



STUDENT HANDBOOK

2024 2025



gwgci.org

781.270.9990

**MORE THAN 40 YEARS
IN SERVICE TO YOU!**



For more than 40 years, Gould Construction Institute has been a cornerstone of excellence in construction education, proudly serving the construction industry in Massachusetts and parts of New England.

As we celebrate this milestone, we extend our heartfelt gratitude to the dedicated teachers, passionate students, committed administrators, and diligent staff who have been integral to our success. Your unwavering support and commitment have made Gould Construction Institute the premier choice for construction education.

To commemorate our years of service, we are excited to launch a new celebratory logo. Join us in continuing this legacy of excellence and innovation in the construction industry.

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WELCOME GCI APPRENTICES!

Dear GCI Students:

Thank you for allowing GCI to be your education partner! We are thrilled to share some exciting updates with you. The construction of the new Gould Construction Institute (GCI) facility in Billerica, MA is well underway and progressing as planned. This is GCI's first bricks and mortar facility and includes both classroom and shop space. We believe this marks the beginning of a new chapter for GCI, allowing us to expand our apprentice trade education, offer more daytime options, and introduce new programs across the industry.

The Billerica facility will accommodate six classrooms and a flexible shop space to cater to multiple trades, including sheet metal, electrical, refrigeration, sprinkler fitting, pipefitting, plumbing and carpentry. Andover classes previously held at GLTS and Franklin classes at Tri-County will move to our new Billerica location this September.

A new schedule will be implemented as night classes at the Billerica location will be held one night per week for 4 hours per night through the end of June. We will hold classes during February and April school vacations.

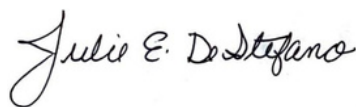
The daytime and evening electrical programs currently held in Andover and Woburn will move to this location in Billerica starting this coming school year. In addition, we are hoping to offer a new daytime sheet metal class at this location and will be sure to let you know as soon as it becomes available.

Furthermore, we have expanded our plumbing program to include classes in Billerica and Taunton, in addition to our existing programs in North Adams and Springfield.

As we prepare for the upcoming academic year, we want to emphasize that GCI's teachers and staff are committed to supporting you throughout your educational journey. It is essential to take charge of your career path and understand the requirements of your trade, whether licensed or non-licensed. If you have any questions, we are here to provide the best possible answers and guide you in the right direction.

Thank you for your continued support!

Sincerely,



Julie E. DeStefano
President, Gould Construction Institute



@GWGCI



@GWGCI



/GouldConstructionInstitute



Gould Construction Institute



Student Resource Page

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 of 120 hours or more, 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, or tablet with a keyboard and should have a stable internet connection. Cellphones are the least preferable choice of devices.
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, especially children, do not “photobomb” the class session. Think of the space as a “virtual classroom.”
3. 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. Have all class aides, PowerPoint ready to be shared.

Expectations: During and After Class

1. All students MUST arrive to 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 GCI 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 a tardy and could result in removal from class, resulting in the need to repeat the session.
7. Eating during the class session is not allowed. However, non-alcohol drinks are permitted.
8. Instructor has discretion to remove student from class.

MAKE-UP CLASSES

1. All of the GCI trade classes have been extended to more hours than what is required for each trade by year. These additional hours will provide you with built-in make up hours. Should you exceed the number of absences allowed in a school year, call the GCI office to schedule a make-up class. The fee for these additional make-up classes is \$50 per class.

<u>Trade</u>	<u>Hours Offered</u>
Electrical (Canton, Medford)	159 (3 additional classes)
Electrical (Billerica day and night classes)	160 (10 additional hours)
HVAC, Pipefitting, Sprinkler Fitting, Sheet Metal	159 (3 additional classes)
Gas Fitting, Plumbing	120 (3 additional classes)
HVAC Contractor	109 (3 additional classes)

2. If you need to make up hours at the end of the school year, GCI does conduct programs during late Spring and Summer that may be used for additional classroom hours. These courses include OSHA-10 hour, Plan Reading, Confined Space Entry, etc. Please be advised that there are additional fees for these make-up hours.

ABSENCES

Should a student, for any reason, miss a scheduled class, it should be reported to GCI at 781.270.9990, as soon as possible. Ideally, notification should be given prior to the class, but if this is not possible, the morning after is acceptable. Please make note to whom you gave the message for verification purposes should there be any questions of your reported absences at a later date.

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 last 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 notification, at the end of the school year students will receive a certificate including the number of hours completed. If your employer is paying for your classes, then your certificate will be sent to them. Please call the school if you would like verification of your hours.

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

PROGRESS REPORTS

GCI is required to have annual progress reports signed by each student at the beginning of the 2nd semester.

SUSPENSION/TERMINATION

A student may be suspended or terminated at the discretion of GCI 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 the President of GCI for final action.

GRIEVANCE POLICY

All student complaints are to be in writing and sent to the school's President. Per 230 CMR 15.07(2) 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 the Division of Occupational Licensure's Office of Private Occupational School Education regarding a complaint or grievance:
1000 Washington Street, Suite 710, Boston, MA 02118-6100;
Phone: 617-701-8719; Email: Occupational.Schools@mass.gov;
Website: www.mass.gov/dpl/schools.

NO SOLICITATION POLICY

Solicitation for any purpose may **NOT** take place on the school premises by any individual. This includes, without limitation, the solicitation of employment from one student to another, solicitation of employment from a student to an instructor, solicitation of employment from an instructor to a student, and the selling of items or the distribution of materials and literature. Should any of the above occur, the individual may be asked to leave the class.

REFUND/WITHDRAWAL POLICY

Refunds will be given in accordance to the Office of Private Occupational School Education enrollment agreement. Please see this form in the Diamond Document management system for a breakdown.

Should a student, for any reason, decide not to continue with the program in which they are registered, they must formally withdraw by contacting Diane Craven to complete the withdrawal form. It is the responsibility of the student who has withdrawn from a program to notify their employer of this decision. The employer may also notify the school of the student's withdrawal in writing. A copy of the Refund Law can be found on page 13 of this handbook.

Per 230 CMR 15.04(7) and (8)

- (7)** If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:
- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
 - (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
 - (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination
- (8)** If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:
- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
 - (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
 - (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
 - (d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

Financial Aid: 230 CMR 15.04 (5) and (6)

(5) After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.

(6) In addition to the requirements of M.G.L. c. 255, § 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c. 255, § 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost.

CONDUCT

Conduct of all GCI 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 the student uses one of these electronic device during class, or uses any other electronic device for non-class purposes, the student shall be **EXPELLED** from the class that day and shall not receive any credit for attendance. Further, if the student's electronic device sounds, even if the student is not using it, he/she must give it to the instructor until the class is over, or be expelled and receive no credit for class attendance that day.

If a student desires to record a class, they must obtain the instructor's permission **BEFORE** the class begins.

If a student is removed from the classroom for any reason by a GCI teacher, they must meet with the GCI Education Director and/or School President 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.

CLASS CANCELLATION

In the event of inclement weather, GCI will broadcast cancellation announcements on the GCI website, www.gwgci.org, by 3:00 p.m. on that day. Students should also be advised that if the school where they attend GCI classes has cancelled their day sessions, then GCI will not be conducting classes there that evening.

Example: If day classes have been cancelled at Medford Vocational-Technical High School, then we will not be holding classes at that facility that evening. Students may email any staff member or visit GCI's Facebook Page, or www.gwgci.org to confirm if classes have been cancelled.

SCHOOL HOLIDAYS/VACATIONS

Labor Day	September 2, 2024
Start of School (1st Half)	September 3, 4, 5 & 9, 2024
Student Orientation Dates	All Virtual: August 14, August 19, & August 27, 2024
Columbus Day	October 14, 2024 - (No Classes)
Make-Up Student Orientations	October 2 & 3, 2024
Veterans Day	November 11, 2024 - (No Classes)
Regional Craft Competition	November 16, 2024
Thanksgiving Break	November 27-29, 2024
Holiday Break	December 23, 2024 - January 3, 2025
Start of School (2nd half)	January 6, 7, 8, & 9, 2025
Make-Up Student Orientations	January 15 & 16, 2025
Martin Luther King Jr. Day	January 20, 2025 - (No Classes)
February Break (High School Locations Only)	February 17-21, 2025
National Craft Competition	February 25-27, 2025
April Break (High School Locations Only)	April 21-25, 2025
Student Appreciation Night	June 5, 2025
Last day of School	TBD

IMPORTANT SCHEDULE INFORMATION

All end dates are **estimated**. Since GCI conducts its classes in other school facilities, when school is closed for a holiday, snow day or school vacations, GCI will not conduct their classes either.

YOU DO NOT RECEIVE CREDIT FOR SNOW DAYS!

Some classes may be cancelled on an evening when the school you're attending is conducting parent/teacher conferences. In the case of such a cancellation, students attending classes at the facility will be notified in advance by their instructor.

GUIDANCE AND COUNSELING POLICY

GCI does not offer any guidance or counseling to our students.

JOB PLACEMENT POLICY

GCI does not offer any job placement assistance to our students and does not guarantee employment upon completion of any of its courses or programs.

JULIE DESTEFANO
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julie@gwgci.org

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EDUCATION DIRECTOR
diane@gwgci.org

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APPRENTICESHIP DIRECTOR**
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STUDENT AFFAIRS ADVISOR
keyla@gwgci.org

MICHELLE HOWE
BOOKKEEPER/OFFICE MANAGER
michelle@gwgci.org

GCI OFFICE

**PHONE: 781.270.9990 - ADDRESS: 100 UNICORN PARK DRIVE, SUITE 2 |
WOBURN, MA 01801**

STUDENT REMINDERS

- Be sure to update your contact information with GCI whenever it may change in order to receive important notifications regarding your course(s).
- Do not unsubscribe or opt-out of emails from GCI.
- You, the student, are responsible for checking licensing requirements with the state of Massachusetts for your trade.
- Create your account within the Diamond management system. There will be important paperwork that, if not completed, will delay your certificate of hours from being sent to you.
- Sign your teacher's attendance sheet each class.
- Keep track of your absences, if any. There are three absences built into your school year. Any absences thereafter will cost \$50 per makeup class.

TO REGISTER FOR COURSES LISTED IN THIS CATALOG

- Please visit gwgci.org to register online.
- ABC Member and Not-Yet-A-Member pricing includes tuition, textbook(s), and class materials unless otherwise noted.
- See Page **XX** for financial aid information.
- 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 the school year, students will receive a certificate for the hours earned for the year. If a duplicate copy is needed, a \$30.00 administrative fee will apply.
- Gould Construction Institute, 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 GCI office will contact the student or responsible party for the returned payment. Returned payments accepted are certified check, money order, or credit card.

REFUND LAW (AS PER M.G.L. CHAPTER 255, SECTION 13K):	DATES:
1. You may terminate this agreement at any time.	N/A
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program. Refund Amount: \$	<i>5th day after date both parties have signed the contract</i> Date:
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: \$	<i>Program start date</i> Date:
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: \$	<i>Last date of first quarter</i> Date:
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: \$	<i>Last date of second quarter</i> Date:
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: \$	<i>Last date of third quarter</i> Date:
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.	<i>5th day after date both parties have signed the contract</i> Date:
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.	N/A
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.	<i>First day of fourth quarter</i> Date:

Tuition refund calculations listed above are based on a percentage of tuition and may not reflect the actual amount refunded. Actual amounts will be based on course tuition payments made to GCI only, book and shop fees are non-refundable. Calculated hours are based on continuous enrollment from class start date with all courses completed successfully and are subject to change in the event of leaves of absence or other unexpected breaks in attendance.

Administrative Costs Equal: \$ 50.00



www.gwgci.org



**CARPENTRY
ELECTRICAL
PIPEFITTING
PLUMBING
REFRIGERATION
SHEET METAL
SPRINKLERFITTING
& MORE!**

**ENROLL
TODAY**

**GOULD
CONSTRUCTION
INSTITUTE**

ALL NEW FACILITY IN **BILLERICA, MA!**

We are extremely excited to announce that we are moving all of our classes, previously held at Greater Lawrence Technical High School, to our new GCI Facility in Billerica starting this September.

This new facility is our first brick-and-mortar school and will have a state-of-the-art shop area with new equipment that enhances shop hours and hands-on practical learning.



View our course catalog



781 - 270 - 9990

ABOUT US

Gould Construction Institute (GCI), is your gateway to excellence in construction education. As the education and training affiliate of Associated Builders and Contractors (ABCMA), we offer top-tier NCCER curriculum, providing standardized training and portable credentials. With state-certified instructors and industry experts, we're dedicated to shaping skilled professionals and facilitating state-approved apprenticeships in various trades.

SKILLED TRADE EDUCATION

Forge your path to a rewarding career in the skilled trades! Enroll in our specialized training programs at Gould Construction Institute. Acquire hands-on expertise and a comprehensive classroom education.



Online

Explore our comprehensive online training courses ranging from entry level to advanced programs.



On-Location

Immerse yourself in hands-on learning* experiences during dedicated time with your instructor.



Dedicated Staff

At GCI, we aim to provide our community with exceptional service that exceeds expectations.

*Available for select courses

Billerica - Canton - Manchester, NH - Medford - North Adams - Plymouth - Springfield - Taunton - Woburn

www.gwgci.org

100 Unicorn Park Drive, Suite 2, Woburn, MA 01801

Instructors Needed

Positively impact the future of your trade

In the following trades:

- Electrical
- Gas Fitting
- Pipefitting
- Plumbing
- Refrigeration
- Sheet Metal
- Sprinklerfitting

Contact Mike

mike@gwgci.org

- *Part-time opportunities*
- *Competitive salary*
- *Unique benefits*

**GOULD**
CONSTRUCTION INSTITUTE
Education & Training Affiliate of ABC Massachusetts

Ask about our referral bonus!

gwgc.org/instructor

Gould Construction Institute
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www.gwgci.org



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