



STUDENT HANDBOOK

2026
-2027



abcnesd.org

Lincoln: 402-477-4451

Omaha: 402-344-4258

Dear ABC Students,

Welcome to the Associated Builders and Contractors (ABC) Nebraska South Dakota Chapter Apprenticeship Program!

We are honored to have you join a proud tradition of training the next generation of skilled professionals in the construction industry. Your decision to enter this program reflects your commitment to excellence, safety, and lifelong learning—qualities that define the best in our industry.

Across the country, ABC chapters are shaping the future of construction. From the Gulf Coast's industrial sites to New England's urban high-rises, ABC apprentices are earning while they learn, contributing to the built environment while building rewarding careers. Now, you are part of this movement.

At ABC Nebraska South Dakota, we are committed to providing you with the highest-quality education and on-the-job training. You'll gain hands-on experience, mentorship from industry leaders, and access to a powerful network of contractors and professionals who are invested in your success. Here at ABC "We don't just build buildings—we build people."

Our program adheres to national standards set by the U.S. Department of Labor and ABC National, ensuring your credentials are respected from coast to coast. You will graduate with the skills and knowledge employers demand—and the confidence to lead in your trade.

Here's what we ask of you:

- Be committed to your craft.
- Be safe, always.
- Be curious and never stop learning.
- Be professional, representing yourself and the industry with pride.

You're not just starting a job—you're beginning a career with virtually limitless opportunities. Whether your goal is to become a master craftsperson, jobsite foreman, or business owner, we are here to help you reach it.

Once again, welcome to the ABC family. Let's build something great together.

Sincerely,

Bill Brown President Associated Builders and Contractors Nebraska South Dakota Chapter

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ATTENDANCE

IN-PERSON CLASSES

All students are expected to be present and **ready** to begin class promptly at the designated start time. In order for the instructor to keep the class on schedule, it is expected that each student make a serious effort to attend every class. In order for you to receive full credit for each class, you must be present for the entire class.

Please note: Students enrolled in training programs will be given credit for **ONLY** the number of hours they actually attend class. It is the **student's responsibility** to make certain **their name is on the attendance sheet for each class they attend in order for credit to be given.**

Class Attendance

Attendance should be taken at the beginning of each class and before dismissing the class.

VIRTUAL CLASSES

Expectations: Before the Course Starts

1. Students are highly encouraged to use a laptop, computer, should have a stable internet connection.
2. Select a distraction-free area for the class and notify others around you that class will be in session, and you are unavailable during class time. Instructors should ensure that others do not interrupt the class session. Think of the space as a "virtual classroom."
3. Must log off for the test and log back in after testing is finished, and report grade to the instructor.
4. Other considerations include:
 - a. Turn off any other devices, including cellphones, during the class.
 - b. Check equipment in advance to troubleshoot possible issues.
 - c. Have all materials, textbooks, notebook, scratch paper, and pen or pencil handy.
 - d. No class shall be attended inside your vehicle
 - e. No illicit drugs or alcohol while testing or in class.
 - f. If not speaking, please keep mics on mute.
 - g. Cameras must remain on during the whole duration of the class period.

Expectations: During and After Class

1. All students MUST arrive at class on time.
2. Missing more than a total of 15 minutes of class time on any day will be considered an absence. The student will then be required to repeat the entire class session.
3. The instructors determine when and for how long breaks are.
4. Students must wear proper clothing (pants, shirts) for each class meeting:
 - a. Dress Code: All students must attend all class meetings, including make-up days, in approved clothes. Pants/shorts and shirts are required. Inappropriate or offensive writings or graphics on clothing will not be tolerated. Failure to adhere to the dress code will cause the instructor (s) to dismiss the student(s) and notify the ABC NE/SD Staff.
5. Students are not allowed to make or receive cell phone calls during scheduled class times. If a student has an emergency or other family problem, they must inform their instructor at the beginning of class. Should an emergency occur during instruction, the student will notify the instructor through the chat.
6. Students are not permitted to sleep during scheduled class time. Sleeping during class is counted as tardiness and could result in removal from class, resulting in the need to repeat the session.
7. Eating during the class session is allowed if it does not disrupt the class session.
8. The instructor has the discretion to remove a student from class.

MAKE-UP CLASSES

If you miss more than 2 classes a semester, contact your instructor or the ABC office to schedule a makeup class.

ABSENCES

If a student needs to miss a scheduled class for any reason, they should email the ABC NE/SD staff at theresap@abcnesd.org or jeffw@abcnesd.org; OMA or markaylaj@abcnesd.org; LNK as soon as possible. It is best to provide notification before the class; however, if that is not possible, informing them the following morning is acceptable. Please remember to note the name of the person you communicated with, as this will be helpful for verification if there are any questions regarding your reported absence in the future.

MISSED ASSIGNMENTS/TESTS

All students missing a scheduled class(es) are responsible for completing any assignments, tests, and quizzes administered in their absence. Students should make arrangements with their instructor for any make-up work that cannot be completed at home, such as a test. All missed tests and assignments must be made up prior to the next scheduled class. **MAKE-UP ASSIGNMENTS ARE IN NO WAY TO BE CREDITED AS CLASSROOM HOURS. YOU MUST BE PRESENT IN THE CLASSROOM TO BE GIVEN CREDIT FOR HOURS.**

GRADING POLICY/CERTIFICATE

Students will be graded in the following categories: attendance, test/quiz grades, and class performance. Students will be issued a percentage grade at the end of the school year. This grade will be provided to the student or their employer. A student must obtain a minimum grade of 70% to pass and advance. In addition to the final grade record, at the end of the school year students will receive the number of hours completed. If your employer is paying for your classes, then your grade and hours will be sent to them. Please call the school if you would like verification of your hours.

Note: Transcripts will NOT be sent until tuition has been paid in full by the student or their employer.

SUSPENSION/TERMINATION

A student may be suspended or terminated at the discretion of ABC NESD prior to completion of the course for one of, but not limited to, the following reasons:

- Unsatisfactory academic progress
- Excessive absences
- Non-payment of tuition
- Failure to adhere to the rules of the school where class is conducted
- Substance abuse

Students are expected to conduct themselves in a manner befitting a serious and interested course participant. A student may appeal any suspension or termination with Theresa or Markayla in the ABC NE/SD for final action.

GRIEVANCE POLICY

All student complaints are to be in writing and sent to the school's administrator. A school shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school. A written record of the student's complaint will be maintained by the school for one year following their completion date or withdrawal. At any time, any and all students may contact theresap@abcnesd.org; jeffw@abcnesd.org or markaylaj@abcnesd.org regarding a complaint or grievance.

REFUND/WITHDRAWAL POLICY

- No refunds will be issued after two weeks from the start of the school year.
 - 1st Semester **SEPTEMBER 1, 2026**
 - 2nd Semester **JANUARY 18, 2027**
- Books and access codes may be refunded only if a withdrawal is made within the first two weeks, and the book is unused.

CONDUCT

Conduct of all ABC NE/SD students is of utmost importance. The conduct of students reflects directly on the school, your employer, and the construction industry. Courtesy and mutual respect is expected to be extended by **ALL** participants to individuals and the host facilities.

The use of electronic devices for non - School activities (such as phones, laptops, tablets, headphones), although frequent in society, significantly disrupts learning. They are a distraction to those using them, those around them, and disrespectful to the instructor. Do not bring these electronic devices into the classroom because use of such an electronic device is so distracting to the learning process.

If a student is removed from the classroom for any reason by a ABC NE/SD teacher, they must meet with the ABC NE/SD Education Administration and receive written approval, if granted, before that student can return to the classroom. If the student's educational hours are being paid for by an employer, that employer will be notified of the student's conduct.

SUBSTANCE ABUSE

The use, possession, concealment or sale of drugs, controlled substances, alcohol, or drug paraphernalia on the premises or its designated training sites is strictly prohibited. Intoxication or other improper conduct arising from the use of drugs, controlled substances, alcohol, or drug paraphernalia off the premises or its designated training sites also is strictly prohibited. Any person found to be in violation of the above will be immediately terminated from the training program.

Should a student be using a legally prescribed drug that could impair his/her performance or cause a safety problem, they must make this information known to the instructor.

Any person found to be in violation of the alcohol/drug policy shall be EXPELLED from the class that day and shall not receive any credit for attendance. The student will be required to identify a person to drive them home, if no person is available, the student may be required to take a taxi/uber at the student's expense. If there are safety concerns, calling the local police may be required. May be required to speak with a member of ABC NE/SD staff

CLASS CANCELLATION

In the event of inclement weather, ABC NE/SD will broadcast cancellation announcements by email or text, by 3:00 p.m. on that day.

Students may email any staff member to confirm if classes have been cancelled.

SCHOOL HOLIDAYS/VACATIONS

Labor Day	September 7, 2026
Start of School (1st Half)	August 17, 2026
Student Orientation Dates	Held On Your First Night Of School
Regional Craft Competition	December 5, 2026
Holiday Break	November 16, 2026 - January 3, 2027
Start of School (2nd half)	January 4, 2027
National Craft Competition	March 9-11, 2027
Graduation	April 22, 2027
Last day of School	April 5, 6, 7, & 8, 2027 (contingent on weather)

***YOU DO NOT RECEIVE CREDIT FOR SNOW DAYS!**

****ABC will adjust the school calendar if there is a class cancellation.**

IMPORTANT SCHEDULE INFORMATION

All end dates are **estimated**. ABC NE/SD reserves the right to change, adjust or update class details including days, times, additional class days, etc., for any reason at any time.

GUIDANCE AND COUNSELING POLICY

ABC NE/SD does not offer any guidance or counseling to our students.

JOB PLACEMENT POLICY

Enrollment in the program does not guarantee employment; however, ABC NE/SD staff will assist by informing unemployed students of known vacancies and providing a list of companies to which students can apply.

Bill Brown
PRESIDENT
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Theresa Ptacek
VP of Apprenticeship
theresap@abcnesd.org

Jeff Wright
Education Administrator
jeffw@abcnesd.org

Markayla Jackson
Education and Grant Administrator
markaylaj@abcnesd.org

Alicia Reuland
Accounting Manager
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INSTRUCTORS
first.lastname@abcnesdedu1.org
*check google classroom

Sheila Radenslaben
Membership Director
sheilar@abcnesd.org

ABC NE/SD OFFICES

PHONE:

LNK-402-477-4451

OMA-402-344-4258

ADDRESS:

LNK: 830 Westgate Blvd. Lincoln, NE 68258

OMA: 10640 Burt Circle Omaha, NE 68114

STUDENT REMINDERS

- Be sure to update your contact information with ABC NE/SD whenever it may change in order to receive important notifications regarding your course(s).
- Do not unsubscribe or opt-out of emails from ABC NE/SD.
- You, the student, are responsible for checking licensing requirements with the state of Nebraska and/or Iowa for your trade.
- Sign your teacher's attendance sheet each class.

TO REGISTER FOR COURSES

- Please visit abcnesd.org to register online and prepay prior to the first night of class
 - ABC Member and Not-Yet-A-Member pricing includes tuition, textbook(s), and class materials unless otherwise noted.
 - We urge you to register as soon as possible to ensure a place in the course of your choice. Early registration will often prevent the cancellation of a course due to low enrollment.
 - At the end of each semester students will receive a grade report for the hours earned for the year.
- ABC NE/SD, in compliance with both state and federal laws and regulations, does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, disability or Veteran's status in any of its policies, procedures, or practices.
- **Returned Check Policy:**
 - If a payment is by check or e-check (ACH debit), and the payment is returned as Non-Sufficient Funds (NSF), the Student or the Responsible Party will be responsible for the original check amount in addition to a \$50 service charge. Once notice is received of the returned payment, the ABC NE/SD office will contact the student or responsible party for the returned payment. Returned payments accepted are certified check, money order, or credit card.

