction

Welcome to the Finishing Trades Institute of the Upper Midwest (FTIUM). We are pleased to bring you unique education and training programs that combine traditional classroom environment and work-based learning. Our curriculum will provide you with an introduction to the finishing trades and the foundation to a future apprenticeship.

The COVID-19 pandemic has created new opportunities for all at FTIUM to be flexible with scheduling and learning while maintaining a high standard for safety for students, staff, and stakeholders. FTIUM has purchased additional personal protective equipment and hygiene products, reduced class sizes, and increased social distancing. We understand that the pandemic continues for this school year and request that all student adhere to the new safety policies. Throughout this pandemic, FTIUM commits to continue the highest level of learning that is safely possible.

The 2020-2021 school year brings a visit to FTIUM from the Council on Occupational Education for the reaffirmation visit for FTIUM's accreditation. The accreditation process allows FTIUM to evaluate the school's areas of strength and areas of improvement. We excitedly look forward to their visit and your cooperation in this matter.

Thomas Aasheim

Director of Technical Education

Chief Administrative Officer

John M. Burcaw

Director of Academic Education

## Mission Statement

Finishing Trades Institute of the Upper Midwest (FTIUM) is an educational institute dedicated to developing professional tradespeople, advancing their skills and certifying their qualifications in the Upper Midwest. Our learners include commercial and industrial painters, drywall finishers, glaziers, glassworkers, sign technicians and convention workers.

## FTIUM Information

### Accreditation and Licensure

The FTIUM has standards of apprenticeship on file with the Minnesota Department of Labor and Industry, Apprenticeship Division. Inquiries regarding this registration should be addressed to:

Terry Frauly  
Minnesota Department of Labor & Industry  
Apprenticeship Division  
443 Lafayette Road N  
St. Paul, MN 55155 [www.dli.mn.gov](http://www.dli.mn.gov)

The FTIUM is currently accredited with the Council on Occupational Education (November 2014). Inquiries regarding this accreditation status should be addressed to:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350 [www.council.org](http://www.council.org)

### Registration Disclosure MOHE

Finishing Trades Institute of the Upper Midwest is a registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

### FTIUM Staff and Faculty

**Tom Aasheim, Chief Administrative Officer & Director of Technical Education, A.A.S. – Mountwest CTC**

**John Burcaw, Director of Academic Education, A.A.S. – Mountwest CTC**

**Patrick Rome, Director, M.S. – Capella University, B.A. – Loras College**

**Greg Renne, Recruiting Coordinator, A.A.S. – Mountwest CTC**

**Brian Hagberg, Glazier and Glassworker Coordinator, A.A.S. – Mountwest CTC**

**Rico Ramirez, PSEO Instructor,**

**Dave Sears, Commercial Painter Decorator and Health and Safety Instructor, A.A.S. – Mountwest CTC**

**Mark Duttenhefner, Coating Application Specialist Instructor**

**Amy Peterson, Drywall Finisher and Health and Safety Instructor, A.A.S. – Mountwest CTC**

**Tony Osborn, Glazier and Glassworker Instructor, A.A.S. – Mountwest CTC**

**Davitt Dougherty, Commercial Painter Decorator Instructor, A.A.S. – Mountwest CTC**

**Dana Raabe, Educational Administrator, M.S.Ed – Walden University, B.A. – Concordia University**

**Liz Fall, Office Administrator, A.A.S. – Wisconsin Indianhead Technical College**

**Part Time Staff**

**Richard Greiman, Adjunct Instructor, MBA – University of Minnesota, B.S. – Mankato State University**

**Yvonne Lerew, Adjunct Instructor, Ed. M – Harvard University, B.A. – Oberlin College**

**David Bard, Adjunct Instructor, MA – University of MN, Duluth, B.A. – MN State University, Moorhead**

**Pam Kusz, Receptionist**

**Paul Kraitschenko, Sign Instructor**

# Admissions

## Application Process

- A. PSEO Application Process
  - a. Applications are accepted in person at FTIUM offices or online at [ftium.edu](http://ftium.edu).
  - b. No cost IUPAT affiliate membership required
  - c. The following documents must be presented:
    - i. A completed and signed PSEO application for Finishing Trades Institute of the Upper Midwest
    - ii. Current high school transcripts (To be considered official, transcripts must be prepared and sealed by the issuing institution—or a firm acting on its behalf—in an envelope bearing the issuing institution’s letterhead and submitted to FTIUM without a third party being involved in opening the document before being delivered to FTIUM.)
    - iii. Records of immunizations (home schooled students only)
    - iv. A Minnesota Department of Education (MDE) PSEO Program Notice of Student Registration form. Part 1 must be completed and signed. This form may be downloaded at [www.ftium.edu](http://www.ftium.edu) and is available in the FTIUM administrative offices.

## Eligibility Criteria

### **FTIUM ELIGIBILITY CRITERIA FOR PSEO**

Must be a Senior or Non graduating senior in high school and have an interest in “Hands On” or work-based learning.

### **ADDITIONAL ELIGIBILITY CRITERIA FOR PSEO**

Minnesota Statutes, sections 124D.68 and 124D.09

#### **Public School Student Eligibility – 11th or 12th Grade Pupil, Minnesota Statutes, section 124D.09, subdivision 5.**

An 11th or 12th grade pupil enrolled in a Minnesota public, nonpublic, home school or American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may apply to an eligible postsecondary institution (PSI) to enroll in nonsectarian courses.

#### **Public School Student Eligibility – 9th or 10th Grade Pupil, Minnesota Statutes, section 124D.09, subdivision 5(b).**

A 9th or 10th grade pupil enrolled in a district or an American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may apply to enroll in nonsectarian courses offered under 124D.83, subdivision 10 courses according to agreements, if:

1. The school district and the eligible PSI providing the course agree to the student's enrollment; or
2. The course is a world language course currently available to 11th and 12th grade students, and consistent with section 120B.022 governing world language standards, certificates, and seals.

**Nonpublic/Home School Student, Alternative Pupil Eligibility – 10th, 11th or 12th Grade Pupil, Minnesota Statutes, section 124D.09, subdivision 4.**

Alternative pupil means a 10th (Career or Technical Education (CTE) only), 11th, or 12th grade student who is not enrolled in a public school district and includes students attending nonpublic schools and students who are home schooled. An alternative pupil must register with the commissioner of education before participating in the PSEO program.

A 10th grade student qualifies as an alternative pupil if the student: (1) is enrolled in a career or technical education course offered by an eligible institution; and (2) received a passing score on the 8th grade Minnesota Comprehensive Assessment, or another reading assessment accepted by the enrolling postsecondary institution. A career or technical education course must meet the requirements under subdivision 5a. If an alternative pupil in 10th grade receives a grade of "C" or better in the career or technical education course taken under this subdivision, the postsecondary institution must allow the student to take additional postsecondary courses for credit at that institution, not to exceed the limits in subdivision 8.

**Public School Student CTE Eligibility – 10th, 11th or 12th Grade, Minnesota Statutes, section 124D.09, subdivision 5(a).**

A 10th, 11th or 12th grade pupil enrolled in a district or an American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may enroll in a CTE course offered by a Minnesota state college or university. A 10th grade pupil applying to a CTE course must have received a passing score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading as a condition of enrollment. A current 10th grade pupil who did not take the 8th grade MCA in reading may substitute another reading assessment accepted by the enrolling PSI.

**Limit on Participation, Minnesota Statutes, section 124D.09, subdivision 8.**

1. A pupil who first enrolls in grade 9 may not enroll in PSEO courses for more than the equivalent of four academic years.
2. A pupil who first enrolls in grade 10 may not enroll in PSEO courses for more than the equivalent of three academic years.
3. A pupil who first enrolls in grade 11 may not enroll in PSEO courses for more than the equivalent of two academic years.
4. A pupil who first enrolls in grade 12 may not enroll in PSEO courses for more than the equivalent of one academic year.

5. If a pupil in grade 9, 10, 11, or 12 first enrolls in PSEO during the school year, participation shall be reduced proportionately.
6. If a pupil is in a learning year or other year-round program and begins each grade in the summer session, summer sessions shall not be counted against the time of participation.
7. If a school district determines a pupil is not on track to graduate, the limit on participation does not apply to that pupil.
8. A pupil who has graduated from high school cannot participate in a program under this section.
9. A pupil who has completed requirements for graduation but who has not received a diploma may participate in the program.

**Academic Year**

For purposes of determining PSEO eligibility, an academic year is equivalent to a school year and is defined as July 1 through June 30.

**Early Middle College Program – Minnesota Statutes, section 124D.09, subdivision 9(b).**

An institution must not enroll secondary pupils, for PSEO purposes, in remedial, developmental, or other courses that are not college level except when a student eligible to participate and enrolled in the graduation incentives program under section 124D.68 enrolls full time in a middle or early college program designed with a well-defined pathway to allow the student to earn a certificate or degree.

**Fees; Textbooks; Materials – Minnesota Statutes, section 124D.09, subdivision 20.**

All textbooks and equipment provided to a pupil, and paid for by the department, are the property of the pupil's PSI. Each pupil is required to return all textbooks and equipment to the PSI after the course has ended.

**Participation in High School Activities – Minnesota Statutes, section 124D.09, subdivision 11(a).**

A school district must allow a student enrolled in a course under this section to remain at the school site during regular school hours.

**Access to Building and Technology – Minnesota Statutes, section 124D.09, subdivisions 11(a) and 11(b).**

A school district must allow a student enrolled in a PSEO course to remain at the school site during regular school hours. A school district must adopt a policy that provides a student enrolled in PSEO with reasonable access during regular school hours to a computer and other technology resources the student needs to complete coursework for a PSEO course.

# Academic Policies for Academic and Technical Programs

## The Family Education Rights and Privacy Act of 1974

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulate a wide range of privacy related activities including:

- Management of student records maintained by the School
- Regulations regarding who has access to student records
- For which purposes access to student records is granted

School officials will release educational information upon receipt of a signed, dated, written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made, including:

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, Section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.
- In connection with Financial Aid, to organizations who are conducting studies that are on behalf of educational agencies.
- To Federal or State educational authorities.
- To accrediting organizations.
- In compliance with a lawfully issued subpoena.
- In connection with a health or safety emergency.

Non-School individuals (including parents except as described above) *may not have access* to educational records other than Directory Information unless authorization from the student is obtained or a lawful subpoena/court order is issued to the school. Examples of records not released are grades; grade point average; the specific number of hours/credits enrolled, passed, or failed; Social Security number; student ID number; name of parents or next of kin; and/or residency status.

Students may complete a form authorizing the Administrator's Office to permit non-school individuals to view the student's academic record.

## Grading System

Students will receive a letter grade of A, B, C, or F for each course taken. A grade of 70% or higher is required to pass all courses. Students must repeat all courses not passed successfully. If a course is repeated, both grades will be recorded on the permanent record.

The grading scale will consist of the following:

A = 90-100%

B = 80-89%

C = 70-79%

F = 69% and below

## Withdrawal Policy

Students who wish to withdraw from the program should send a request in writing to their instructor. Confirmation of the withdrawal will be shared with the student's home high school.

## Student Transcripts

Student records, including transcripts, are protected by FERPA. Only a student may request a copy of their transcript. Transcripts can be produced upon student request. All requests must be completed in person at the office of FTIUM. Official paper transcripts will be given in a sealed envelope to the student or mailed directly to the requested institution. For security reasons, FTIUM does not fax or email transcripts. Transcripts will not be released if the student has a financial or academic hold.

## Student Records

Students wishing to obtain a copy of their student records can do so by requesting it in writing and submitting it to the Director of Academic Education. Once the request is received, a staff member will permit them access to their record within the confines of the FTIUM offices.

# Student Services

## Computer Services

The FTIUM has a media services room which is open to students according to the hours posted. Whether using this service on your own time or during class, the following rules apply:

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- **Discriminatory or harassing**
- **Derogatory to any individual or group**
- **Obscene, sexually explicit or pornographic**
- **Defamatory or threatening**
- **In violation of any license governing the use of software**
- **Engaged in for any purpose that is illegal or contrary to FTIUM policy or business interests**

Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the FTIUM. However, the FTIUM reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other FTI policies. Students should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.

## Library/Media Services

The FTIUM maintains a curricular support library on campus, which functions as a resource center for the courses offered. Within this library, we maintain online all required and supplemental texts and readings for all courses, as well as print materials including a collection of reference guides, collections of journals and periodicals related to the finishing industry and construction trades, and a variety of videos and CDs related to craft specialization and labor history. The school also has access to numerous online databases in the construction field.

## Academic Advising Services

Staff is available for consultation on student progress and remediation requirements. The instructor and Director of Academic Education are available to provide general advisement on available services. Students must schedule an appointment to discuss these services. Additionally, all PSEO students can communicate with their academic advisor at their home high school.

## Counseling Services

The FTIUM does not provide any direct counseling services. We encourage students to seek any assistance that they require. PSEO students are directed to their home high school counselor for any additional assistance.

# Student Conduct and Behavior

## Attendance and Absenteeism

All students are required to be present and punctual each scheduled class day. Any absence from a class excused or otherwise must be made up at the next available makeup day. Multiple absences or failure to make up classes may result in the cancellation of your PSEO program.

## Discipline

Failure to comply with the rules and policies of the program will result in disciplinary measures including, but not limited to those outlined in this document. Potential disciplinary measures include, but are not limited to, suspension, or cancellation of PSEO program.

## Drug Free Campus

The unlawful sale, purchase, distribution, possession or use of any controlled substance or the unlawful possession and use of alcohol is prohibited in or on the school owned or controlled property, or within a 200-foot perimeter of school property. No student is to report to class or any school activity while under the influence of illegal drugs or alcohol. If a student reports to FTIUM classes under the influence of drugs or alcohol, he/she will be sent home for the day.

## Harassment and Discrimination Policy

### **PURPOSE**

The FTIUM is committed to maintaining a school and workplace free from harassment and discrimination. The purpose of this document is to explain FTIUM policy and procedures about harassment and discrimination in the workplace.

### **POLICY STATEMENT**

It is the policy of the FTIUM to promote and maintain a school and work environment in which all students and employees are treated with respect and decency, and to maintain an atmosphere free of harassment, discrimination, intimidation or coercion, and to abide by all federal and state laws prohibiting such conduct. No form of discriminatory, harassing or disrespectful conduct (as described below) by or toward any employee or student of the FTIUM will be tolerated. The supervisory and management personnel of the FTIUM are responsible for implementing this policy and their success in their jobs depends, in part, on its successful implementation.

### **POLICY DEFINITIONS**

**Discrimination:** Discrimination based on race, creed, religion, sex, sexual or affectional preference, color, national origin, ancestry, familial status, age, disability, marital status, status with regard to public assistance or any other class is protected by law. Discrimination of a protected class is a violation of Title VII of the Civil Rights Act and/or state human rights law and is also a violation of FTIUM policy. The

FTIUM prohibits discrimination based on membership in a protected class with respect to hiring, termination, discipline, compensation, benefits or any other term or condition of employment.

**Harassment:** Sexual harassment and harassment based on membership or perceived membership in a protected class (e.g. racial harassment, religious harassment) is also a violation of Title VII of the Civil Rights Act and/or state human rights laws and a violation of Company policy. Any suggestion explicitly or implicitly, that sexual contact is a term or condition of employment, or that submission or rejection of such conduct is used as a basis for employment decisions, or any conduct which has the purpose or effect of "unreasonably" interfering with an individual's performance on the job or any conduct that creates any intimidating, hostile or offensive work environment will not be tolerated.

Some examples of conduct, which may be considered harassment, include but are not limited to:

- Any indication expressed or implied, that a student's position or an employee's job security, job assignment, conditions of employment, employment benefits, or opportunities for advancement are dependent upon or related to granting sexual favors or submitting to sexual contact of any kind.
- Any adverse action taken against an employee or student for refusing to grant sexual favor or engage in sexual conduct.
- Unwelcome requests for sexual contact or social contact unrelated to institute business.
- The use of offensive or demeaning terms or names with sexual connotations or based on membership in a protected class.
- Offensive or demeaning jokes or remarks involving sex or membership in a protected class.
- The deliberate or careless dissemination of display of offensive or demeaning materials (such as cartoons, articles, pictures, etc.) of a sexual nature or relating to membership in a protected class.

**Included Individuals:** The guidelines of this policy apply to all FTIUM employees and students including but not limited to, the following positions: full-time, part-time, PSEO students, apprentice, journeyworker, staff, clerical, supervisory and management positions. The policy applies not only to conduct between an employee and their supervisor, but also to conduct between employees and students, such as customers and suppliers. Further, this policy applies not only to conduct between male and female employees and students, but also to conduct between employees and students of the same sex.

**Disciplinary Action:** Upon the conclusion of the FTIUM's investigation into allegations concerning discrimination or harassment, appropriate disciplinary action will result if the FTIUM concludes that such disciplinary or harassing conduct occurred. Appropriate disciplinary action will also result if the FTIUM determines that suspected discrimination or harassment was reported, and the required investigation or subsequent reporting was not performed. In either case, such disciplinary action may include any and all responses the FTIUM deems appropriate up to and including immediate discharge from employment or the program.

## **PROCEDURE**

All employees and students should always be careful to treat their co-workers, subordinates, supervisors, and fellow students with respect and decency always. Any employee or student who feels he or she is being subjected to discrimination or harassment in any form, or who believes he or she has witnessed discrimination

or harassment in any form, should promptly report the conduct to their supervisor. If the employee's or student's supervisor is the perpetrator of the conduct, the conduct should be reported to any other supervisor or to an FTIUM Program Coordinator or Director of Technical Education. Supervisors who become aware of harassing or discriminatory conduct by employees or students must immediately report the incident(s) to the FTIUM Directors. In any case, all complaints of such conduct will be promptly investigated by the FTIUM.

*\*\*No retaliation of any kind will occur because you have reported an incident of suspected discrimination or harassment.*

## Student Expectations

- 1) I will be prepared for the school day by bringing all FTIUM-provided materials including books and writing utensils.
- 2) I will wear the proper attire or uniform to school each day to be allowed in class.
- 3) I understand that plagiarism or cheat may result in a cancellation of my apprenticeship.
- 4) I will not deface the property of FTIUM otherwise I will be required to pay to replace any damaged or destroyed property and may be dropped from the program.
- 5) I understand that smoking is allowed only in designated areas outside the building, and I will place all butts in proper containers.
- 6) I will not use any form of tobacco or vaping in the classroom or on the training floor.
- 7) I will only use my cell phone during class when approved by my instructor.
- 8) I know that horseplay and profanity is not allowed in the FTIUM Training Center.
- 9) I will follow the discrimination and harassment policy as detailed in this document to protect myself and others.

# Safety and Security

## Campus Emergency Plan

All students are urged to acquaint themselves with the locations of exits, emergency paths, fire alarm switches, fire escapes, first aid kits, and fire extinguishers throughout the school. These emergency drawings are located in every classroom, office, and on the training floor.

**Fires:** In case of fire and if the fire alarm has not been triggered, pull the nearest fire alarm. call the emergency operator by selecting a line and dialing 911 immediately. Give the operator the precise location of the fire in the building and provide the emergency services the FTIUM address:

3205 Country Drive, Suite 150  
Little Canada, MN 55117

**Emergency Evacuation:** When a fire alarm sounds please proceed to the closest exit and assemble in the far parking lot at the south end of the building for a head count.

**Police:** To summon the police, select a line and dial 911, and the operator will alert the police department.

**Criminal Activity:** If you witness or become aware that a criminal act has occurred, please report it immediately. For an emergency, please call the emergency operator by selecting a line and dialing 911. Report to the administrative office or to a Coordinator or Instructor for a non-emergency. If possible and safe to do so, observe on-going criminal activity until response personnel arrive. Avoid disturbing any potential physical evidence that may be at the scene.

**Medical Emergency:** When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by selecting a line and dialing 911. State the current address 3205 Country Drive, Suite 150, Little Canada, and describe the symptoms of the victim. Stay on the line until you are told to hang up. Render any first aid appropriate to your level of training. Automatic External Defibrillators are located throughout the building.

**Severe Weather:** If you are notified by an instructor, craft coordinator, or administrator to take shelter because of severe weather, go immediately to the nearest stairway or lower level restroom. Stay away from doors, outer walls, and any windows. Avoid the training floor and other places with wide-span roofs. Use your arms to protect your head and neck. Stay sheltered until the "all clear" message is received.

**Hazardous Material:** If a spill of a hazardous material occurs, you must report the spill to the nearest instructor or craft coordinator. If the spill is too large to contain or clean up safely, refer to the medical emergency routine. Evacuate the area and confine the spill area until spill can be cleaned up or emergency personnel arrive.

**Pandemic/Epidemic:** FTIUM follows all federal, state, and local guidance before closing or reopening the school. It follows all procedures for personal protective equipment and protection for students, faculty, staff, and visitors.

In any of these emergency situations, FTIUM employees and faculty, to the best of their ability, should ensure students and visitors are aware of these procedures and help anyone who may require assistance to reach a safe shelter site.

## Incident Reports

A complete report of every incident, no matter how minor, should be made to the Director of Technical Education or program coordinator within 24 hours. Blank copies of reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact the local coordinator, and then file an incident report as described above. Any incident involving serious injury should be reported at any time during the day or night to emergency response at 911 then file an incident report as described above. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

## Inclement Weather Policy

In case of inclement weather students will still need to make up the day they missed. If school closes, we will determine a day to make up that class. Closing will be determined by the Director of Technical Education and Director of Academic Education based on road and weather conditions.

## General Safety

FTIUM prides itself on teaching and implementing important safety procedures for all students and staff.

- 1) Students are required to be neat and clean in their appearances.
- 2) In the shop areas, all students must wear work boots and work clothes. In the welding shop, work clothes cannot have loose threads hanging from them.
- 3) Students will check all scaffolding and ladders for defects and weight allowances. They will not use any that are defective. They will properly identify defective equipment and tools. They will report the defects to the instructors.
- 4) Students will not use any hazardous materials until they have been instructed in the proper precautions needed when using such materials. They will use the approved protective equipment furnished for the use with such materials.
- 5) Students will properly store and dispose of hazardous waste materials.
- 6) Students will not create any hazards for others and will clean-up all spills as soon as possible.
- 7) Students will not operate any equipment until they have been properly instructed in its safe use.
- 8) Students will wear personal protective equipment as needed. Please come prepared each day with a hard hat and safety glasses.

## Campus Security

In addition to the health of our students, the safety and security of our students, their property and campus property is of primary concern. The following policies are in effect to ensure this security.

- 1) All faculty, staff and students are to report the loss or damage of school equipment to the Director of Technical Education or Director of Academic Education. An incident report form should be used for this purpose.
- 2) No guns, knives or other weapons are permitted on the campuses or in the parking lots at any time. Any student found to possess these items on campus or at their assigned workplace will be immediately dismissed.

- 3) Students are to report any threats or attacks made by fellow students to the Director of Technical Education or Director of Academic Education. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed.
- 4) Any other incidents or actions will threaten the harmony or the security of the campus, should be reported immediately to the Director of Technical Education, Director of Academic Education, or instructor.

## Student Health and Safety Plan

Promotion of good health for all FTIUM students has always been our concern. For all FTIUM students, good health is essential to achieving educational goals.

It is the policy of the FTIUM that all incidents shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, and accidents are properly managed in a timely fashion, and that all causes (direct and contributory) are thoroughly identified and that the appropriate actions are taken.

### **SCOPE**

This policy applies to all students, employees and visitors at any location at which work, study or any other FTIUM sanctioned activity is being conducted.

### **PURPOSE**

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of the Training Center community or visitors. Injuries and incidents must be reported and investigated in order to fulfill legal requirements, ascertain compliance with applicable regulations and policies, and assist the Training Center in taking steps to remedy hazardous conditions to prevent recurrence.

### **DEFINITIONS**

**Student** – an individual who is enrolled in a PSEO program, is registered as an apprentice, or is a journey person.

**Visitor** – an individual who is present on FTIUM Training Center premises.

**Accident** – a sudden and unforeseen event attributable to any factor which caused (a) an injury to a member of the Training Center community while he/she was carrying out FTIUM activities or (b) material damage to Training Center property.

**Incident** – an event or a situation attributable to any factor which could cause (a) an injury or illness to a member of the Training Center community or (b) material damage to Training Center property.

**Illness** – An unhealthy condition of body or mind; sickness.

**Injury** – arising out of or in the course of an accident, or a disease, suffered by a student, employee, or a visitor as a result of the work / study / environment or activities performed in the course of employment, study or work.

**Employee** – a person who is employed by the FTIUM in either a part-time or full-time capacity.

## **POLICY**

### *Internal Reporting*

- All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, before leaving the Training Center premises, either to his/her Instructor, Coordinator, or an authorized representative.

### *Investigation*

- The primary responsibility for investigation of an injury or incident lies with the craft instructor/coordinator or an authorized representative.
- The authorized representative is responsible for writing the investigation report, which shall include:
  - An account of the injury or incident
  - Recommendations for remedial actions to prevent recurrence
  - The names of the departments, services, and persons to which the recommendations have been forwarded for follow up

*All reports are in each administrative office. A copy of the investigation report shall be sent to the Director of Technical Education.*

## **REPORTING PROCEDURES FOR INJURY / INCIDENT REPORTING AND INVESTIGATION POLICY**

Responsibilities of students, employees and visitors:

- A student, employee or visitor who is a victim of an injury or who has suffered an illness or disease shall:
  - Immediately report the injury to the authorized representative
  - Complete and sign the Injury, Illness or Accident Report as soon as possible following the occurrence

An instructor, coordinator or administrator should:

- Ensure that the victim gets immediate medical attention if required
- Call 911 for Emergency Medical Services if necessary
- Obtain the names of any witnesses
- Ensure that anyone who is a victim of an injury, illness or accident completes and signs the appropriate reporting form
- Investigate the injury

# Calendars

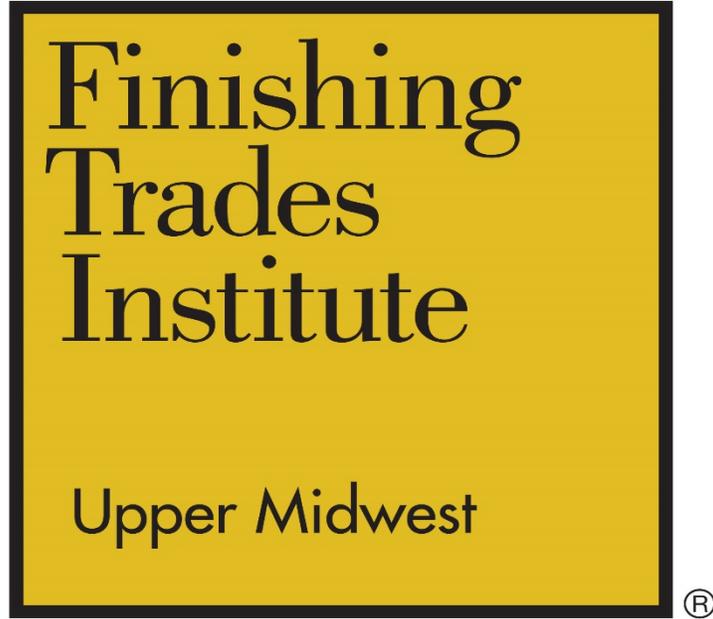
## Calendar

September 8, 2020	Fall Semester Begins
October 16, 2020	No School
November 26-27, 2020	Thanksgiving Break
December 23-31, 2020	Winter Break
January 1, 2021	Winter Break
January 8, 2021	No School—Martin Luther King Jr. Day
January 27, 2021	Spring Semester Begins
January 29, 2021	No School
February 15, 2021	No School—President's Day
March 5, 2021	No School
May 26, 2021	Graduation
May 31, 2021	No School—Memorial Day
June 11, 2021	Last Day of School

## Hours of Operation

FTI Offices are open from Monday through Friday from 7:00 a.m. - 4:30 p.m. except for legal holidays. Evening building hours vary due to class scheduling needs.

## Acknowledgement



I have read the 2020-2021 Post Secondary Enrollment Option Student Handbook including the rules and regulations of the Finishing Trades Institute of the Upper Midwest. I fully understand the rules and regulations. I agree to abide by the rules and regulations. I understand the potential consequences of failing to comply with the rules and regulations.

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Print Name

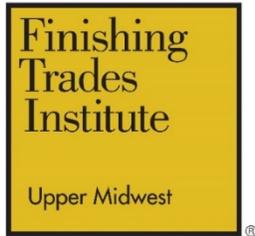
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Date

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Signature

## Non-Professional Talent Release



FTIUM frequently uses pictures, video, and sound recording to market and recruit for the apprenticeship and degree programs. All students are encouraged to release and consent to promote the learning and experience at FTIUM for future students.

Students release and consent to the use of photographs, video, and sound recording taken of themselves as described above for advertising purposes, trade and commercial purposes, publicly or publication in any lawful manner and hereby release Finishing Trades Institute of the Upper Midwest and the assignees of Finishing Trades Institute of the Upper Midwest from any and all liability to me for such use of the aforementioned. Students declare that they have the rights for the use of their support materials, and they are free of and/or not encumbered by copyright, and/or they have secured the rights of said materials.

Students understand that Finishing Trades Institute of the Upper Midwest will rely upon this consent and release and that Finishing Trades Institute of the Upper Midwest may make commitments to others regarding the use of said materials including IUPAT District Council 82. Students understand and agree that if they wish to revoke this release, they will give Finishing Trades Institute of the Upper Midwest written notice by certified mail at the above address and that such revocation will be applicable only to the future use of such photographs for which Finishing Trades Institute of the Upper Midwest has made no commitments.

Student Name (printed): \_\_\_\_\_

Student Name (signature): \_\_\_\_\_ Date: \_\_\_\_\_