



Student Rules and Regulations Standard Operating Procedures

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."

Discipline under Shipping Rule 8. A.

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 Lundeberg 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 Lundeberg 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.

A charge brought for violation of this Rule shall be heard by the Seafarers Appeals Board, in accordance with the procedures set forth in Shipping Rule 8. B.

As stated in Shipping Rule 8.B.2., an individual shall not be permitted to attend the Seafarers Harry Lundeberg School of Seamanship while such a charge is pending.



Student Rules and Regulations Standard Operating Procedures

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 may 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 must 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 do not 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.

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.



Student Rules and Regulations Standard Operating Procedures

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. A parent must supervise children under the age of 12 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.

Classroom Hours

Classes begin at sharply at designated times or as directed by the instructor. 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.

Classrooms

Cell phones, headphones, computers, tablets, smart watches, etc. and the playing of music by students is NOT permitted in the classroom, unless approved by the instructor for training purposes.



Student Rules and Regulations Standard Operating Procedures

There is NO food allowed in the classroom. All drinks in the classroom should have a lid to prevent spills.

Feet should never be on classroom chairs or tables. Classroom tables should never be used as seats.

Galley/Cafeteria

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

Mooney's Pub/Port of Call Bar

The 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.

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.

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.

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.

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.



Student Rules and Regulations Standard Operating Procedures

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 to 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.

Sexual Misconduct Policy

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

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).

Concealed / Open Carry Weapons

Concealed and/or open carry 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, pellet gun, or any other type of gun. There are no fixed blade, sheathed or unsheathed knives permitted on the school property at any time. NOTE: The only exception is applied to chef staff/students, in the galley using cooking utensils/knives required for training and/or food preparation.

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 Rules and Regulations Standard Operating Procedures

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.

Unlicensed Apprentice Designated Areas

Upgraders are not permitted 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.

Disruptive Behavior

Disruptive behavior is prohibited in the classroom and on the premises of the School. Behavior is considered disruptive if it interferes with other students' ability to learn or participate in upgrading classes. Behavior that is found to be disruptive is grounds for immediate dismissal.

No Solicitation

Solicitation of any type is prohibited on School property.

Academic Integrity

Academic dishonesty (cheating) is not allowed per USCG and the School policies. If any proctor suspects cheating, your examination will be terminated and you will receive an incomplete for the course. The decision of the proctor is final. Any instance of suspected cheating will be investigated by management, and if it is determined cheating occurred, it will be grounds for immediate dismissal from the school. Please note: asking for unauthorized assistance is considered cheating.

Retest Policy

Students who fail a written exam will be permitted to retest one time. Retests are generally held on the Monday following the exam. If Monday is a holiday, the exam will be on the next business day. Other retest arrangements may be made as directed by the Director of Vocational Training.



Student Rules and Regulations Standard Operating Procedures

Students must pass any required assessments for a course prior to being permitted to sit for a written exam. If a student fails an assessment, they may be reassessed once by a different instructor. If both assessments are failed, the student fails the course, and must retake the course in its entirety.

When a student fails an exam and wishes to remain at the school to prepare for a retest, he or she will NOT be permitted to stay at SHLSS until transportation change fees are paid.

If a student fails the retest, the score will be recorded as a "fail". No more retests will be given.

Student who fail a course must retake the course or module and pass the appropriate exams in order to receive a grade of "pass".

NOTE: Unlicensed apprentices will be limited to three (3) attempts to pass a course.

Food Deliveries / Ride Shares

All food deliveries and ride shares (Uber, Uber eats, Lyft, etc.) must be met at the front gate. No delivery driver or ride share drivers are permitted to enter campus.