



Masters Plumbing & Gas School

School Policies

Attendance:

- Students must show up at the designated times for each course.
- Students will sign an attendance sheet 10 minutes into the beginning of the class, and 10 minutes before the class ends.
- If you do not sign the attendance sheet, or it is illegible to the reader, then the hours for that class will not be recorded.
- If a student shows up later during the class, when they sign in they must document the time in which they arrived. From the time they signed in to the end of the class, those hours will be recorded.
- If a student signs another individual's name, or modifies their time, they will be spoken to regarding the matter and be instructed not to do it again. If the same student repeats this action, they will be dismissed from the course
- If a student misses a class, a make-up class can be taken at the current make-up rate during the semester (\$11 per hour). Make-up classes can be taken at either the Hyannis or Weymouth location. The student must notify the teacher of his/her make-up class time and location.
- In case of a family emergency or illness that would cause a student to drop out of the course, 1. They can be credited for that time during the next semester or 2. They can be issued a refund totaling the amount of hours remaining in the course. NOTE: A physician's note is required for emergencies.
- If a student is given an excused absence, for example, if the student is on call from his/her employer and is contacted during the class, there will be no charge for the make-up time.
- If a student appears to be under the influence of any substance upon entering a classroom, they will be dismissed.

Make-Up Hours Policy:

- The cost of make-up hours will be determined by the current course cost at that time.

Grading:

- Students must complete their required 110 clock hours per tier course.
- If requested, students will receive a certificate of completion with a summary of their education hours completed during the current tier course.
- Students will be encouraged to participate by asking questions, answering questions, and reviewing their homework that will be assigned to them.

Guidance and Counseling:

- The school will provide guidance in preparing students for their future exams.
- The school will help students in organizing and filling out their application to take the State exam.

Job Placement:

- For students to be qualified for any of the courses offered by Masters Plumbing & Gas School, they are required to already be an employee working under a master plumber and/or master gasfitter.
- Masters Plumbing & Gas School does not offer job placement services.

Satisfactory Progress:

- Per 6.03 CMR 3.11 (2) each student will receive a progress report in writing during the mid-term of the semester if requested.

Student Complaint Resolution:

- If a student has a complaint, they may bring it to the attention of the current teacher present within the class.
- Student complaints shall be brought to the attention of the director of the school.
- Students can fill out a complaint form provided by the school.
- Students who file a complaint shall receive a response within 30 days of the director receiving the complaint.
- Complaints from students must be brought to the attention of the teacher and/or director of the school before the end of the semester.
- Complaints to the Office of Private Occupational School Education Division of Professional Licensure must be made in writing. You can download a complaint form from the DOE website <http://www.mass.gov/ocabr/docs/dpl/complaint.pdf>
- **Any student not satisfied with the outcome of their complaint by the school may file a complaint with the Office of Private Occupational School Education Division of Professional Licensure.**
- **1000 Washington Street, Suite 710 Boston, MA 02118.**
- **Telephone #617-727-5814.**
- **Website www.mass.gov/dpl/schools**

School Rules and Regulations:

Break Policies:

(a) Food

- Food is allowed in classes, provided it does not disturb the students or the teacher.
- If students do not clean up after themselves, they will lose their privilege of eating in the classroom.

(b) Breaks

- Breaks will be determined by the teacher in the class. Students must follow the designation of the break time assigned by the teacher.
- If a student goes over the break time, he or she will make up that time after class.

Discrimination Policy:

- The school will not tolerate any discrimination of a student or teacher in regards to race, gender, sexual orientation, or religious beliefs.

Inclement Weather Policy:

- The teacher of a course will make the final decision on a cancellation of a class due to inclement weather.
- Students can find out about class cancellations by visiting the school's website, checking their e-mail, or by contacting the teacher conducting the course.

Student Records:

- If a student requests hours, the school will provide them with the requested hours.

Fire/Emergency Evacuation Policy:

- The teacher will be required to go over the proper fire emergency exit strategies by making all students aware.

Smoking Policy:

- Students may not smoke in the classroom, and must obey the smoking rules of the building they occupy.

Firearms/Weapons Policy:

- Per Mass General Laws, Part IV, Title I, Chapter 269 Section 10 (j), no firearms nor weapons of any kind are permitted in the classroom or on the grounds of the school.
- If student is found in possession of a weapon or firearm, they will be dismissed from the classroom until their weapon has been removed the premises of the school.

Cellular Phones Policy:

- Cellular phones can be brought into the classroom, provided the student is on call from his/her employer, and that the cellular phone is in silent mode.
- Texting is NOT permitted.
- Phone calls can be made during break time.

Materials and Supplies:

- *Students are required to bring the following items to class:*
- No. 2 Pencils w/ erasers
- Calculator
- Architectural Ruler
- Notepad
- NFPA-54 Codebook
- Massachusetts Codebook

Homework Policy:

- Homework will be determined by the teacher who is teaching the class.
- Assignments will be put on the board before the end of the class.
- The teacher will go over assigned homework to make it clear to students what is required of them.
- Students will be given 30 minutes to review their homework before it is reviewed by the teacher.

Payment Policy:

- Course needs to be pre-paid or paid on the day that the class begins.
- Students will have one week to pay for the course from the start date.
- Credit Cards, Checks, and Cash are all accepted.
- Students can participate in the class for the first week if they have not paid, however, they will not be provided with a school workbook.

Parking Policy:

- The teacher will be responsible for explaining the building parking policies to the students that occupy the building.