



**ABC**

# **TRAINING CENTER**

## **STUDENT HANDBOOK**

**NCCER Craft Training**

222 Walcot Road · Westlake, LA 70669  
Office 337-882-0204 | Fax 337-882-6757

OFFICE HOURS  
Monday - Thursday 8:00am - 6:30pm



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## INTRODUCTION

**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 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, covers the 11-parish Greater New Orleans area, and Pelican Chapter, which covers the rest of the state. Training centers are in New Orleans, Baton Rouge, 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 based on 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.



## RULES AND POLICIES

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 & FACILITIES

1. **Training Center Office** - Any questions, problems, or business you may have should be addressed to this office location and phone number during regular office hours.

222 Walcot Road  
Westlake, LA 70669  
Office 337-882-0204 · Fax 337-882-6757  
Monday - Thursday from 8:00am - 6:30pm, Friday – Sunday CLOSED.

2. **Break Time** - Below is the breakdown of each class and the times allotted for a 15-minute break.
  - Accelerated scheduled from 8am - 1pm will take a 15-minute break at 9am & 12pm
  - Night scheduled from 6pm - 9pm will take a 15-minute break at 7:15pm

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.

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. **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.

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** - Below are the scheduled class times:

- Accelerated 8am - 1pm Acc Welding 1pm – 5 pm
- Night 6pm - 9pm
- Satellite – varies by location

No night class will be dismissed prior to 8:30pm and at this time, sign in sheets will be distributed. Special courses, short courses, and seminars will be conducted throughout the year, with the specific times and dates being announced prior to each session.

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 regular 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 (last 4 digits), and class enrolled in must be included.
- Students with 3 absences will be given an email/text notice regarding absences.

**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 Director of Workforce Development or Director of Training Center Administration as part of the contract.

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 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 & 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.
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 online testing 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.**
9. **Online Testing** – All students, except for those in, Welding will be required to take all module exams using NCCER's online testing system. At the end of module test, the system will report their score to the student. The following rules must be adhered to while testing:
  - a. No talking
  - b. No hats or hoods
  - c. No outside material
  - d. No tobacco products
  - e. No headphones or earbuds
  - f. No cellphones
  - g. 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. NEC books will come from the Elec Instructor.
  - 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 1<sup>st</sup> attempt, a training prescription will be provided by the proctor before leaving the testing lab so that the student can prepare for their retest.
10. **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 performance 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.

11. **Skill Assessment Test** - All students who will be graduating at the end of the semester 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 their 1<sup>st</sup> attempt, a 2-day wait period is required. A student must wait 30 days if it is their 2<sup>nd</sup> or more attempt.

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.

- Students are generally allowed 2 attempts on each module test within a semester.
- **Request for a 3<sup>rd</sup> attempt** – A student may request **one** 3<sup>rd</sup> attempt on a module test each semester if a module test is failed twice. Student must complete **“ATTACHMENT D – Request for 3<sup>rd</sup> 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 3<sup>rd</sup> 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's a student's responsibility to track what exams they need to retest/make-up.**

13. **Refund Policy** – Students paying SLCUC or chapter Member tuition 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 (Minus \$100 administrative fee)	Core	Electrical, Instrumentation, Pipefitting, Millwright, Mobile Crane, Heavy Equipment	Print Reading, Estimating, Planning & Scheduling	CSST	Welding
Before start of class – January 11	100%	\$500.00	\$900.00	\$ 850.00	\$ 1,100.00	\$ 1,500.00
Drop between January 12-18	90%	\$440.00	\$800.00	\$ 755.00	\$ 980.00	\$ 1,340.00

Drop between January 19-25	75%	\$350.00	\$650.00	\$ 612.50	\$ 800.00	\$ 1,100.00
Drop between January 26- February 1	55%	\$230.00	\$450.00	\$ 422.50	\$ 560.00	\$780.00
Drop between February 2-March 14	30%	\$80.00	\$200.00	\$ 185.00	\$ 260.00	\$380.00

**No refunds after  
March 14**

### **C. CONDUCT & BEHAVIOR**

You are an adult, and this is an adult education program. Your conduct is an expression of our 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 wellbeing 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 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, Training Center Administration 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.**

7. **Tobacco Use** - Smoking and smokeless (**chewing, snuff, etc.**) is not allowed in classrooms or labs. Housekeeping in the smoking areas will be the responsibility of the individuals who use them. **Please use the following two designated areas only:**
- Under the large awning on the north side of building A in the smoking area only
  - In the smoke pen located between buildings B and C along the fence
  - NO SMOKING IN OR AROUND BUILDING 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 Record Privacy Policy** - Students are not entitled to request a list of other students or any information concerning other individual students/trainees at any time. If you are 18 years old or older, only you may request your information. Proper identification required on all transactions at ABC.
13. Every student attending the ABC Training Center must sign the Student Agreement Form (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 Director of Workforce Development. The Director of Workforce Development 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

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 to 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 a member of the Disciplinary Committee at 337-882-0204 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 discipline 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 at 337-882-0204 before **missing** in order to have my case taken under consideration. **NO EXCEPTIONS!**

Signature: \_\_\_\_\_  
(Student)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Director of Education)

Date: \_\_\_\_\_



## ATTACHMENT D

### REQUEST FOR 3<sup>rd</sup> ATTEMPT ON MODULE TEST

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_ Module #: \_\_\_\_\_

Please select which week you would like to take your 3<sup>rd</sup> attempt:

January 29 – February 1

February 19 - 22

March 25 - 28

April 22 – 25

May 20 - 23

I, \_\_\_\_\_, understand that I am only allowed **one** 3<sup>rd</sup> attempt on a module test each semester. If I should fail the 3<sup>rd</sup> 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 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 Check-In/Out: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_

Student SSN (last 4 digits): \_\_\_\_\_ 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

### 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 G

### Bullying Policy

Pelican Chapter, Associated Builders and Contractors, Incorporated

#### 5.11 Bullying Policy

The Pelican Chapter, Associated Builders and Contractors, Inc. Training Centers 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 school's 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 Workforce Development.
- 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 Workforce Development 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.