



Student Rules and Regulations Standard Operating Procedures

1.0 Background

All students attending the Seafarers Harry Lundeberg School of Seamanship must abide by the following rules and regulations. Any infraction of the attached rules may lead to your immediate dismissal from the school by the review board. Any infraction may also result in charges according to the "Shipping Rules 8-A Discipline."

*****NOTE: COVID Rules and procedures have been adopted and will be strictly enforced in an effort to keep all students and school staff safe and healthy. All COVID rules and regulations (2.0) override any prior rules and regulations until further notice.*****

2.0 Specific Rules and Regulations during COVID-19 Pandemic

Due to the ongoing pandemic; the following rules and regulations must be adhered to for your safety, as well as all staff, visitors, guests and contractors safety.

1. Once you arrive on campus and check in, you WILL NOT be permitted to leave base. This includes during exercising (walking, running, riding bikes, etc.) Please pack and prepare for your time at the school, just as if you were going to a ship. If you choose to leave base without prior approval, you will be denied access when returning. Under certain circumstances, you may be allowed to leave base, with PRIOR approval from the Assistant Vice President, for approved clinic runs or similar. Additionally, there will be no store (Walmart/Target) or church runs.
2. When arriving, you must fill out and sign the health questionnaire which will be provided to you upon check-in at the front desk. You will also be shown a campus safety and sanitation video and will be asked to sign a statement indicating that you have seen the video.
3. When inside of any buildings and in common areas on campus, you must wear a protective face covering/mask which is secured behind both ears or head. You will not be required to wear face masks when in your hotel room/personal space or outside. Face coverings that are **NOT** acceptable include;
 - Bandanas
 - T-shirts
 - Any covering with inappropriate art, words, references

In the event you do not have a proper face covering/mask, they will be available for sale in the sea chest.

4. You will be required to adhere to campus wide social distancing guidelines. Maintain at least a 6 foot distance between yourself and other individuals. This includes while on break from class.



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5. Students will be permitted to order needed supplies online, and have them delivered to the school address.
6. Be sure you have all needed medications with you, and have enough supply to last you through the extent of your stay on campus.
7. Mooney's Pub/Port of Call Bar will remain closed due to COVID and renovation until further notice.
8. The Health Spa is open, with restrictions (no more than 10 people at a time). All guidelines must be followed when in the health spa including wearing a mask.
9. The pool will be open with social distancing in place.
10. If at any time you develop symptoms or feel/become sick please report it to a staff member and report to the nurse immediately for further direction.
11. All students' temperatures will be taken upon arrival to the school and daily in the morning, as well as in the classrooms. In addition, students are subject to random temperature checks throughout the day. If it is found you have a temperature of 100.4 F or above you may be denied access to the facility and/or class. Please keep in mind you cannot miss more than 10% of any class or you must repeat the class and you will NOT be permitted in class with a fever. ***NOTE: When a remote temperature gun is being used, any temperature that measures over 99 degrees F will be considered a fever. This will require an additional test and other possible screening. Readings from temperature guns are typically around one degree lower than what would be indicated on a standard oral thermometer.
12. NO spouses, family members or guests will be permitted on campus, at any time.
13. All meal hours will be assigned and strictly adhered to by all students. You WILL NOT be permitted into the galley/cafeteria outside your assigned meal time.

3.0 Transportation

1. All students traveling in a school vehicle must wear a protective mask during transport.
2. All students will be subject to temperature checks prior to entering a school vehicle for transport. If it is found that you have a temperature at or above the readings described above, you will be denied transport. Denial of transport is for the safety of all school staff, students and guests.
3. In the event you are denied transport in a school vehicle, you will be provided with an information sheet from the driver. The information sheet will list local testing sites, emergency rooms and hotels for your convenience.
4. If you travel using your personal vehicle, you will be subject to temperature screenings at the front gate. If it is found you have a temperature at or above the readings above, you will be denied access to the campus.



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5. In the event you are denied access to the campus, security will provide you with an information sheet containing local testing sites, hotels and emergency rooms for your convenience.
6. In the event you are denied transport or access to campus, please contact the **Travel department toll free at 877-789-7829**

4.0 Discipline 8A

Although under no indemnity of sort, the union will not be required to ship persons who, by their behavior in the course of employment aboard contracted vessels, during programs of the Seafarers Harry Lundeborg School of Seamanship and at hiring halls subject to these shipping rules, demonstrate that their presence aboard contracted vessels, may prevent safe and efficient operations of such vessels, or create a danger or threat of liability, injury or harm to such a vessel and their crews. Persons not required to be shipped shall include, without limitation, those guilty of the following:

1. Drunkenness or alcoholism.
2. Use, possession or sale of any controlled substance as defined by the USCG.
 - a. If such is suspected, the school shall have the right to require the individual(s) involved to submit to drug testing. If the individual tests positive or refuses to test, they can be immediately dismissed from the school.
3. Use or possession of dangerous weapons or substances.
4. Physical Assault.
5. Malicious destruction of property.
6. Gross misconduct.
7. Neglect of duties or responsibilities.
8. Deliberate interference with operation of vessels, the Seafarers Harry Lundeborg School of Seamanship, or hiring halls subject to these rules.
9. Deliberate failure or refusal to join vessels.
10. Any act or practice, which creates a menace or nuisance to daily operations and the health and/or safety of others.



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5.0 Dress Code

Please be respectable of the school dress code, as well as others around you. Proper dress is to be maintained at all times. If the dress code is not followed in the galley, service will be denied. If the dress code is not followed in the classroom, you will be asked to return to the hotel to properly dress. The following may **NOT** be worn in the cafeteria or classrooms:

- Tank tops, cut off shorts, bathing suits, bathing shoes, flip flops, shower clogs, short shorts, strapless shirts/dresses, halter tops, tube tops, midriff, see through or spaghetti strapped.
- **Hats, Hoods on head. You will be asked to remove if wearing.**
- Any clothing containing profane, vulgar or objectionable pictures or language.
- Pants will be worn on the hips or waist, pants or shorts hanging off one's buttocks with underwear showing is not permitted.

Exceptions will be made under the following circumstances:

- Legging pants are permitted but must be worn with a long shirt or tunic.
- Pool clothing is only permitted in the pool area.

All students are required to have coveralls and steel toe shoes when working in the vocational shop. You can bring your own coveralls or purchase them at the school, from our store for a fee of \$40.00 USD plus tax. The school can provide steel toe covers if you don't have steel toe boots, but there is a limited supply. If you do not have the required clothing for the shop you will not be permitted to complete the course. In addition long hair must be worn tied back and not hanging.

6.0 Smoking/Vaping

Smoking and/or vaping is restricted to outside in designated smoking areas. There is no smoking or vaping in the classrooms, hallways, bathrooms, offices, hotel rooms or balconies.

Any expenses accrued by the school for damage from smoking and/or vaping in a hotel room or on a balcony will be billed to the student. There is no smoking or vaping permitted within 20 feet of entrances and operable windows per Maryland State Law.



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7.0 Guests/Children

Students are not permitted to bring unauthorized guests on the base. The only guest permitted to stay in your hotel room is your spouse. You must provide a valid marriage license or a valid state ID with the same home address, upon arrival, to the front desk. No other guests are permitted to stay in your hotel room or are allowed on the premises while you are attending school. All authorized guests must obtain a badge from the admissions office and wear it at all times.

To prevent injury or accident to any child: Parental supervision is required for all dependent children or children of guests at all areas on the base including the waterfront. Spouses and children are not allowed in the academic classrooms, vocational shop area, motor pool, or any mechanical area, unless authorized by the Vice President or Asst. Vice President of the School. Children under the age of 12 must be supervised by a parent or guardian at all times.

Authorized areas for children over the age of 12 are; the swimming pool area (during lifeguard hours), and the play area.

8.0 Classroom Hours

Classes begin at sharply at designated times or as directed by the instructor, with no exceptions. Students upgrading in the steward department must report to their on-the-job (OJT) training at the time established in their weekly work schedule.

- **The galley and galley lab areas are considered a classroom.**
- Students are expected to attend ALL classes or OJT unless excused by the Director of Vocational Training and Education.
- Students are expected to be ON TIME for all classes, absenteeism and tardiness will NOT be tolerated. After one unexcused absence, you are subject to dismissal from the school.
- Your instructor must know your whereabouts during all classroom, practical and OJT hours. Missing more than 10% of any class is cause for immediate dismissal from the school.

9.0 Classrooms

Cell phones, headphones, computers, tablets smart watches, etc. and the playing of music by students is NOT permitted in the classroom, unless required by the instructor for training purposes; technology will be permitted during the exercise only.

There is NO food or drinks allowed in the classroom.

- Coffee is available in the lounge areas of most buildings. Drinking and eating is restricted to the lounges or outside only and is not permitted in the classrooms or hallways. This is strictly enforced.

Feet should never be on classroom chairs or tables. Classroom tables should never be sat on and chairs should not be used as rockers.



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10.0 Galley/Cafeteria

Food must be eaten in the cafeteria and CANNOT be taken to hotel rooms due to Health Department requirements.

11.0 Mooney's Pub/Port of Call Bar

The Anchor Bar is open to upgraders and staff **ONLY**. Alcohol is not permitted in any other area on school property. Drinks purchased at the Anchor Bar may not be removed from the bar.

The Anchor Bar staff has the right to refuse service to anyone, at any time.

12.0 Student ID Badges

Student ID badges must be worn at **ALL TIMES** while on school property. ID badges must be shown at the front gate prior to departing and returning to the base.

13.0 School Property/Equipment

All study materials/books, etc. must be kept in good condition and be returned at the completion of your course. Students may be charged for any materials not returned.

14.0 Course Certificates

Certificates from the school will be awarded only after successful completion of all required assessments and/or exams.

WARNING: Fraudulent duplication of certificates is prohibited under U.S. code and may result in loss of documentation.

15.0 Personal Vehicles/Hotel Parking

The hotel parking lot is the **ONLY** authorized parking area for upgraders. The school is **NOT** responsible for any loss or damages to personal vehicles while on school property.

At no time, will an upgrader be permitted to use his/her vehicle to conduct personal business on or around school property. Students are not permitted to drive to and from class or the fire school.

Repair work on any automobiles, such as changing oil, is not permitted on school property.

Mobile homes, trailers or campers are not permitted in the hotel parking lot, see hotel manager for parking arrangements.



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16.0 Sexual Misconduct Policy

All Students, Employees, Contractors and Guests are required to adhere to the school's Sexual Misconduct policy. See attached policy.

17.0 Bullying/Hazing

Bullying and/or Hazing is prohibited.

Hazing is defined to include: any action that intentionally or recklessly poses a substantial risk of harm to the mental or physical health of another person.

Bullying is defined to include: seeking to harm, intimidate, or coerce (someone perceived as vulnerable).

18.0 Concealed Weapons

Concealed weapons are NOT allowed on school property at any time. The State of Maryland classifies a concealed weapon as follows: Smooth bore firearms, Rifled bore firearm, Knife blade more than 2 ½ inches in length, Nunchaku, Bow and arrows, or a pellet gun.

19.0 Internet Usage / Social Media Guidelines

The illegal downloading of any copyrighted material while on school property may be grounds for immediate dismissal from the school.

The school recognizes that many students use social media. Students are expected to respect others when using social media. Do not post photos of staff members or other students without their permission. Do not post anything that will violate the school's Sexual Misconduct Policy. Do not post anything that may be viewed as threatening or discriminatory. Do not use social media to defame or bully another student or staff member. Do not post false or defamatory information about the school (facility) or any member of the school's community. Violation of these guidelines may be grounds for immediate dismissal from the school.

20.0 Unlicensed Apprentice Designated Areas

Upgraders are NOT allowed in the Trainee (UA) areas, unless visiting the nurse.

Upgraders are prohibited from having apprentices/trainees in their rooms or upgrading areas. ***Failure to comply will result in all parties being immediately discharged from the school.***