



**Craft Training Center
of the Coastal Bend**

**Student Handbook
2011-2012**

**Visit Our Website at:
<http://www.ctccb.org>**

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Mission Statement

The Associated Builders and Contractors Merit Shop Training Program, Inc., DBA Craft Training Center of the Coastal Bend strives to meet the shared manpower needs of the Community, Business, and Industry by providing education for the construction industry. Our goal is to develop craft professionals who are experienced and capable under the highest professional standards.

History

The Craft Training Center of the Coastal Bend (CTCCB) began as a trust of the Associated Builders and Contractors Texas Coastal Bend Chapter in 1987, and the organization was titled ABC Merit Shop Training Program, Inc., a 509 (a) (2) corporation. CTCCB was designated a 501 (c) (3) non-profit educational organization by the Internal Revenue Service on January 19, 1989. On May 6, 1994, the Craft Training Center of the Coastal Bend was accredited as a training center by the Construction Education Foundation, the educational affiliate of Associated Builders and Contractors. All curricula were entitled the “Wheels of Learning” which later became the Contren[®] Learning Series, the curricula used currently.

In November 1995, the Construction Education Foundation changed its name to the *National Center for Construction Education and Research (NCCER)*, affiliated with the University of Florida, and the Craft Training Center of the Coastal Bend was then accredited as an NCCER training and assessment center. Today, the Craft Training Center of the Coastal Bend is an accredited training and assessment center with the NCCER, offering training in welding, pipefitting, instrument fitting/instrument technology, industrial painting, scaffold-building, crane operations, field safety, and safety technology and industry assessments in all craft areas.

The CTCCB is also the administrator for the Associated Builders and Contractors Plumbing and Electrical Registered Apprenticeship programs, registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training. All instructional delivery and documentation of training occurs through the Craft Training Center of the Coastal Bend. The CTCCB also delivers continuing education training for licensed electricians as required by the Texas Department of Licensing and Regulation.

The CTCCB is funded by man-hour contributions from local industry partners: Flint Hills Resources, Valero Refining Co., CITGO Refining & Chemicals Co. LP, LyondellBasell, REPCON, Inc., Brand Energy and DuPont Corpus Christi. Contributions from these industrial partners enable the CTCCB to keep the tuition and fees low in order to allow more students access to craft training.

The CTCCB is dedicated to providing its students a quality education at an affordable cost. The CTCCB's ultimate goal is to provide students a chance to learn a craft and become a member of a skilled workforce.

Facilities

The Craft Training Center of the Coastal Bend is situated on a 30 acre campus located at 7433 Leopard Street, Corpus Christi, Texas 78409. The CTCCB complex currently consists of a 34,000 square foot state-of-the-art Training Center which includes a 68-booth welding lab; labs for electrical, instrumentation, and pipefitting; a 25-station computer lab, multiple classrooms, and administrative offices. In addition to the interior areas, the facility features a 20-foot wide covered outside instructional area on each side of the building that provides additional training area. Also included in the complex is a 7,000 square foot Annex building that houses two additional classrooms and a large industrial training area.



Administration and Faculty

Administration

Matula, Anne J. *President.* EdD, Texas A&M University, MBA, Texas A&I University, BS, Texas A&I University, AAS, Del Mar College. NCCER Certifications: Administrator, Master Trainer, and ACTP-Coordinator.

Sandroussi, Michael J. *Director of Education.* University of Texas Pan American (UTPA) EdD, in progress, Corpus Christi State University, MS, Texas A & I University, BS, NCCER Master Trainer, ACTP-Coordinator.

Sanchez, Alma N. *Administrative Assistant.* AAS, Del Mar College. NCCER Certifications: ACTP-Coordinator and Proctor.

Brown, Nancy E. *Operations Coordinator.* NCCER Certifications: ACTP-Coordinator and Proctor.

Green, Wendy R. *Assessment Coordinator.* NCCER Certifications: ACTP-Coordinator and Proctor.

Johnson, Julia L. *Student Services Coordinator.* BLA, Texas A&M University. NCCER Certifications: ACTP-Coordinator.

Dowell, Gail C. *Workforce Coordinator.* NCCER Certifications: ACTP-Proctor.

Castro, Mike. *Education Coordinator.* NCCER Certifications: Core Curricula, Industrial Welding, and Pipefitting.

Wilson, Janel P. *Controller.* MBA, Texas A&M University, BBA, Texas A&M University. NCCER Certifications: ACTP-Coordinator.

Stamps, Catherine. *Receptionist.* NCCER Certifications: ACTP-Coordinator.

Faculty

Benavides, Phillip J. *Electrical Instructor. Registered Electrical Apprenticeship Program.* Licensed Master Electrician, State of Texas. NCCER Certifications: Core Curricula and Electrical.

Burleson, Arthur J. *Industrial Painting Instructor.* Painting Certificates: NACE I and NACE II. NCCER Certifications: Core Curricula, Industrial Painting, and Painting.

Carrales, Eric L. *Welding Instructor.* Welding Certificates: CAWI, American Welding Society. NCCER Certifications: Core Curricula and Welding.

Castillo, Jr., Juan. *Welding Instructor.* Welding Certificates: SMAW, GTAW, Del Mar College. Teacher certification: Texas A&M University, Corpus Christi. Master Trainer, NCCER. NCCER Certifications: Core Curricula, Industrial Welding, and Welding.

Castro, Michael A. *Pipefitting Instructor.* NCCER Certifications: Core Curricula, Industrial Welding, and Pipefitting.

Chapa, Fidel I. *Electrical Instructor. Registered Electrical Apprenticeship Program.* AAS, Del Mar College. Licensed Master Electrician, State of Texas. NCCER Certifications: Core Curricula and Electrical.

Elizondo, Alduino A. *Welding Instructor.* NCCER Certifications: Core Curricula, Industrial Welding, and Pipefitting.

Gomez, Carlos. *Scaffold Building Instructor.* NCCER Certifications: Core Curricula and Scaffolding.

Johnston, Robert. *Welding Instructor.* NCCER Certifications: Core Curricula and Welding.

Lawson, John C. *Pipefitting Instructor.* NCCER Certifications: Boilermaking, Core Curricula, and Pipefitting.

Link, Louis. *Electrical Instructor.* NCCER Certifications: Core Curricula and Electrical.

Linsteadt, Don E. *Welding/Pipefitting Instructor.* AAS, Del Mar College. NCCER Certifications: AWS Entry Level Welding Phase One and Two, AWS Welder Level One, Core Curricula, Industrial Welding, and Pipefitting.

Lopez, Jose G. *Instrument Fitting Instructor.* AAS, Del Mar College. NCCER Certifications: Core Curricula and Instrumentation.

Lopez, Manuel O. *Welding Instructor.* NCCER Certifications: AWS Entry Level Welder Phase One, AWS Entry Level Welder Phase Two, AWS Welder Level One, Core Curricula, and Industrial Welding.

Lubianski, Mark W. *Core Instructor.* NCCER Certifications: Core Curricula.

Lynch, Robert R. *Crane Operations Instructor.* NCCER Certifications: Core Curricula and Mobile Crane Operations.

Martinez, Daniel *Electrical Instructor. Registered Electrical Apprenticeship Program.* NCCER Certifications: Core Curricula, Electrical, and Instrumentation.

Nedbalek, Jonathan L. *Plumbing Instructor. Registered Plumbing Apprenticeship Program.* Journeyman Plumber, State of Texas. Backflow Certified, TCEQ, State of Texas. NCCER Certifications: Core Curricula and Plumbing.

Ortiz, Jr., Bacilio. *Instrument Fitting Instructor.* NCCER Certifications: Core Curricula and Instrumentation.

Petru, Jimmy R. *Welding Instructor.* Welding Certificates: SMAW, MIG, TIG, Del Mar College. NCCER Certifications: Core Curricula and Industrial Welding.

Rodriguez, Amadeo C. *Safety Technology Instructor.* NCCER Certifications: Core Curricula and Safety Technology.

Stirland, Susan. *Instrument Fitting Instructor.* NCCER Certifications: Core Curricula, Electrical, and Instrumentation.

Treviño, David. *Electrical Instructor. Registered Electrical Apprenticeship Program.* Licensed Master Electrician, State of Texas. NCCER Certifications: Core Curricula and Electrical.

Vela, Orlando. *Welding/Pipefitting Instructor.* NCCER Certifications: Core Curricula, Industrial Welding, and Pipefitting.

White, Timothy E. *Instrument Fitting Instructor.* NCCER Certifications: Core Curricula and Instrumentation.

School Calendar

The Craft Training Center of the Coastal Bend conducts three 14-week semesters of instruction each calendar year:

Fall Semester 2011

August 30	Orientation & Registration (6 p.m.)
September 2	Tuition payment deadline
September 6–9	Late registration (\$25 late fee applies)
September 6	Tuesday & Thursday class (6–9 p.m.)
September 7	First Monday & Wednesday class (6–9 p.m.)
September 16	Refund deadline
December 12–16	Last week of class

Spring Semester 2012

January 5	Orientation & Registration (6 p.m.)
January 13	Tuition payment deadline
January 9–13	Late registration; Last week to enroll
January 9	Monday & Wednesday class (6–9 p.m.)
January 10	Tuesday & Thursday class (6–9 p.m.)
January 20	Refund deadline
April 18 & 19	Last days of class scheduled

Summer Semester 2012

May 1	Orientation & Registration (6 p.m.)
May 4	Tuition payment deadline
May 7–11	Late registration (\$25 late fee applies)
May 7	Monday & Wednesday class (6–9 p.m.)
May 8	Tuesday & Thursday class (6–9 p.m.)
May 11	Refund deadline
August 9 & 15	Last days of class scheduled

Holidays

The offices of the Craft Training Center of the Coastal Bend observe the following holidays each year:

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Day

School holidays include:

Memorial Day
Fourth of July
Labor Day
Thanksgiving Day and the following day

Student Breaks include:

Spring Break: A one-week Spring Break occurring during the second or third week of March of the Spring Semester. The exact dates appear on the Official School Calendar.

Christmas Break: A two-week Winter Break occurring at the end of the Fall Semester and the beginning of the Spring Semester. The exact dates appear on the Official School Calendar.

Hours of Operation

Offices

The offices of the Craft Training Center of the Coastal Bend are open from 8 a.m. to 5 p.m. Monday through Friday (361-289-1636) except for the holidays stated in the previous section. The Student Services Office maintains posted evening hours to serve students enrolled in the Adult Evening Program. Evening hours may vary by semester.

Adult Evening Program

The adult program is delivered during evening hours from 6 p.m. to 9 p.m. Monday through Thursday evenings and from 8 a.m. to 2 p.m. on Saturdays when demand warrants Saturday classes. Typically, students attend six (6) hours a week split into two (2) evenings a week: Either Monday and Wednesday or Tuesday and Thursday.

High School Program

The high school program is delivered in partnership with area independent school districts. High school classes are conducted from 8 a.m. to 10 a.m., 10 a.m. to 12 noon and from 1 p.m. to 3 p.m., Monday through Friday from August 20 through May 31 (approximate) and from July 20 through June 1 for year-around school districts.

Entrance Requirements

Equal Opportunity Training

The recruitment, selection, and training of personnel shall be without discrimination towards race, color, religion, national origin, or sex.

Admission Requirements

Admission requirements for specific programs are detailed under the respective program sections. General admission requirements are as follows:

1. Any student 18 years of age or older may apply for admission (diploma or GED not required). Any student below 18 years of age (diploma or GED not required) entering adult classes at night must have written parental consent to enroll. Minors (below 18 years of age) must be accompanied by a parent or legal guardian upon registration for admission. Parental consent signatures must be present on all enrollment documents in order to enroll in the adult evening program.
2. Electrical students must have a high school diploma or GED. Students still enrolled in high school may apply to attend daytime classes, if enrolled in a qualifying high school program.
3. Students must be drug-free. Admission to the programs requires a pre-enrollment screen, usually administered during the Orientation. All students are subject to and must participate in random drug screens while enrolled in classes at the Craft Training Center. Students not in compliance and those refusing to participate in random testing are subject to immediate dismissal from the program for at least one year. If the student wishes to be considered for re-enrollment the following year, a drug screen must be provided at the student's cost and forwarded to CTCCB by the testing company. (The Board requires that **all** students must be annually drug tested.)
4. Students must complete a CTCCB application.

5. Students must pay all tuition and fees in order to be enrolled for a course. Students must pay for required textbooks before receiving textbooks.

Advanced Placement

To be awarded an advanced placement into a higher level of training, the instructor and Director of Education will need to be consulted. The Instructor will deem whether a student is qualified to advance, after a written and/or practical test is given and passed. Students being tested for Advanced Placement do so with full understanding they may not complete all modules necessary for an NCCER Certificate of Course Completion.

Granting of Credit

Students who enroll at the Craft Training Center of the Coastal Bend with credit from other schools accredited by the National Center for Construction Education and Research (NCCER) need only to present their transcript from NCCER to have completed knowledge-based credits applied toward entry at the Craft Training Center of the Coastal Bend. Performance-based assessments based on NCCER competencies will be required to place the student in appropriate skill level class.

Students who have previous education, training and/or experience other than NCCER-based programs may complete a performance-based assessment to determine the appropriate skill level placement. In order to complete NCCER accreditation, students must complete all NCCER knowledge-based modules and/or assessments for graduation.

Individuals who have gained knowledge and experience previous to the training presented may be permitted to “test-out” of NCCER materials by passing both tests without having to attend instruction. **One attempt will be allowed to test-out per module.** The Sponsor Representative will approve all testing out. Failure to test-out will require the individual to attend instruction for the specific module(s) in question. “Testing out” will not be permitted where training is required as the result of failing to make the cut score of an authorized assessment.

Students studying under the apprenticeship programs may have credit granted for previous experience and/or education in their field. The policy for granting credit under the apprenticeship programs is discussed under the program sections for electrical and for plumbing.

Certificates of Completion

All Students, after completing all modules of a particular craft, will be awarded a Certificate of Course Completion from the NCCER. A card of completion and a transcript will be sent to the student through the mail. A formal ceremony of graduation will be held during the summer for all graduating Students.

Student Registration

I. New Students

Students may pre-register for courses at any time prior to the beginning of the semester for which they are registering. Students may pay the tuition for the semester at the time of pre-registration, and all tuition must be paid by the payment deadline for the semester in order to secure a place in the class. A student is not officially enrolled for a course until the following three conditions have been met:

- All required documentation has been completed by the prospective student and is on file with the Student Services Coordinator.
- Negative drug screen results for the prospective have been received by and are on file with the Craft Training Center.
- All tuition and fees have been received by the Craft Training Center.

All new students are required to attend the Orientation conducted by the Director of Education. Orientations are listed on the Official School Calendar. Students who do not pre-register for courses may register on the evening of the Orientation, if there are still openings available in the course. Students who have not paid their tuition and fees by the Orientation Session must be prepared to pay the \$30 drug testing fee in order to take the drug screen.

All fees must be paid in full by the *Tuition Payment Deadline* issued by the CTCCB for that semester. (Please check calendar for Official Enrollment deadlines.) If enrollment conditions have not been met by the *Tuition Payment Deadline*, the student is no longer considered registered for the class and his/her name will be removed from the current student enrollment. The student may still enroll for a course during the late registration period, if openings are available. A \$25 late registration fee will be charged.

II. Returning Students

A returning student is a student who is currently enrolled and attending classes. A student must be officially enrolled in consecutive CTCCB semesters in order to be

defined as a returning student. A student who is not enrolled and attending consecutive semesters is defined as a new student.

Returning students may pre-register for the following semester two weeks prior to the end of the current semester of enrollment.

A student is not officially enrolled for a course until the following two conditions have been met:

- All required documentation has been completed by the prospective student and is on file with the Student Services Coordinator.
- All tuition and fees have been received by the Craft Training Center.

Returning students who have not met the previous enrollment conditions by the *Tuition Payment Deadline* will be dropped from the registration roll. The student may register during late registration for the course, if openings are available. A \$25 late registration fee will be charged.

An orientation for **all** returning students will be conducted (HS and Adult Program). **All** students enrolled at CTCCB will be drug tested every year.

Textbooks

Textbooks are included in the fee for specific courses as needed for program completion. Students who enter a program at a higher level than Semester 1 may have to pay for the textbook in addition to the tuition and fees, but not for all courses. For example, textbooks are included in the fee for Level I, Semester 1 courses. The same textbook may be used for the Semester 2 course and subsequent courses. Students who enter the program at Semester 2 or subsequent semesters without taking Semester 1 at this Center will need to purchase the textbook in addition to paying the fee. The textbook for Semester 2 is not included in the fee for Semester 2 if it is the same textbook that was used in Semester 1. The Student Services Coordinator will assist students in determining which course fees include textbooks and which course fees do not include textbooks.

Instructor Responsibilities

Communication

All Instructors are required to inform students of all assignments, give Students an accurate schedule, and be available to answer questions the Students may have.

Impartiality

All Instructors are required to be impartial when dealing with all Students. Instructors are not to promote any type of discrimination.

Record Keeping

All Instructors are required to keep accurate records of attendance for their students, and grades for exams, quizzes, etc. All Instructors will update records with the Student Services Coordinator and complete a Form 200 at the end of the semester.

Attendance Policy

Attendance

All students are required to attend classes, to be on time, and to sign in for every class. Students should inform their Instructor in advance of any classes that will be missed. Furthermore, students are responsible for contacting their Instructor to schedule a time to make up any missed classes and/or labs.

Craft Training Center of the Coastal Bend can terminate a student's enrollment after **three** absences per semester. Students are encouraged to contact Instructors and/or the Director of Education to make up missed classes and/or labs as soon as possible following the absence. (Students have **two** weeks to make up the absence. Any extenuating circumstances must be approved by the Director of Education.)

Tardy arrivals and absences are recorded by the instructor and reported to Student Services. Any student wishing to make up a class will be required to provide a make-up slip signed by his/her instructor and presented at the beginning of the make-up class. Lab and/or classroom space for make-ups is limited and will be assigned on a first-come first-served basis. (Extra time to refine welding skills will cost the student an additional fee.) All absence slips must be received and signed by the make-up instructor and turned in to the Student Services Coordinator by Week 13 of the semester. Only registered students and Craft Training Center of the Coastal Bend personnel are allowed in the classrooms and lab areas. No unauthorized individuals will be permitted in these areas at any time. **(Adults must be in class from 6 pm – 9 pm)**

Termination

A student's enrollment may be terminated after **three** absences per semester. Students are encouraged to contact Instructors and/or the Director of Education to make up missed classes and/or labs as soon as possible following the absence. (Students have **two** weeks to make up the absence. Any extenuating circumstances must be approved by the Director of Education.)

Re-Admission

Students who are terminated for violation of the approved attendance policy may re-enroll for the next 14-week semester. This does not circumvent the refund policy.

Apprenticeship Programs

Apprenticeship programs are bound by the Standards as approved by the U.S. Department of Labor, Bureau of Apprenticeship and Training and the local Apprenticeship Committee. Those standards are discussed under the Program Sections for Electrical and for Plumbing.

Cancellation and Refund Policy

Cancellation Policy

All classes are subject to cancellation. In the event of cancellation, students have the following options:

1. Transfer to another class, if an appropriate class is available.
2. Defer payment to the next semester.
3. Receive full refund of tuition.

Refund Policy

CTCCB's refund policy is as follows:

1. Drug screen costs (\$30) are non-refundable, if the drug screen has been administered.
2. Late fees are non-refundable.
3. All textbooks must be returned in new-like condition.

A **full refund** of all tuition and fees is due and refundable in each of the following cases provided that the textbooks are returned in new-like condition:

1. An enrollee is not accepted by the school.
2. If the course of instruction is discontinued by the school and as a result the student is prevented from completing the course.
3. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the

school, or representations by the owner or representatives of the school.

4. If an enrolled student drops from the course by 5 p.m. on Friday of the second week of the semester (except for the drug screen fee of \$30 if the screen has been administered).

A refund will then be processed and mailed to the Student at the address indicated on the application, unless CTCCB is notified in writing of a different address. Students must fill out a refund form within 30 days of termination for reimbursement. All refunds will be consummated within 30 days after the effective date of termination.

Satisfactory Progress

Grading and Marking

Students' work is graded on two criteria: Knowledge-based assessments and performance-based assessments. To successfully complete a course, all learning competencies must be passed as follows:

- 70% on every knowledge-based module
- Pass all performance-based competencies

Knowledge-based assessments are objective tests based on the Contren[®] Learning Series and are administered at the conclusion of each knowledge module in the appropriate curriculum. A grade of 70 percent is required in order to pass (satisfactorily complete) each knowledge-based module. All knowledge-based modules must be passed with a grade of 70 percent or better for successful course completion. If a student fails a module, the instructor may offer the student one opportunity to re-test and pass the module. If the student fails the re-test opportunity, the instructor will refer the student to the Director of Education for one more re-test opportunity after tutoring, a directive to re-take the course at the next opportunity, or dismissal from the program.

Performance-based assessments also follow the Contren[®] Learning Series assessment criteria and are graded on a Pass-Fail basis. All performance-based modules must be passed by the end of the semester in order to pass the course. Students not demonstrating progress sufficient to pass all required performance-based assessments by the end of the semester must repeat the course in the following semester.

Progress reporting occurs on a continuous basis throughout the semester as students receive graded and returned written work from their instructors. A progress evaluation period is any 14-week semester during which a student is enrolled and attending

classes. At the end of each semester of enrollment, the student receives a written evaluation of progress.

Program Completion

All knowledge-based modules must be passed with a grade of 70 percent or better for successful course completion. All performance-based modules must also be passed for successful course completion and satisfactory progress through the program.

A student who fails a semester will be required to repeat the semester until satisfactory progress has been made. A student who fails a semester will be placed on Scholastic Probation until the semester has been repeated and passed. Successful completion of the semester (course) will remove the student from Scholastic Probation status. If a student fails the semester (course) for the second time, the student cannot re-enroll for any course for one semester. A student may be re-admitted after one semester and may be allowed to repeat the failed semester (course) for the third time. Failure to pass the course on the third attempt will terminate the student's enrollment in the Craft Training Center. A terminated student may apply for re-admission after one calendar year.

A student who is obligated for the full semester tuition may request a grade of "Incomplete" from the Director of Education if the student withdraws for an appropriate reason unrelated to the student's academic status. An incomplete (I) must be made up, and the required work completed within one calendar year of the issuance of the incomplete (I). A student receiving an incomplete grade may return to the course in order to complete the work without the payment of additional tuition and/or fees.

Students should periodically request a copy of their transcript, from the Student Services Coordinator, to verify class progression. Students should keep their own records to verify their transcript and immediately inform the Student Services Coordinator of any differences.

Certificates of Completion

All Students, after completing all modules of a particular craft, will be awarded a Certificate of Course Completion from the NCCER. A card of completion and a transcript will be sent to the student through the mail. A formal ceremony of graduation will be held during the summer for all graduating Students.

Policies

I. Conduct policy

All Students will, at all times, be respectful of other Students and of the Instructor. Any conduct deemed inappropriate may be grounds for dismissal.

II. Safety policy

All personnel and students must be wearing the proper Personal Protection Equipment (PPE), when conducting any hands-on performance. Face shields, hearing protection, and gloves are required while grinding. Eye protection must be worn at all times while in the welding lab. All other safety procedures must be followed. **Proper clothing (shirt/pant/enclosed boots) must be worn at all times while attending CTCCB classes.**

A student will be verbally warned by the instructor or staff of the first safety violation. If a student commits a second safety violation, the student will be dismissed from the class and instructed to leave the property and may not return to class until he/she confers with the Director of Education to sign a Notice of Unsatisfactory Progress. Any additional safety violations after issuance of the Notice of Unsatisfactory Progress will result in the student's being dropped from enrollment for that semester. A student may be re-admitted after one semester. Repeated violations may result in expulsion from the program.

III. Substance Abuse, Weapon, & Contraband Policy

The Craft Training Center of the Coastal Bend has a strong commitment to provide a safe environment for its students and staff working or visiting on its premises. In order to assist in maintaining a safe learning environment and to protect lives and property, this policy shall be enforced.

The use, possession, concealment, transport, promotion, or sale of the following substances is strictly prohibited on CTCCB premises including all property owned, operated, leased by, or under the control of CTCCB:

- Alcohol
- Drugs or Drug paraphernalia
- Firearms
- Weapons
- Unauthorized explosives
- Stolen property
- Any type of contraband prohibited by law

Additionally, any student or staff member whose body system contains a detectable amount of substance in any of the aforementioned categories is in violation of this policy and is prohibited from the premises of the Craft Training Center of the Coastal Bend, and the Contractors Safety Council of the Coastal Bend.

The term “premises” in this policy is used in its broadest sense and includes all land, property, buildings, structures, and installations leased or otherwise being utilized by the Craft Training Center of the Coastal Bend and The Contractor’s Safety Council of the Coastal Bend. CTCCB reserves the right at all times on its premises to conduct unannounced searches and inspections of students, staff personnel and vendor personnel, including their effects, lockers, baggage, desks, tool boxes, clothing, and vehicles. In addition to physical searches, drug detection dogs and other testing procedures such as laboratory analysis of urine, blood, hair, or other biological specimens of the human body may be used to enforce this policy.

Testing situations may include, but not be limited to, the following:

- Pre-enrollment
- Testing after an accident, or injury
- Random

Any violation of this policy or the refusal by an individual to fully cooperate therewith will result in appropriate disciplinary action up to, and including expulsion, referral to appropriate law enforcement agency, and will be cause for not allowing the individual to continue as a student. Appropriate disciplinary action is defined as removal from the program for a minimum of one year as a result of a positive drug screen or refusal to participate in the random drug screen.

Any challenges to the actual drug screening results are between the student and the testing agency. Typically, challenges must be filed with the testing agency within 24 hours of taking the initial drug screen.

IV. Clean-Up Policy

Each class period there will be a **clean-up period of 15 minutes** prior to the end of class. Students will be responsible for cleaning up his/her work area in the labs. Instructors will verify these areas prior to students leaving the building.

V. Copyrighted Material Policy

It is against the law to copy any published material through any of the means listed below:

1. To reproduce copyrighted material in copies or record such material;
2. To prepare works based upon the copyrighted work, without obtaining proper permission from the creator and give appropriate credit to the creator; and
3. To distribute copies of the copyrighted work for public sale, or other transfer of ownership, or by rental, lease, or lending.

All textbooks, pamphlets, assessments, CBT, etc. are copyrighted material and may not be reproduced by anyone without permission from the NCCER or Prentice Hall.

VI. *Grievance Policy*

All Students and/or Instructors are able to bring before the Director of Education any grievance involving other students, or faculty members. The Director of Education will remain impartial and render a decision. If that decision is not satisfactory to all parties the President and/or Chairman of Board of Directors of the Craft Training Center of the Coastal Bend will determine if a meeting with the Board of Directors is warranted. The Chairman of the Board of Director of the Craft Training Center of the Coastal Bend will render a final decision.

VII. *Change of Address Policy*

All Students are required to update CTCCB's record of their address and phone number by completing a Student Information update form. These records will be used for future employment with our Sponsors or sending certification after graduation.

Harassment, Sexual Harassment, and Bullying Policies

The following policies apply to any and all conduct between students, between a student and a CTCCB employee, and between CTCCB employees.

The Craft Training Center of the Coastal Bend ("CTCCB") prohibits harassment of any type or bullying, against any student or employee of CTCCB. Retaliation against anyone involved in the complaint process of harassment and bullying is a violation of CTCCB policy.

Harassment

Prohibited harassment of a student or employee is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. a. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- b. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- c. Otherwise adversely affects the student's educational opportunities.

Or

2. a. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- b. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- c. Otherwise adversely affects an individual's employment opportunities.

Sexual Harassment

Sexual harassment is unacceptable and will not be tolerated by anyone to either students or employees of CTCCB. Sexual harassment of either a student or employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. a. A CTCCB employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct;
- b. The conduct is so severe, persistent, or pervasive that it:

- c. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
- d. Creates an intimidating, threatening, hostile, or abusive educational environment.

Or

- 2. a. Submission to or rejection of the conduct is used or threatened to be used as a condition of employment;
- b. Submission to or rejection of the conduct is used or threatened to be used as the basis for employment decisions;
- c. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- d. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Romantic or inappropriate social relationships between students and CTCCB employees are prohibited. Any sexual relationship between a student and a CTCCB employee is always prohibited, even if consensual.

Bullying

The CTCCB prohibits the bullying of any student or employee, by any employee or any other student.

Bullying means: Systematically and chronically inflicting physical hurt or psychological distress on one or more students or school district employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or CTCCB employee, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- 1. Unwanted teasing
- 2. Social exclusion
- 3. Threat
- 4. Intimidation
- 5. Stalking

6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

Reporting Procedures

Any student or employee who believes that he or she has experienced prohibited conduct or believes that another student or employee has experienced prohibited conduct should promptly report the alleged acts to the Director of Education or to the President of the Craft Training Center. Additionally, high school students may also report the alleged acts to a counselor or principal at their respective school district.

A report against the Director of Education or the President of the Craft Training Center may be made directly to the Board of Directors of the Craft Training Center by reporting the conduct or incident to any Board Member. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. To the extent possible, all harassment issues will be handled as confidential. If you make a harassment complaint, or are questioned during an investigation, keep the investigation and the topic of the investigation confidential, and only discuss the situation with those with a need to know.

Craft Training Center of the Coastal Bend

Student Handbook Acknowledgement Form

The Craft Training Center of the Coastal Bend (CTCCB) will not be responsible for damage to personal property, or personal injury, that results from a student's violation of or failure to adhere to the policies and procedures listed in the student handbook, or failure to follow safety instructions from instructors and staff.

I understand that enrollment and book costs are refundable only if I notify CTCCB of my intent to withdraw prior to the Refund Deadline as stated in the School Calendar.

I hereby authorize CTCCB and the National Center for Construction Education and Research (NCCER) to verify and/or release my craft training records to my current or future employer and/or other parties upon request, and agree to hold harmless the CTCCB and the NCCER for said release or verification of my training records.

I have received, read, and understand the CTCCB 2011-2012 Student Handbook and agree to abide by the CTCCB policies, procedures, and responsibilities.

Student Name (Print)

Social Security Number

Student Signature

Date

CTCCB Representative Signature

Date

Please tell us how you heard about our Program

RADIO _____ TV _____ OTHER _____

**Please sign and return this form to the Student Services Coordinator.
Keep the handbook for future reference.**