



**ABC TRAINING CENTER
STUDENT POLICIES**

2023 Handbook

ABC TRAINING CENTER STUDENT POLICIES

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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 high 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 8:00 a.m. – 6:30 p.m.) **OFFICE CLOSED ON FRIDAY - SUNDAY**

2. 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 on silent during class. No cell phone shall be visible during class 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.

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. A 3:00 p.m. to 6:00 p.m. 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 afternoon/evening classes. 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. If more than 1/3 of the class is missed (1 hour for night training), then the student is counted as absent for that day.

-All absences will require make-up work.

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

-Absences due to illness, family emergency or work may be excused by an instructor if proper documentation is provided.

-Students will be sent a warning email regarding absences after first 3 absences.

3. Sign-In Sheets

In order to get credit for attending class, students will have to sign the attendance roster 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 and must include the last 4 digits of their social security number. 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. 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.

5. Standardized Instructional Modules

All standardized craft training programs are divided into individual instructional "modules". Each Trainee will be given a module test 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 test. Trainees will have the opportunity to retest upon failure of written or performance tests.

6. 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 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 3 semesters to complete a level.**

7. Online Testing

All students, except for those in, Welding will be required to take all module tests using NCCER's online testing system. The following rules must be adhered to while testing:

1. No talking
2. No hats or hoods
3. No outside material
4. No tobacco products
5. No headphones or earbuds
6. No cellphones
7. No food

IMPORTANT NOTES REGARDING ONLINE TESTING:

- Any NCCER-approved reference material will be provided by the proctor prior to the start of the test.
- A student's NCCER card number will be provided at the beginning of their first semester at ABC. It is the student's responsibility to either memorize the card number or bring the card provided to each testing session.
- At the end of each module test, the system will display the student's score. If a student is unsuccessful at their 1st attempt, a training prescription will be provided to the instructor prior to the next class session. The instructor will provide the training prescription to the student for them to prepare for their retest.

8. Performance Profiles

The student's name, last four of social security number, date and the instructor's name must all be printed on the performance profile sheets.

If a student refuses to complete the hands-on test of the module, the instructor will document the refusal on the performance profile sheet and the student will not earn credit for the module. All make-ups and retests on performance profiles are scheduled by the instructor.

9. 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. The assessment will be given at a scheduled date and time chosen by the instructor. If the student fails their 1st attempt, a 2-day wait period is required. A student must wait 30 days if it is their 2nd or more attempt.

10. Retest/Make-up Test

Students that do not pass a module test 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 test. The same policy applies for any student needing to make up a test due to an absence.

- Students are generally allowed 2 attempts on each module test within a semester.
- **Request for a 3rd attempt** – A student may request **one** 3rd attempt on a module test each semester if a module test is failed twice. Student must complete **“ATTACHMENT B – Request for 3rd Attempt”** and submit to the **Training Center Office. REMINDER: Only ONE** module per semester may be taken 3 times. It is up to the student’s discretion which module they would like 3 attempts at.
- If a student fails their 3rd attempt on a module exam or if they fail at least 2 modules twice, they will be considered “Failed” for that semester and may re-enroll during the appropriate time period for the next semester. Credit for passed/completed modules will be forwarded to next semester. Only missing/incomplete modules will be required to complete the level.

It is a student’s responsibility to track what exams they need to retest/make-up.

11. 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 student must request to transfer via the Training Center Office. 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

12. Refund Policy

Students paying ICC/GBRIA or chapter member tuition rates 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 12	100%	\$600.00	\$1,000.00	\$ 950.00	\$ 1,200.00	\$ 1,600.00
Drop between January 13-19	90%	\$540.00	\$900.00	\$ 855.00	\$ 1,080.00	\$ 1,440.00
Drop between January 20 – January 26	75%	\$450.00	\$750.00	\$ 712.50	\$ 900.00	\$ 1,200.00

Drop between January 27-February 2	55%	\$330.00	\$550.00	\$ 522.50	\$ 660.00	\$880.00
Drop between February 3 – March 16	30%	\$180.00	\$300.00	\$ 285.00	\$ 360.00	\$480.00

No refunds after March 16

13. 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

14. Communication to Students

Training Center staff regularly communicates course information to students via text messages and email provided by the student via the enrollment process. If a student wishes to opt-out of receiving text messages and/or emails, the student must submit this request to the training center office.

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. **At minimum, all students must wear pants and a short or long-sleeved shirt, with close-toed shoes.** 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 dress code violation will be a warning and thereafter may result in expulsion. The decision of the instructor and Directors of Education and Workforce Development 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.**

Welding students refer to ATTACHMENT E for welding-specific dress code rules.

7. Tobacco Use

All tobacco products are **NOT** permitted on campus.

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. The ABC Pelican Chapter Training Center Campus uses camera surveillance 24/7 for your safety as well as the safety of our staff. Please help us keep our campus safe by reporting any suspicious activities to your instructor.

14. 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 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 Education at 225-752-0088 in order to have their case taken under consideration.

Signature _____
(Student)

Date: _____

Signature _____
(Training Center Administration)

Date: _____

ATTACHMENT B

REQUEST FOR 3rd ATTEMPT ON MODULE TEST

Student Name: _____

Class: _____ Module #: _____

Please select which week you would like to take your 3rd attempt:

February 6-9

March 6-9

April 17-20

May 22-25

I, _____, understand that I am only allowed **one** 3rd attempt on a module test each semester. If I should fail the 3rd attempt and would like to continue training, I will be required to repeat the level of the failed module and pay the appropriate tuition.

****Please note that credit for passed/completed modules will be forwarded to next semester. Only missing/incomplete modules will be required to complete the level.****

Student Signature _____ Date _____

ATTACHMENT C

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 Training Center Office
- 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 Training Center Office. 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
- 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 _____

ATTACHMENT D

Welding Program Rules/Policies

- Proper safety procedures must be adhered to at all times in the welding lab.
- Students must wear proper PPE and dress code at all times. Dress code for the welding program is as follows:
 - Leather boots, steel-toed boots are recommended but not required
 - Jeans or other 100% cotton pants
 - 100% cotton long-sleeved shirt
- Students must have and bring all tools/materials outlined on the Welding Supply List each day to training.
- Grinding wheels – blades and buffers – will be provided only for ABC grinders. Students may bring their own grinders that meet all proper safety rules, but blades and buffers will not be provided by ABC.
- Welding students are allotted 3 semesters per level. If a student has not been approved for a weld test at the end of their 3rd semester, the student may seek training in an alternate craft at ABC but may not return to welding.
- Students will be sent to the 3rd party weld test facility at the discretion and approval of their instructor and the Director of Education. Weld tests are scheduled only for students who have demonstrated adequate skill in the level of training they are enrolled for. Following successful results of the weld test, the student will be moved to the next level of the welding training program.