

Instructions for Classes Starting Jan.1st 2025

All Instructors must ensure they as well as the students adhere to the following policies:

1. Doors open no earlier than 7:30 am.
2. No one is allowed to smoke tobacco of any kind (including e-cigs) within 25ft of the front door.
3. Classes will not be let out earlier than 4:30pm unless approved by instructor.
4. Lunch is one hour, and breaks are the last 10 min of every hour or at Instructor discretion.
5. Any student that misses 25% off any class will fail that class.
6. No students are allowed in the building unattended.
7. No controversial topics are allowed to be discussed on Refined premises. This includes but not limited to religion, sports, politics, or sex.
8. No offensive clothing or those promoting any type of club will be allowed on Refined premises.
9. Refined Inspection Services follows the recommendations of the CDC regarding Covid and does not enforce mask policies. However, students may wear them at their own discretion.
10. Hand sanitizers are located in the classroom next to the doors.
11. Fire extinguishers are located in the kitchen as well as on the walls in the NDT GYM /or Practical area.
12. In the event of an evacuation, Primary muster point is through front door and across the street. In the event that is not possible, the secondary exit will be to go through the back door and cross the parking lot to the fence. The attendance log will be used to verify all students are present.
13. During all MT/PT classes safety glasses and hand protection must be worn at all times during practical exercises. This is not optional. Anyone who refuses to do so will not be allowed to participate in those exercises.
14. Any grievances or disputes can be submitted in writing or emailed to S5809director@refinedinspectionsservices.com

Student Conduct

Students on campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. Depending upon the severity of the violation, it may result immediate dismissal. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud. (***Immediate dismissal***)
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others. (***1st offense verbal warning, 2nd offense written warning, and 3rd offense dismissal***)
3. Non-compliance with the directives of school faculty and staff. (***Verbal warning to dismissal depending upon the directive i.e. refusing to follow safety procedures would constitute dismissal, but failure to follow instructions would constitute a verbal warning, to dismissal depending upon the number of infractions***).
4. Violation of written policies, rules, or procedures. (***1st offense verbal warning, 2nd offense written warning, and 3rd offense dismissal***)
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission. (***Immediate dismissal***)
6. Damage to property or destruction of property. (***Immediate dismissal***)
7. Creation of unsafe conditions. (***This would depend upon infraction, disabling safety equipment would be a cause for immediate dismissal, but failure to wear safety glasses would begin with a verbal warning***)
8. Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat. (***Immediate dismissal***)
9. Hurting self or others, threatening to do harm to either self or to others, or engaging in behavior that may result in either harm self or to others. (***Immediate dismissal***)

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10. Selling, consuming, and/or possessing alcoholic beverages. ***(Immediate dismissal)***
11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics. ***(Immediate dismissal)***
12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building. ***(Immediate dismissal)***
13. Controversial topics of conversation include religion, politics, or sports. ***(1st offense verbal warning, 2nd offense written warning, and 3rd offense dismissal)***
14. Any articles of clothing depicting support of any type of club or organization that maybe considered offensive. ***(This does not include religious jewelry). (1st offense verbal warning, 2nd offense written warning, and 3rd offense dismissal)***
15. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace. ***(Immediate dismissal)***

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's enrollment or employment with the school ,
- b. submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individuals, or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive working environment.

Dismissal for Violation of Student Conduct Expectations

Any student whose enrollment was terminated for violation of student conduct expectations that resulted from any of the following will forfeit all tuition costs. However, all certificates for subjects complete will be issued.

- A. Involvement of law enforcement officials.
- B. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud.
- C. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission.
- D. Damage to property or destruction of property.
- E. Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat.
- F. Hurting self or others, threatening to do harm to either self or to others, or engaging in behavior that may result in either harm self or to others.
- G. Selling, consuming, and/or possessing alcoholic beverages.
- H. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics.
- I. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building.
- J. Subjecting any faculty or fellow students to any form of Sexual Harassment