



ABC TRAINING CENTER STUDENT POLICIES

2019 Handbook

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Purpose and scope

The purpose of this handbook is to serve as a reference tool for trainees at Associated Builders and Contractors, Pelican Chapter. Communications between students, instructors and the Associated Builders and Contractors Training Center administration is absolutely essential for an effective craft training program.

What is ABC?

The Pelican Chapter of Associated Builders & Contractors (ABC) is not only a professional construction association representing more than 50,000 employees state-wide, but also a state-of-the-art training facility dedicated to the education of tomorrow's workforce.

Louisiana ABC is divided into two chapters: Bayou Chapter, which covers the 11- parish Greater New Orleans area, and Pelican Chapter, which covers the rest of Louisiana. Training centers are located in New Orleans, Baton Rouge, and Lake Charles.

ABC is the voice of the merit shop construction industry in Louisiana and throughout the nation. The association consists of general contractors, specialty contractors, suppliers and industry associates working together to build a better Louisiana. Characterized by strong labor-management relations, pro-active legislative initiatives, a pledge to employee safety and rewards on the basis of merit, the open shop contractor has surged to the forefront of the industry.

The Pelican Chapter of ABC is the leader nationwide for its achievements in training, safety, legislation and regulatory matters. In the last decade, merit shop construction has grown rapidly, skyrocketing from a 40% market share to an impressive 90% today.

Training Center's Mission Statement

To meet the demand for skilled craftsman by offering quality training courses in a variety of construction areas.

These rules and policies are in addition to those required by your employer (or School) and those requirements listed in the ABC Training Center Catalog.

A. Administration and Facilities

1. Training Center Office

The Training Center Office is located at 19251 Highland Road, Baton Rouge, LA 70809. (Building A). The office phone number is (225) 752-0088. Any questions, problems, or business you may have should be addressed to this office location and phone number during regular office hours (Monday – Thursday 7:30 a.m. – 6:00 p.m.) **OFFICE CLOSED ON FRIDAY**

2. Break Time

Night classes will take one 15-minute breaks during the scheduled class time (**6:00 p.m. - 9:00 p.m.**). **Buildings A and B will break from 7:00-7:15 and Building C will break from 7:15-7:30 p.m. ONLY.**

Afternoon classes held from 3:00pm-6:00pm will have one break at **4:15pm-4:30pm**
High School Day classes do not take a break.

There should be no talking or gathering in the Training Center halls while other classes are still in session. Students must be considerate of other students in class and give the students the courtesy of a quiet learning environment. No student should be in the halls during class sessions except for coming from or going to the labs. No students are allowed in the parking lots during break times. ABC Staff will closely monitor this.

3. Driving & Parking

Students must drive responsibly through the driveways and parking lots. Any speeding or reckless driving will not be tolerated.

Any vehicle parked in a “no parking” or Staff / Instructor area after the second week of the semester will be towed away at the owner’s expense. This will be strictly enforced. **LOUD MUSIC WILL NOT BE TOLERATED**

4. Phones / Cell Phones/ Classroom Computers

Use of the **Training Center office phones is prohibited** without authorization from an ABC staff person. Students should not receive any personal phone calls at the ABC office. Please inform all family members that only legitimate emergency messages will be forwarded to students. **Cell phones should be turned off during class time, left in your vehicle or placed in your pocket. No cell phone shall be visible during class time.** Cell phone calls can be made during break time. **Students’ use of classroom computers is prohibited.** Students will receive one warning with second offense resulting in suspension for the remainder of the semester.

Do not call the Training Center Office to inform us of your absence. This is to be discussed with your instructor when you return to class. **The only exception to this policy is for those students that are on attendance contract and must call the Training and Workforce Development Coordinator or Director of Workforce Development as part of the contract.**

5. Labs

All participants in the labs will be required to follow strict safety guidelines. This is everyone's responsibility. First aid kits are located in all Training Center Buildings and the Welding office.

B. CLASS INFORMATION

1. Class Schedule

Regular scheduled night classes will be conducted from 6:00 p.m. to 9:00 p.m. Monday through Thursday. No class will be dismissed prior to 8:30pm and at this time, sign in sheets will be distributed. A 3:00pm to 6:00pm welding class also takes place Monday through Thursday. Special courses, short courses, and seminars will be conducted throughout the year, with the specific times and dates being announced prior to each session.

The Supplemental Course Academy for high school classes will be conducted from 11:45 a.m. to 2:15 p.m., Monday through Thursday.

2. Attendance

Only 6 absences will be allowed during the semester for night training classes. Accelerated classes will only get 3. There are no exceptions to this policy. Classes will start promptly at the time specified. You must attend the entire class session to be given credit for the session. Tardiness and leaving early is extremely disruptive to the education process. 2 tardies or early outs will count as 1 absence (for regular and accelerated). If more than 1/3 of the class is missed (1 hour for night training, and 2.5 hours for accelerated), then the student is counted as absent for that day.

-All absences will require make-up work.

-**See attendance policies (Attachment A, B, AND C)**

-Reports are sent weekly to all employers/schools regarding attendance and grades. **Contracts** of students who have reached their **maximum days absent** will be e-mailed **along with the weekly reports to the student's employer.** (ATTACHMENT C)

-Written excuses must be initialed by the instructor, and marked either excused or unexcused. The student's full name, date missed, social security number, and class enrolled in must be included.

-Students with 3 absences will be given an email notice regarding absences. The student will report to the night Training Coordinator to discuss the situation.

3. Sign-In Sheets

In order to get credit for attending class, students will have to sign the attendance rosters at the end of each class. Any individual whose name does not appear on the sign-in sheet will be allowed to sign the bottom of the sheet only once (excluding Skill Upgrade students) and must include their social security number (last 4 digits). Any individual who signs the bottom of the sheet must visit the Training Center Office before being allowed to return to class. Employment changes of students must be reported to the Training Center Office so student transactions can be properly

handled. Students should use extreme caution to ensure that they sign on the proper line adjacent to their name.

4. Class Early Dismissal

Early dismissal of a class will require the instructor to complete the Early Dismissal Form which will be attached to his sign-in sheet. (See attachment E)

5. Student Early Dismissal

Students who have cause to leave class early will be required to sign a Student Early Dismissal Form. The early dismissal form will require a legitimate reason for leaving school early and an email will be sent to your employer letting them know why you had to leave class early. Class time missed due to early dismissal for personal or work issues must be made up. (See attachment E)

6. Book and Tuition Fees

Students' books are included in tuition and registration costs (excluding the Core Curriculum). ABC believes training manuals are valuable future resources for information to the student. ABC does not buy back books.

7. Standardized Instructional Modules

All standardized craft training programs are divided into individual instructional "modules". Each Trainee will be given a written examination and a performance evaluation at the end of each module. The grade earned on each written test must be a minimum of 70% based on a 100% maximum. Performance tests will be a "Pass/Fail" only. To earn a certificate for a regular craft course, the trainee must pass every module performance test and score at least 70% on each module written test. Trainees will have the opportunity to retest upon failure of written or performance tests. **The retest will only be given within the guidelines of the attached flow sheet (see Attachment D).**

8. Grading System

You will be required to take written and hands-on skill performance tests during the course of your training. **A score of 70% or higher on all closed-book written module tests (unless stated) will be required to successfully complete any course.** Hands-on demonstrations of acquired craft skills must be successfully completed to receive credit. **Welding students will only be allowed 2 semesters to complete a level.**

9. Online Testing

All students, except for those in, Welding, Estimating, and Planning & Scheduling will be required to take all module exams using NCCER's online testing system. At the end of each module test, the system will report their score to the student.

10. Paper Module Tests and Performance Profiles

The module number, student's name, last four of social security number, date and the primary instructor's name must all be printed on the test answer sheet. The same information will be required on the performance sheets.

Note: The primary instructor is the instructor whose name appears on the sign-in sheets and may be referred to as the P.I.

It is necessary to always have the primary instructor's name on test and performance sheets so that a student can be referenced to his group in the computer tracking system. The signature of the instructor administering the written test or performance test must also be attached. No test or performance results will be accepted or recorded without all of the proper information being completed on the sheet.

11. Skill Assessment Test

All students who will be graduating at the end of the semester in Electrical, Instrumentation, Millwright, Pipefitting, Heavy Equipment or Mobile Crane Operations will be given the appropriate NCCER assessment and must pass in order to be considered a credentialed-graduate. The assessment will be given at a scheduled date and time chosen by the instructor. If a student fails the assessment by 10 points or less from the cutoff score he/she may re-take the test after 48 hours. If the failure is by more than 10 points he/she will have to wait 30 days to re-take the test.

12. Retest/Make-up Test

Students that do not pass a written module exam must be prepared to retest at the next designated retest date. NCCER policy requires that students wait a **minimum of two days** between each attempt of the same module exam. The same policy applies for any student needing to make up a test due to an absence.

- **No student will be allowed to take the same module exam more than 2 times.**
- **If a student has made 2 unsuccessful attempts to pass the same module exam he/she will be required to repeat that level and pay the appropriate tuition.**

It is a student's responsibility to track what exams they need to retest/make-up. Students must retest/make-up any module exams administered during the 1st half of the semester by the midterm point. Dates are as follows for the spring/fall semesters:

- Fall Semester – 3rd Thursday in October
- Spring Semester – 3rd Thursday in March

If a student fails to retest/make-up a module exam by that date, they will not be permitted to continue with the class and will be dropped from the class. They will have the ability to re-enroll for the same level during current student enrollment for the next semester.

13. Transfer Policy

Students may request to be transferred to the next semester should a situation arise where a student cannot continue training in the semester. A request to transfer before the semester begins must be submitted and approved by Training Center staff. Once training begins, all requests for transfer must be requested via the instructor. Students are only allowed to transfer once per level. Once a student is transferred, no refund of

tuition can be requested. All transfers must be requested and approved by the following dates:

- Fall Semester – 3rd Thursday in October
- Spring Semester – 3rd Thursday in March

14. Refund Policy

Students sponsored by contractors or plants (ICC, GBRIA or chapter members) must request a refund by the Thursday of the first week of class.

Non-sponsored students who pay full tuition rates, must submit a request for a refund in writing to the Training Center office. The refund schedule is as follows for the current semester:

Refund Schedule	Tuition Refund	Core	Electrical, Instrumentation, Pipefitting, Millwright, Mobile Crane, Heavy Equipment	Print Reading, Estimating, Planning & Scheduling	CSST	Welding
Before start of class - January 10	100%	\$ 400.00	\$ 700.00	\$ 950.00	\$ 1,200.00	\$ 1,400.00
Drop between January 11- January 17	90%	\$ 260.00	\$ 530.00	\$ 755.00	\$ 980.00	\$ 1,160.00
Drop between January 18- January 31	75%	\$ 200.00	\$ 425.00	\$ 612.50	\$ 800.00	\$ 950.00
Drop between February 1- February 7	55%	\$ 120.00	\$ 285.00	\$ 422.50	\$ 560.00	\$ 670.00
Drop between February 8- March 14	30%	\$ 20.00	\$ 110.00	\$ 185.00	\$ 260.00	\$ 320.00

No refunds after March 14

15. Enrollment/Registration Dates

For the Spring semester (January-May):

- Current students – October
 - **LATE FEE OF \$50 WILL BE CHARGED FOR ENROLLMENT AFTER OCTOBER**
- New, sponsored students – November
- Open enrollment (pending seat availability) – December

For the Fall semester (August-December):

- Current students – April
 - **LATE FEE OF \$50 WILL BE CHARGED FOR ENROLLMENT AFTER APRIL**
- New, sponsored students – May
- Open enrollment (pending seat availability) – June

C. CONDUCT AND BEHAVIOR

You are an adult, and this is an adult education program. Your conduct is an expression of your willingness to learn and of your character. You will be expected to conduct yourself in a manner so as not to disturb the education process or affect the safety and well being of yourself or fellow students.

1. Drugs/Controlled Substance/Alcohol

The use, possession, concealment, or sale of drugs, controlled substances, or being under the influence of, look alike drugs, drug paraphernalia, alcoholic beverages, or firearms on the premises of any ABC Training Site, its parking lots, or roads of entry or exit shall be strictly prohibited. Any person found to be in violation of the above will be immediately terminated and your training sponsor company will be notified.

2. Dangerous Weapons

Any student possessing a dangerous weapon, firearms, or instrument intended or likely to produce great bodily harm, on school property, in his/her vehicle, may be subject to disciplinary action, up to and including termination /expulsion.

3. Safety

Due to the number of crafts involved in our training program, we cannot list all safety rules and regulations. You will be required, however, to abide by all federal, state, and local codes and regulations, and to include recognized industry practices and standards in your activities while attending any ABC Training Center program.

4. Children on Campus

Children will not be allowed at any time in the classroom or labs. Children are not allowed on campus unless the student is registering or obtaining make-up assignments due to an absence. At no time shall a child be left unattended while on the campus.

5. Care and Use of Tools and Equipment

You will be expected to use all tools, machinery, and supplies in a safe manner. You are personally responsible for any and all tools, supplies, and machinery that are supplied to you. Lost, damaged or broken tools, supplies and machinery will be replaced or repaired at your expense. You will be expected to follow all checkout procedures very closely.

6. Dress Code

Your manner of dress will be appropriate with the type of training being conducted. Anyone not dressed in a modest, appropriate manner will not be allowed admission to the Training Center classes. **Students should wear their pants around the waist and not below the buttocks. (UNDERWEAR SHALL NOT BE EXPOSED)** First offense will be a warning and thereafter may result in expulsion. The decision of the instructor and Directors of Education and Training Center Administration will be

final in all matters related to the dress code. Students may not wear items such as thong shoes/flip flops, low cut neck line shirts and shorts.

7. Tobacco Use

Smoking and smokeless (**chewing, snuff, vaporizer, etc**) is not allowed in classrooms or labs. Housekeeping in the smoking area will be the responsibility of the individuals who use them. **Please use the following designated area only:**

- **In the smoke pen located between buildings B and C along the fence**
- **NO SMOKING IN OR AROUND BUILDING A or C.**

Smokers must dispose of cigarette buds properly. Disposing of cigarette buds on the grounds of ABC is strictly prohibited. Those that dispose of their cigarette buds improperly are subject to expulsion from the Training Center.

8. Complaints/Grievances

The Training Center desires to resolve student concerns and/or complaints in an expeditious and constructive manner through open dialogue and honest communication.

Step One: Informal Student Concern or Complaint

When a student has a concern or complaint, resolution should be sought through informal communication with the appropriate instructor, staff member, or administrative officer who may be able to help rectify or clarify the situation before a formal written complaint is initiated. Concerns expressed by students should be addressed by the person receiving the concern, to the best of their ability, assisted by the staff member hearing the concern. Informal student concerns include items expressed verbally or in an electronic format such as email, texting, etc. If the student's concern is not resolved at the informal level, then the student is able to submit a formal written grievance by following the procedures outlined below.

Step Two: Formal Written Grievance Procedures

Once a concern or complaint cannot be resolved through the informal process, students should use the formal written grievance process outlined below. Students are encouraged to utilize the grievance procedure when they believe they have been treated unfairly; therefore, it is critical there be no retaliation against any individual involved in the procedure. Retaliation will not be tolerated.

A student who wishes to lodge a formal grievance with the Training Center must complete and submit the Formal Written Student Grievance Form which can be obtained from the Training Center Office. The form will require a narrative description of the complaint, the date(s) which the problem became evident, and a statement of the desired resolution.

The Director of Workforce Development will log the information and forward it to the Director of Education for appropriate resolution.

Within five working days of receipt, the student will receive notification indicating that the grievance has been received. The student will receive a written response after deliberation within approximately ten working days.

Administrative disposition of the grievance will generally consist of investigation into the source of the complaint, consideration of previous efforts to resolve the issue, and evaluation of any contingencies which will aid in the deliberation and disposition of the problem.

Following the investigation, evaluation, and resolution of the formal grievance, the student and the involved staff member will receive a written report of the outcome of the dispute. If the student's concern is not resolved at the formal grievance level, then the student is able to submit a final formal written grievance to the President by following the procedures outlined below.

Student Appeal Process

Students should exhaust the avenues of first communicating informal student concerns, followed by a Formal Written Student Grievance before seeking to elevate a concern the President. The student has five days at the conclusion of Step 2 to provide a written request to the President. The decision of the President will be communicated to the student in writing.

9. Suspension and Expulsion

While you have paid a Training Fee, there is no guarantee of continuation of training at ABC. We reserve the right to expel or remove any student/trainee. The right to expel/remove any student rests exclusively with ABC Training Center staff and management. Expulsion or suspension may result from, but is not limited to, any action that interferes, disrupts, or impedes our training program. **Loud music and revving engines when entering or leaving the ABC campus are examples of what ABC will strictly enforce as actions that interferes, disrupts, or impedes our training program and expulsion or suspension will result.**

10. No Solicitation Policy

While on ABC Training Center premises, no individual shall be permitted to solicit other trainees/students at any time or for any purpose. Likewise, no trainee/student shall be permitted to distribute literature of any sort or kind at any time on ABC Training Center Premises. Violation of this policy shall be grounds for immediate expulsion and forfeiture of tuition.

11. Americans with Disabilities Act

The Pelican Chapter Training Center is committed to providing reasonable and appropriate accommodations to students with known disabilities in order to afford them an equal opportunity to participate in the Center's programs, courses and activities. In order that the school may assist students with disabilities under the provisions of the Americans with Disabilities Act (ADA), students who have been recommended for enrollment and request accommodations are required to provide documentation of their disabilities from a physician, psychologist, testing center, state or federal agency or other qualified evaluator prior to acceptance.

Accommodation must be requested and granted prior to the student beginning class. No accommodation will be granted retroactively. To be considered for accommodation a student must:

1. Request and receive the Pelican Chapter, ABC Training Center ADA Accommodation Request Guidelines
2. Notify the Director of Education in writing of the request for accommodation
3. Submit all required documentation as outlined in the Pelican Chapter, ABC Training Center ADA Accommodation Request Guidelines

Attention Deficit Disorders: Completed information/verification report by a licensed physician, psychiatrist or psychologist indicating diagnosis, assessment of how diagnosis may limit student in classroom and recommended accommodations.

Mental Disorders: A psychological evaluation performed within the past three years should be submitted with the enrollment application. Only a psychologist, psychiatrist, a nurse or doctor trained in mental health, or a similarly trained professional can diagnose these conditions. Include supplemental materials, such as a psychiatric evaluation and doctor's clearance.

Permanent Physical or Sensory Disability: Completed verification including diagnosis, assessment of how long diagnosis may limit student in classroom and recommended accommodations. If the information the health care professional provides is not specific or missing, the student will need to provide more detailed verification. General temporary illnesses and conditions (e.g. cold, flu, normal pregnancy, etc.) are not considered for accommodations. Please provide any supplemental materials such as hospital stays and other medical notes that might assist the process.

Hearing & Vision Conditions: Requires the information/verification including diagnosis, assessment of how long diagnosis may limit student in classroom and recommended accommodations. Verification requires an audiologist, speech and language pathologist, or physician specifically trained to work with hearing conditions to submit written confirmation of condition. A copy of an audiogram should be included with the enrollment application. Optometrist, ophthalmologist or physician specializing in conditions of the eyes must including diagnosis, assessment of how long diagnosis may limit student in classroom and recommended accommodations. Include any supplemental materials such as visual tests verifying the condition and recommend accommodations submitted with the enrollment applications.

12. Student Records

Students may request his/her records from the ABC office in person by presenting a photo ID and a fee of \$5 during normal business hours . If a student cannot make arrangements in person to pick up a copy of his/her transcript they must send a notarized letter requesting the credentials with a money order for \$5. (No Personal Check) Rush service is available at a charge of \$30.

Students are not entitled to request a list of other students or any information concerning other individual students/trainees at any time.

- 13. Every student attending the ABC Training Center must sign ATTACHMENT F of this handbook on the first night of class. A copy of your signature will be placed in your files.**
- 14. The ABC Pelican Chapter Training Center Campus uses camera surveillance 24/7 for your safety as well as the safety of our staff. All vehicles will have license plate recorded on a DVR. Please help us keep our campus safe by reporting any suspicious activities to your instructor.**
- 15. ABC Pelican may use photos of training activity for social media and promotional material. It is the student's responsibility to notify the Training Center if his/her photo is not permissible to appear in such materials.**

ATTACHMENT A

STUDENT ATTENDANCE POLICY

For a student to attain credit for a class, he/she must remain in class for the entire class session. Any student leaving early will be counted as absent.

All other ABC Pelican Chapter Training Center students (classes that meet twice per week) are allowed six (6) absences during the twenty (20) week semester. If a student reaches the respective absence for one semester, he/she will be removed from the class for the remainder of the semester. Once a student reaches 3 absences, the teacher will fill out an **absence referral form** (Attachment B) and send the student to the Training and Workforce Development Coordinator. The Training and Workforce Development Coordinator will have the student fill out an attendance contract (Attachment C). One copy of the signed contract will be sent to the instructor and another copy will go in the student's file. An additional copy will be e-mailed to the student's employer/high school along with the weekly absentee report. If the student accumulates three more absences after this, the student will be dropped from the Training Center rolls and not allowed to return until the next semester. Please note that the ABC Pelican Training Center does not distinguish a difference in excused or unexcused absences. A total of 6 and only 6 are allowed.

In the event of an absence, it is the responsibility of the student to make-up a missed test during the scheduled retest/make-up times posted in the classroom.



ATTACHMENT B

Student Disciplinary Form

Pelican Chapter

Name of Student _____ **Class** _____
Name of School (if in high school) _____
Name of Instructor _____ **Date** _____

Describe discipline history of the student:

* attach any documentation turned in by the student

Contract with student:

I, _____, understand that if I am to continue training at the Pelican Chapter, Associated Builders and Contractors Inc. (ABC), I must put forth the effort to come to class prepared, properly dressed and conduct myself in a manner consistent with creating a positive learning climate for myself and my classmates. Should I choose not follow the guidelines set forth by ABC, I understand that it may result in being dropped from the class. I am aware that this contract serves as a disciplinary notice and any further problems will result in another write up which may lead to possible suspension for 1-3 days or expulsion from this training facility for one year.

Please note that if the above named student has any extenuating condition he/she must personally contact the Director of Training Center Administration at 225-752-0088 in order to have their case taken under consideration.

Signature _____
(Student)

Date: _____

Signature _____
(Director of Training Center Administration)

Date: _____

ATTACHMENT C



STUDENT EXCESSIVE ABSENCE FORM (to be e-mailed to employer)

Name of student _____ Class _____
Name of school (if in high school) _____
Name of instructor _____ Date _____

Describe absence history of the student:

* attach any documentation turned in by the student

Contract with student:

I _____ understand that if I miss 6 total classes for any reason, I will be dropped from the course. If I have an extenuating condition I must personally contact the Director of Education, Kelly Carpenter (phone numbers 225-752-0088 ext: 220) **BEFORE MISSING** in order to have my case taken under consideration. **NO EXCEPTIONS!**

Signed _____
(Student)

(Director of Education)

ATTACHMENT D

MAKE-UP & RE-TEST POLICY

When a student needs to take a make-up test the following procedures will be followed:

Students that do not pass a written module exam should be prepared to retest at the next designated retest/make-up testing date. The same policy applies for any student needing to make up a test due to an absence.

- A student must achieve a passing score of **70% on all closed-book** tests.
- No student will be allowed to take the same module test more than 2 times.
- If a student has made 2 unsuccessful attempts to pass the same module test he/she will be required to repeat that level and pay the appropriate tuition.

ATTACHMENT E

Student Tardy Slip or Early Dismissal Form

3 Tardies = 1 unexcused absence

A maximum of 3 early dismissals will be allowed without having to provide proof/reasons for having to leave class early. Any exceptions must include full documentation and be approved by a member of the Disciplinary Committee.

DATE: _____ TIME CHECKING IN/OUT: _____

STUDENT NAME (PRINTED): _____

STUDENT SS#: (last 4 digits only) _____

CLASS: _____

REASON FOR EARLY DISMISSAL: _____

INSTRUCTOR SIGNATURE _____

STUDENT SIGNATURE _____

- To be used for tardies and student early dismissals
- Instructor to keep in roll book and/or computer. Put “T” for tardies and “EC” for early checkouts. Use “U” for unexcused absence. Express it as T1, EC2, T3, U1 etc.
- When the student reaches the maximum allowed absence send them and the form for referral to me and I will put them on contract.
- The instructor will fill out the form and have the student sign it. Be sure to print clearly.
- Circle First Second Third Fourth Fifth Sixth --- Whichever applies
- Instructor keeps ALL copies until the student is referred to me.

ATTACHMENT F

STUDENT AGREEMENT

I have received, read, reviewed with instructor, and understand the entire ABC student policies contained in the Student Handbook. This includes but is not limited to the Absentee Policies. I agree to abide by all ABC policies. The complete handbook can be found online at www.abcpelican.org under the Education tab.

STUDENT'S NAME (printed) _____

EMAIL ADDRESS _____

CELL PHONE NUMBER _____

CELL PHONE COMPANY _____

EMPLOYER _____

CURRENT POSITION _____

STUDENT'S SIGNATURE _____

STUDENT'S SOCIAL SECURITY # _____

CLASS _____

INSTRUCTOR _____

DATE _____

ATTACHMENT G

SATELLITE PROGRAM ADDENDUM

1. ABC students will be restricted to the assigned classroom, lab and the adjoining restroom only. No one will be allowed outside of these areas. Once you park your car, proceed immediately to the classroom.
2. No one will be allowed to neither interact with any middle or high school students nor attend any of the middle or high school activities that take place during night classes.
3. ABC students must leave the campus immediately following the class.

ANY VIOLATION OF ANY OF THE ABOVE WILL RESULT IN IMMEDIATE DISMISSAL FROM THE CLASS.

Print Name

Signature

Date

ATTACHMENT H

Bullying Policy Pelican Chapter, Associated Builders and Contractors, Incorporated 5.11 Bullying Policy

The Pelican Chapter, Associated Builders and Contractors, Inc. Training Center believe that all students have a right to a safe and healthy school environment. Our schools have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. Our schools policy prohibiting bullying is included in the student handbook and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Director of Training Center Administration.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the Director of Education or his or her designee.
- The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the Director of Training Center Administration or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, and during a school-sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom
- Reassignment of classes
- Detention
- Out-of-school suspension
- Expulsion

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.

The procedures for intervening in bullying behavior include but are not limited to the following:

- All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses or experience bullying is encouraged to report the incident to a school official.

The following actions will be taken when bullying is reported:

1. Investigation

Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official.

The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.

2. Notification

Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.

4. Follow Up

Complainants will be promptly notified of the findings of the investigation and the remedial action taken.

5. Documentation

Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

Name of student _____ Class _____
Name of school (if in high school) _____
Name of instructor _____ Date _____