



SCHOOL REGULATIONS

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TRAINING DIRECTOR'S MESSAGE

The staff of the Eagle Security Solutions would like to welcome you to our school. We are pleased that you have chosen our institution to further your career opportunities and education in the field of private security and criminal justice.

Our professional staff is committed to helping you succeed. It is our desire to help you in any way we can to achieve your professional goals. Your attitude, attendance and desire to learn are important in reaching your goals. Working together, we can prepare you for exciting employment opportunities that will be available to you after you have gained the professional knowledge our instructors have to offer.

The information in this handbook will help you become familiar with the policies and procedures of our school. Please feel free to ask any questions of any staff and take advantage of the services we provide.

We wish you success in your training with us.

Cordially yours,

James D. Booth
Director of Training
Eagle Security Solutions, Inc.

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITIES M/F/D

Eagle Security Solutions does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status or religion in admission to vocational programs, activities and employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act of 1990 and shall provide, upon request by qualified disabled individual, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability an equal opportunity to participate. For more information, contact Mark Dionne, General Manager.

APPROPRIATE DRESS

All students are expected to keep clothing neat and clean as well as practice sanitary habits. Students must dress in accordance with specific safety regulations established by the Instructor(s) in a given program. The wearing of cutoffs, tank tops, sleeveless tee shirts, or any shirts displaying vulgar or offensive wording, or images will not be tolerated. The wearing of flip flops or sandals is also prohibited. Students will not be permitted to attend any training classes if the previously mentioned prohibited garments are worn.

ATTENDANCE POLICY

Students may not be absent for more than twenty minutes of any eighteen hour course, nor more than thirty minutes of any forty hour course, nor more than forty minutes of any sixty hour course.

CLEANLINESS OF BUILDINGS, RESTROOMS, AND GROUNDS

Students are to make sure that the classrooms, training areas, restrooms and grounds are clean and free of debris.

CONDUCT

Students will receive a copy of the Code of Conduct (CoC) at the commencement of any and all EAGLE SECURITY SOLUTIONS INC. training classes. A verbal reprimand will be issued on a first violation of the CoC.

A second infraction will result in a disciplinary report and upon the third violation the student will be expelled from class without reimbursement of tuition or associated fees.

DRUG FREE POLICY

EAGLE SECURITY SOLUTIONS INC. is committed to providing a safe environment for its students, faculty, and staff. EAGLE SECURITY SOLUTIONS INC. has defined conduct in relation to the use, possession, distribution, storage, manufacture, or sale of illegal or unauthorized drugs and being under the influence of alcohol and or drugs on EAGLE SECURITY SOLUTIONS INC. property or at any sponsored event. Conduct that violates this definition poses unacceptable risks to the health, safety, and welfare of others and shall result in expulsion from the training class without reimbursement of class tuition or any related fees.

GRADING SYSTEM AND COURSE WORK REQUIREMENTS

The student's grade shall be determined by the instructor, facilitated by multiple choice examinations, and based on established requirements for the course. The grading system set by EAGLE SECURITY SOLUTIONS INC. will be used in assigning all grades.

HARASSMENT POLICY

Eagle Security Solutions Inc. is committed to maintaining an educational environment that is free from harassment and violence on the basis of sex, race, color, national origin, disability, age, religion, marital status, or any other basis prohibited by federal, state, or local law, ordinance, or regulation.

Eagle Security Solutions Inc. strictly prohibits any form of harassment or violence on the basis of race, color, national origin, disability, age, religion, marital status, or any other basis prohibited by federal, state, or local law, ordinance, or regulation. Violation of this policy will not be tolerated.

INCLEMENT WEATHER SCHEDULE

During inclement weather, students should call the Eagle Security Solutions, Inc. office number, (757) 673-4704, for announcements regarding delayed schedules or school closures.

CLASSROOM SAFETY

All students will be given specific safety instructions at the beginning of their program.

PAGERS, CELL PHONES, BLACKBERRYS OR ANY DISRUPTIVE ELECTRONIC DEVICES.

Any student in an EAGLE SECURITY SOLUTIONS INC. training class shall not have any electronic devices that omit any type of disruptive sounds or vibrations while training classes are in session. Use of such devices are permitted before and after class and during the 10 minute break provided during each 50 minutes period of training. The first offence will warrant a verbal warning and any subsequent incident will result in expulsion from the training class without reimbursement of tuition and or any other fees associated with the training class.

REFUND POLICY

Tuition is earned in full at the time of registration. EAGLE SECURITY SOLUTIONS INC. may, at its sole discretion, refund tuition to any student prior to the beginning of the course for which the refund is sought if the student is not able to attend the course for any reason and, prior to one business day before the start date of the course, the student notifies EAGLE SECURITY SOLUTIONS INC. of their inability to attend. Such refunds shall be made only by company check mailed to the student within ten business days of the cancellation. Cancellations made later than one business day prior to the start of the course, including course no-shows, *shall not be eligible for a refund.*

SMOKING POLICY/USE OF TOBACCO PRODUCTS

Smoking and the use of tobacco products in the training facility is prohibited. Smoking will only be permitted outside in designated smoking areas.

EXPULSION FROM EAGLE SECURITY SOLUTIONS INC. TRAINING CLASSES

All students shall comply with policies of the EAGLE SECURITY SOLUTIONS INC. Willful disobedience or defiance of the authority of the instructors will result in an expulsion from the training class without the reimbursement of tuition or any associated fees.

COURSE TRAINING MATERIALS

Students will be provided the necessary course materials to successfully complete the training, except that students shall be expected to bring rudimentary provisions such as writing instruments.

WEAPONS IN TRAINING CLASSES

Carrying, bringing, using, or possessing any weapon shall be determined by the training instructors and course requirements.