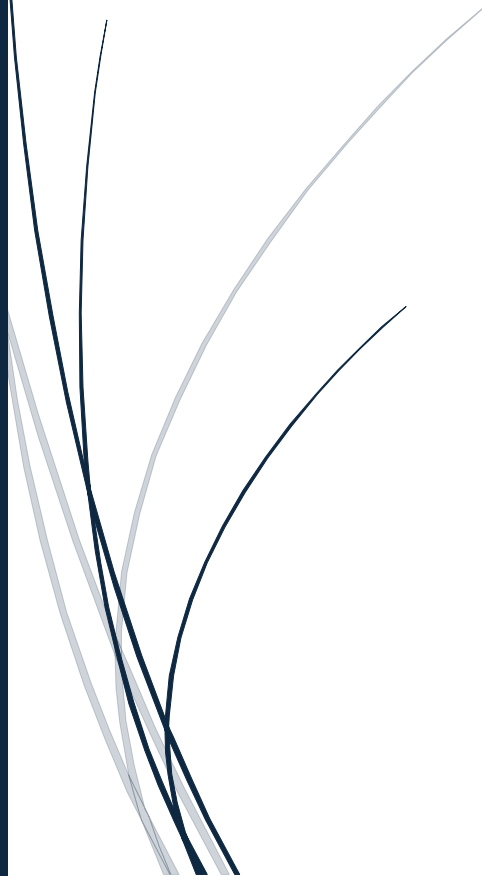


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Fall 2024

Area II Plumbers JATC

Student Handbook

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Area II Plumbers JATC
<https://area2app.com/>
(503) 991-5203

Calendar of Important Days

| Term | Beginning of Term | End of Term | Final Exams |
|-------------|------------------------|-------------------------|------------------|
| Fall 2024 | Monday, Oct. 14, 2024 | Tuesday, Dec. 17, 2024 | Dec. 16-17, 2024 |
| Winter 2025 | Monday, Jan. 6, 2025 | Saturday, March 8, 2025 | Mar. 3-8, 2025 |
| Spring 2025 | Monday, March 17, 2025 | Saturday, May 24, 2025 | May 19-24, 2025 |

Closures and Holidays

| School Closures | Dates |
|-------------------|----------------------|
| Labor Day | Monday, Sept. 2nd |
| Thanksgiving Week | November 25th-29th |
| Winter Break | Dec. 16th - Jan. 3rd |
| March Break | March 10th-14th |
| Spring Break | March 24th-28th |
| Memorial Day | Monday, May 26th |
| Independence Day | Friday, July 4th |

| Office Closures | Dates |
|--------------------------|----------------------|
| Labor Day | Monday, Sept. 2nd |
| Thanksgiving & Day After | November 28th-29th |
| Christmas Eve Day | Tuesday, Dec. 24th |
| Christmas Day | Wednesday, Dec. 25th |
| New Years Day | Wednesday, Jan. 1st |
| Memorial Day | Monday, May 26th |
| Independence Day | Friday, July 4th |

* Area II Plumbers JATC office is closed on Fridays

** Area II Plumbers JATC office is open during school breaks except on holidays notated above.



Welcome to Area II Plumbers Joint Apprenticeship & Training Committee (Area II Plumbers JATC)! We are a non-profit apprenticeship program that serves as the plumbing apprenticeship program for the Oregon counties of Benton, Gilliam, Hood River, Lincoln, Linn, Marion, Polk, Sherman, Wasco, Yamhill, Clackamas, Multnomah, Washington, and Clatsop.

Area II Plumbers JATC offers individuals of all genders the opportunity to gain experience and use plumbing skills that can develop into a lifetime career. Our program is a combination of classroom instruction and on-the-job training. Plumbing businesses (Training Agents) participate in our program to invest in the on-the-job training process to develop well-trained plumbers.

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SECTION I: GENERAL INFORMATION

Contact Us

Area II Plumbers JATC
1995 16th St NE Ste 105
Salem, OR 97301
503-991-5203

Dustin Hoehne
Adult Ed. Administrator
aeadmin@area2app.com

Hether Beaver
Area II Liaison
aepl@area2app.com

Adult Education Center Office is open Monday through Thursday, 8:00 a.m. to 5:00 p.m.

Website: <https://area2app.com/>

School Hours: Monday through Thursday, 6 p.m. – 9 p.m.

Emergency Closure and Notifications

Area II Plumbers JATC may change its operating status during and surrounding periods of inclement weather or emergencies. Area II Plumbers JATC makes decisions based on its Keystone campus conditions, which may not be the same decision made by nearby school districts, colleges, or universities. Students should check their email or our website for weather related information.

SECTION II: YOU, THE STUDENT

Area II Plumbers JATC Apprenticeship Program Minimum Qualifications

- At least eighteen (18) years of age.
- High school graduate or a certificate of equivalency (GED).
- One year of high school math or equivalent post-secondary course(s) completed with a grade of “C” or better, or an equivalent placement test score.

Equal Employment Opportunity

Area II Plumbers JATC shall not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 18 years of age or older. Area II Plumbers JATC shall take affirmative action to provide equal opportunity in apprenticeship and shall operate the apprenticeship program as required under this plan and Title 29 CFR, Part 30. [Visit Area II Plumbers JATC website for official statement.](#)

Attendance

Our attendance policy is designed to ensure that all apprentices can fully benefit from their educational experience. Regular attendance not only contributes to an apprentice's academic success but also enhances their understanding of course material through active participation in discussions, group activities, and direct learning opportunities.

Instructors take attendance daily and turn it into the office.

Students are allowed two absences fall and winter terms.

Students are allowed one absence spring term.

- Students may be required to attend special classes outside normal school hours. Advanced notice will be given.

Tardies

Classes begin at 6 p.m. Students are expected to be in class on time. Students who enter class after 6 p.m. are considered tardy. The instructor will notify the office of tardies.

Students are allowed one tardy per term.

Subsequent tardies are reported to the Apprenticeship Program and may result in Committee action.

Repeated Course

Students may repeat a course if they have approval from the Area II Plumbers JATC.

Clothing

At Area II Plumbers JATC, we value professionalism and mutual respect among all participants. Dress as though you are making a residential customer service call. Clothing with political, sexual, or inappropriate messages is prohibited. [Likewise, clothing with obscene, offensive or inappropriate graphics or images is prohibited.](#)

Individuals with Disabilities

The Americans with Disabilities Act (ADA) aims to ensure equal opportunity and full participation in society for individuals with disabilities, promoting inclusiveness, accessibility, and non-discrimination across various sectors of public and private life.

The ADA and Section 504 of the Rehabilitation Act aim to ensure equal opportunity and full participation in society for individuals with disabilities, promoting inclusiveness, accessibility, and non-discrimination across various sectors of public and private life. This protection applies not just to apprentices, but also to all individuals who have access to the school's programs and facilities.

Reasonable Accommodations: These laws require trade programs to provide reasonable accommodations to ensure that individuals with disabilities have equal access to all aspects of the program. A **R**reasonable accommodation could include modifications to equipment, adjustments to training schedules, the provision of auxiliary aids (like sign language interpreters or assistive technology), or changes to policies and procedures to ensure accessibility.

Accessibility: Trade programs must ensure that their facilities, classrooms, training materials, and communication methods are accessible to individuals with disabilities. This includes physical accessibility (such as ramps and accessible restrooms), programmatic accessibility (such as accessible curricula and instructional methods), and communication accessibility (providing information in accessible formats).

Compliance and Enforcement: Both ADA and Section 504 are enforced by federal agencies through investigation of complaints and, if necessary, legal action. If you have concerns or require accommodations, contact the [Adult Education Administrator](#).

Anti-Bullying, Harassment, and Hazing

Harassment, intimidation, hazing, or bullying of any sort is prohibited at Area II Plumbers JATC and will not be tolerated. A copy of our policy can be found in Appendix A of this handbook. Conduct of this nature is prohibited, even if it occurs off-duty, if it creates an offensive work environment or unreasonably interferes with another student's work. Also, you should assume that conduct of this nature is unwelcome and will offend other students. Therefore, you are expected to refrain from engaging in such conduct, regardless of the circumstances. It will not be an acceptable excuse that others participated in the conduct or did not appear to be offended. In addition, no one should suggest or threaten that a student's cooperation, tolerance, or objections to such conduct will have any effect on that student's advancement.

SECTION III: ACADEMICS

Courses of Study/Course Materials:

Course materials are required for students enrolled in the Area II Plumbers JATC Program. Please see the course syllabus for more details.

Grades:

A minimum of 144 hours of related training is required each year. Related training must be completed with a grade of C or better.

Related Training:

See Appendix G of [Area II Plumbers JATC Standards](#)

Privacy:

[ORS 660.339](#) ensures that the privacy rights of adult education students, including personal and academic records, are protected. The statute aims to maintain confidentiality while allowing appropriate access to educational records when necessary for educational purposes or with consent from the student. This ensures that adult learners' privacy is respected, and their educational information is managed securely. Area II Plumbers JATC will not release any information to any party.

SECTION IV: STUDENT CODE OF CONDUCT

Code Of Conduct for Adult Students

By applying and registering with Area II Plumbers JATC Apprenticeship Program, all students agree to abide by all regulations, as published in the student handbook and other school publications, as well as federal, state, and local laws.

Any student whose conduct or dress is in violation of the law, is a public nuisance or is deemed improper and detrimental to the program, and/or does not abide by the policies of a program may be subject to disciplinary action, including expulsion.

Student Right and Responsibilities

Right to Proper Academic Evaluation:

Our students have the right to clear instructions and grading criteria for assigned work. Your grades will be based solely on academic performance.

Right to Freedom from Harassment, Discrimination, and Retaliation:

Individuals have the right to pursue their educational goals in an environment that is free from harassment and discrimination.

Right to Privacy of Student Records:

Area II Plumbers JATC will not release any information to any party without written consent from the participant.

Right to Free Expression and Inquiry:

Area II Plumber JATC students have the right to express their ideas and opinions. “Freedom of expression” means that you have the right to express your ideas and opinions without fear that the federal and/or state government is going to restrict your expression or act against you for expressing your ideas. Area II Plumber JATC will comply with the First Amendment. Freedom of expression is protected under the First Amendment and is one of the most important rights in the United States Constitution.

As a student, an essential part of the college experience is exposure to ideas that challenge your understanding of the world and encourage you to think critically. It can be hard to be part of conversations in which people express diverse, and sometimes offensive, ideas. In the classroom, students cannot engage in harassment or other violations of the code of conduct and at the same time, students cannot be prohibited from expressing ideas because those ideas are unpopular, offensive, or contrary to Area II Plumber JATC values.

Personal Responsibilities

Food and drink:

There will be an area available for eating meals before class and during breaks. Eating in the classroom depends on the instructor. Food is not permitted in the lab. Please clean up your own mess after eating.

Vandalism and Theft:

Students are expected to treat each other's property, as well as the property of Area II Plumbers JATC and staff, with respect. No student shall vandalize, take, acquire, or possess the property of Area II Plumbers JATC, students, or others without the consent of the owner. Students who vandalize or take other students or Area II Plumbers JATC property will be expected to fix or replace the items, and/or be recommended for cancellation. In extreme cases, the police may be notified.

Threats:

No student shall threaten another student, instructor, staff member, or guest(s) associated with Area II Plumbers JATC. Any oral or written statement or otherwise expressed action that an instructor, staff member, student, or guest(s) associated with Area II Plumbers JATC feels to be a threat will be considered a threat. Threats may result in disciplinary action up to and including cancellation.

Assault/Fighting:

Physical assault of an instructor, staff member, student, and/or guest(s) associated with Area II Plumbers JATC, regardless of whether it causes injury, will not be tolerated. Assault may result in disciplinary action up to and including cancellation.

Harassment, Intimidation and Bullying:

Harassment, intimidation, or bullying behavior by a student, instructor, or staff member in the Area II Plumbers JATC is prohibited, and such conduct may result in disciplinary action up to and including cancellation. "Harassment, intimidation, or bullying" means any intentional written, verbal, graphic, or physical act, including electronically transmitted acts (i.e., Internet, cell phone, personal digital assistant, or wireless hand-held device), either overt or covert, by a student or group of students toward other students, instructors, staff, or visitors, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds at any school-sponsored activity.

Causing mental or physical harm to other students including, placing an individual in reasonable fear of physical harm and/or damaging students' private property, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students.

These situations include acts that include physical and emotional harm as well as cyberbullying cases that are initiated outside of Area II Plumbers JATC, may be addressed when they are extended to school and "disrupt or interfere" with the educational process.

Extortion:

Extortion is considered the use of threats, intimidation, force, or deception to take or receive something from someone else. Extortion is expressly prohibited, and will lead to discipline, up to and including cancellation.

Cheating, Plagiarism and Honor Policy:

Cheating includes, but is not limited to, the following:

- Stealing others' projects or work.
- Use of artificial intelligence (AI) without the instructor's approval.
- Using the internet to find answers without the instructor's permission.
- Copying other students' work.
- Using references (cheat sheets, books, notes, etc.) during quizzes or tests is not permitted without instructor approval.
- Sharing answers (the person giving the answers is cheating as well as the person receiving answers).
- Plagiarism (taking credit for work without citing references).
- Falsification of data or observations.
- Transmitting information meant as an individual assignment to a group.

Students found cheating or plagiarizing on an assignment will be subject to an immediate meeting with the Instructor and Adult Education Administrator. In most cases, students will be subject to action from the Area II Plumbers JATC Committee.

Possession/Use of Drugs or Alcohol:

Possessing, using, transmitting, or concealing, distributing, or being under the influence of any drugs or alcohol is prohibited on Area II Plumber JATC grounds or at any Area II Plumber JATC sponsored event and may result in disciplinary action up to and including cancellation. This includes, but not limited to, alcoholic beverages, controlled substances, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over-the-counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

Possession or Use of Tobacco:

Possession, consumption, distribution, purchase, and use of any tobacco products are prohibited in the Area II Plumbers JATC facility. This also includes any tobacco-related materials, such as matches, lighters, electronic cigarettes, vaporizing pens, cartridges, and other devices that produce flames. View posted directions. Students must be ten feet away from the entrances and exits.

Possession or Use of a Weapon:

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, utility knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may result in disciplinary action up to and including cancellation.

Possession or Use of a Firearm:

Firearms are prohibited on Area II Plumbers JATC property, in any facility, or at any Area II Plumbers JATC sponsored event, regardless of where it occurs, and may result in disciplinary action up to and including cancellation. This prohibition extends to possession, distribution, purchase, and use of any firearms. This also includes any related materials, such as ammunition, magazines, holsters, and any other devices that discharge projectiles.

Possession/Use of Explosives, Bomb Threats, and False Alarm Reports:

A student shall not on his or her person, have easy access to, transmit, conceal, use, or threaten to use fireworks, smoke bombs, stink bombs, mace (chemical or pepper), explosives, or other such devices capable of inflicting bodily injury or disrupting the educational process. Making bomb threats against Area II Plumbers JATC students, instructors, staff, or guests, including tampering, or interfering with the fire alarm, is prohibited and may result in disciplinary action up to and including cancellation.

Consequences of Prohibited Behavior:

If immediate action is required, the [Adult Education Administrator](#) and Instructor will respond with the safety of the other students in mind. Follow-up with the Area II Plumbers JATC Committee may result in disciplinary action up to and including cancellation.

Complaint Resolution Procedure

Students who have a dispute with Area II Plumbers JATC Adult Education must proceed as follows:

- a. State the grievance in writing and submit it to the [Adult Education Administrator](#) no less than ten (10) days before the next Area II Plumbers JATC Committee meeting for placement on the agenda.
- b. Attend the Area II Plumbers JATC Committee meeting and attempt a resolution of the dispute; and
- c. The resolution will be communicated to the grievant in person and noted in the Area II Plumbers JATC Committee Meeting minutes.

A student who has a dispute with the Area II Plumbers JATC Committee will be directed to the [Oregon Bureau of Labor and Industries](#) for complaint resolution.

Use of Cellphones

All cellphones must be set to silent or vibrate upon entering the classroom to prevent disruptions. In emergency situations, the student should inform the instructor they need to take a call and step outside the classroom. Texting and accessing social media during class is prohibited.

Parking

Please park only in designated areas marked for parking. This ensures the safety and convenience of everyone using our premises. Vehicles parked outside of designated areas may be subject to towing or other actions at the owner's expense.

Area II Plumbers JATC hereby informs all patrons and visitors that we cannot accept responsibility for any damage that may occur to vehicles parked on our premises. We encourage all individuals to take appropriate precautions and park at their own risk. We advise contacting local authorities and insurance providers for any incidents requiring further assistance or investigation.

APPENDIX A:

POLICY AGAINST HARASSMENT

It is our policy that students, instructors, and staff have a right to work in an environment where the dignity of everyone is respected. For that reason, we expect all interactions in Area II Plumbers JATC to be accomplished in a business-like manner with concerns for the wellbeing of others. Any conduct that could reasonably be viewed as harassment of staff, instructors, students, members, vendors, or business associates is not permitted, regardless of their working relationship or supervisory status. Specifically forbidden is conduct related to a person's sex, sexual orientation or gender identity, race, ethnicity, citizenship, religion, age, disability, or other legally protected characteristics.

Prohibited conduct of a sexual and gender-based nature includes conduct such as the following:

- Sexual advances, innuendoes, or unwelcome requests for dates
- Unwelcome touching
- Unwelcome visual conduct, such as leering or making sexual gestures.
- Telling dirty jokes
- Talking about your sex life
- Spreading rumors or telling stories about another's sex life.
- Making derogatory comments about a person's gender or any individual's sexual orientation or gender identity
- Obscene language of a gender or sexual nature
- Use of Area II Plumbers JATC computers, phones, internet, or other communication systems to access, send, receive, or store material of a sexual or gender-based nature as prohibited above.
- Any other verbal, graphic, electronic, or physical conduct of a sexual or gender-based nature that has the purpose or effect of creating a hostile or offensive work environment or otherwise unreasonably interferes with work.

APPENDIX B:

RIGHT TO EQUAL OPPORTUNITY

It is against the law for a sponsor of an apprenticeship program registered for federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (18 years or older), genetic information, or disability. The Sponsor must ensure equal opportunity regarding all terms, conditions, and privileges associated with an apprenticeship. If you think that you have been subjected to discrimination, you may file a complaint within three hundred days from the date of the alleged discrimination or failure to follow the equal opportunity standards with the Oregon Bureau of Labor and Industries, 800 NE Oregon Street, Suite 1045, Portland, OR 97232. You may also be able to file complaints directly with the EEOC, or the State Fair Employment Practices Agency, at the above location.

Each complaint filed must be submitted in writing and include the following information:

- a) Complainants name, address, and telephone number, or other means for contacting the complainant.
- b) The identity of the respondent (i.e., the name, address, and telephone number of the individual or entity that the complaint alleges is responsible for the discrimination).
- c) A short description of the events that the complaint believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complaint believes the actions were discriminatory (for example, because of his or her race, color, religion, sex, sexual orientation, national origin, age (18 or older), genetic information, or disability).
- d) The complainant's signature or the signature of the complaint's authorized representative.



Acknowledgement of Receipt of Student Handbook

I acknowledge receipt of the Area II Plumbers JATC Student Handbook, expectations, and responsibilities. I have read them as instructed by the Area II Plumbers JATC and I understand my responsibilities as an apprentice.

I further acknowledge that I have read and understand the following harassment policy statement:

HARASSMENT POLICY: An apprentice may be terminated from the apprenticeship and barred from future application for up to one year for documented acts of abuse, assault, battery, harassment, intimidation, stalking, or other threatening behavior toward an individual involved in the operation of an apprenticeship or training committee, including (but not limited to) committee members, staff to the committee, representatives of participating unions and training agents, and staff of classroom training facilities.

***Students may be required to attend special classes outside normal school hours. Advanced notice will be given.**

Signature of Apprentice: _____

Printed Name _____

Date: _____