

## **Regular Class Info:**

Class is from 5pm to 8pm. Print your name and company on the sign-in every night when you get to class to be counted present. Bring your books and a pen/pencil. Snacks and drinks are allowed if you clean up after yourself, all spills must be cleaned up and all trash must be thrown away.

The ABC Office is open most days until 5pm. There is a refrigerator in the office with water and sodas – and an honor box for payment. If the offices are open when you arrive, you may go quietly to the kitchen to purchase drinks.

## **Phones and Electronic Devices:**

Keep phones and electronic devices silent and out of sight. Phones can be used on breaks, not during class unless directed by the instructor.

## **Module Tests:**

A passing grade on the module tests is 70% or higher. If a student fails a test, it can be retaken. All module tests and quarter grades must be at least 70% for the student to receive a Certificate of Completion for the year. Retests can be taken at the end of class at 8pm.

Grades and Attendance will be sent to the employer each quarter.

## **Attendance and Absences:**

It is considered an absence anytime a student is not in his/her regularly schedules class. ABC adheres to the OK Department of Labor (DOL) Standards and the DOL requires a certain number of hours in class. Because of this, there are NO excused absences (this includes classes missed due to work or illness).

However, emergencies happen so students are allowed to make up 3 absences per semester (half a year) by making up the time by sitting through class on another night (Mondays, Tuesdays or Wednesdays, make sure you sign in to get credit). Your absence must be made up within 10 weeks of the absence. More than 3 absences per semester will result in the student NOT receiving a Certificate of Completion for that year.

Leaving early or being tardy can result in an absence.

Electrical students must have ALL 4 Certificates of Completion to Graduate.

Plumbing students must have BOTH Certificates of Completion for CIB hours.

## **Looking for a new job?**

DO NOT discuss anything on ABC property about wanting to find a different employer or your company looking for new employees.

## **Unemployed Student:**

For current students who become unemployed, ABC will notify training contractors of available apprentices after receiving the 'Unemployed Student Notice'. Students can find these forms before 5pm from Becky Taylor. The student must make payment arrangements with Becky Taylor, ABC's VP Education & Safety, within a week of becoming unemployed.

## **Parking:**

Park and enter in the back of the building. Do not park where there is a no parking sign.

## **Make-up tests and homework:**

Talk to your instructor during the next class period about making up tests or homework. Do not call the ABC office about make-up tests or homework. Do not ask for the instructor's phone number for make-up work. Retests may be taken at the end of class at 8pm.

## **Inclement Weather:**

ABC will email notices to YOUR email address on file when ABC is out FOR WEATHER. School may be dismissed early due to the weather. Update ABC of email changes.

## **Classrooms and Shop Use:**

Safety first! Absolutely no horseplay in the shop. Safety Glasses and PPE required.

Leave the classroom and shop in the condition in which you found it. Beverages will be allowed if empty containers are properly disposed of, and students clean up all spills. This privilege will be suspended if abused.

## **Student Conduct and Rules:**

If any of these rules are broken, the student's employer will be notified.

- \* All students are adults and appropriate behavior is expected.
- \* Improper conduct while at ABC will not be permitted.
- \* Any student reporting for class under the influence, impaired or suspected under the influence will be immediately dismissed.
- \* Any student acting in an abusive manner will be immediately dismissed.
- \* Tobacco use is prohibited in the ABC building, this includes dipping and chewing.
- \* No vaping in the ABC building.
- \* The use of abusive or profane language is prohibited.
- \* Cheating, in any manner, will result in dismissal.

## **Transcript/Hours Letter**

Contact ABC for your transcript and hours letter to take when you take your state test. It can take up to a week to prepare so do not wait until the last minute. Electrical students accumulate actual classroom hours - up to 160 hours per year or 640 over 4 years. Plumbing students accumulate two-thirds (2/3) of a year, or eight months, over the 2-year program.

## **Questions?**

Do you have questions about homework, make-up tests, or about the trade? Ask your instructor during your next regularly scheduled class.

Do you have questions about your attendance? Do you have problems with the class or instructor? Call ABC's Education Department at (918) 254-8707.