



# IOWA SCHOOL OF CONSTRUCTION



## ISC EDUCATIONAL CATALOG

*"Our mission is to offer Skills building and workforce training to provide graduates with the skills necessary to gain entry level employment in the Construction Industry."  
"We Make Talented People Better"*

# Iowa School of Construction

## ISC

*Main* The Des Moines location: Iowa School of Construction - Des Moines Iowa

### Catalog

### Revised

**01/31/2025**

**Joseph Cichowski**

**Director of Training and Operations; Director of Marketing, Director of Admissions, and  
Director of Educational Leadership**

The institution reserves the right to: 1) Reschedule a start date and/or combine classes for any term by reason of institutional needs. Rescheduled classes will convene within a six-month period. 2) Reschedule class breaks, classrooms, or instructors. 3) Change dates and/or hours of attendance. 4) Change contents, programs, procedures, or fees which may be contained in the school catalog or enrollment agreement. All terms and conditions of the catalog and enrollment agreement are not subject to amendment or modification by oral agreement. For program changes and/or procedure changes, accommodations may be made for currently enrolled students. 5) The most updated version of the ISC Catalog can be found at [www.iowaschoolofconstruction.com](http://www.iowaschoolofconstruction.com) under admissions.

"Equal Opportunity Employer/Program"

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The following policies are also available to our students (current and prospective) and employees via website at [www.iowaschoolofconstruction.com](http://www.iowaschoolofconstruction.com), on our handbook, or on this catalog.

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## Iowa School of Construction

### Philosophy

Iowa School of Construction (ISC) has a clear mission statement that addresses student opportunities for learning and personal growth.

***“Our mission is to offer Skills building and workforce training to provide graduates with the skills necessary to gain entry level employment in the Construction Industry.”***

***“We Make Talented People Better”***

### History

ISC was founded in 2020, in Des Moines, IA. ISC has a pending accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC), it has applied in May of 2020, ISC relocated its main offices to a larger facility to accommodate future growth. Beginning as a trade school primarily Construction Building Skills.

ISC is a year-round vocational school providing program offerings in career fields that are known to be relevant to today's workforce and where we expect to see growth. The same high standards utilized in our programs from the beginning will continue to be used to ensure that students who are serious about learning a trade will have a legitimate chance to reach their goal. There is adequate classroom and lab space to offer workforce training to prepare students for entry level employment in their chosen field

### Administration and Faculty

**Located at: 1801 McKinley Ave, Des Moines, IA 50310**

**South Des Moines, IA The Des Moines location** Joseph Cichowski - The Des Moines location President

**South Des Moines, IA The Des Moines location** Perlla Deluca – School Director

## General Information

We are in the process of being approved for Federal Financial Aid. For general institutional issues and/or financial assistance, please contact our Admissions Office, Monday-Friday, at 515-500-4021.

**Definition of a Clock Hour/Trimester Hour** A clock hour is generally defined as 50 minutes of instruction per every 60 minutes. One Trimester credit (course completion period) hour consists of at least 48 hours of hands-on training in class, plus 15 hours of online and/or virtual training.

**Holiday Schedule No classes will be held  
on the following days:**

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Good Friday and  
Easter Monday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving and the following day  
Christmas Day

## Student Services

Students are assisted with life skills, career development, budget, and personal financial planning skills as needed. Each program teaches life skills such as resume writing, professionalism, interview skills, etc., which will prepare students for successful employment. As a vocational school, general development is appropriate to the level of education that ISC provides.

### Career Placement

The respective Program Director at ISC can provide assistance to currently enrolled students and graduates. Services include job placement assistance and guidance to students and graduates as they seek employment. If the student/graduate is planning to work in another state, the student/graduate is advised that each state has its own licensing/registration requirements. It is the responsibility of the student/graduate to research specific state requirements as to the field of employment the student intends to enter in that state. ISC cannot and does not guarantee a student can or will be licensed or registered for employment in any specific state and cannot and does not guarantee a student will obtain employment or will obtain a minimum starting wage. No one at ISC is authorized by the school to make any such guarantees. Students attending and graduating from ISC are responsible themselves to prepare and submit employment applications to prospective employers. ISC is solely responsible for any content as to any recommendations from ISC which are based on ISC's review of the student's academic and attendance records, and other professional standards and characteristics which ISC uses from time to time to provide evaluations or recommendations. Such evaluations or recommendations are made solely at the discretion of ISC.

### Advising

Advice is available to students through academic and administrative personnel. The faculty and staff at ISC are professional men and women who are willing to devote the necessary time to students who seek individualized assistance. Each instructor is available to help a student resolve academic problems which may prohibit satisfactory progress. The respective Program Director may be consulted with any questions or concerns pertaining to a student's education. If the matter is unresolved or concerns still exist, Director of Education may be contacted.

**Parking and Personal Property**

Parking is available on the school's premises. The school assumes no responsibility whatsoever for loss or damages to a student's personal property or for any damage to any car, loss by theft of any of its contents in, on, or adjacent to school property. Please Park only in designated areas. Do not park in any visitor or reserved areas.

**Learning Resource Center**

The Learning Resource Center facilities are available to students during regularly scheduled class hours under the supervision of an instructor. Books, periodicals, and reference material are to be used on school property only.

**Housing**

ISC will assist any student desiring to find housing while attending our school. Our student services department has a list of realtors and landlords.

**Children in the Classroom/Lab Policy**

Children will not be allowed to attend classes or labs at any time at Iowa School of Construction. If a child is brought into class or lab settings, the student will be asked to go home and will receive an absence for that day.

## Student Conduct and Suspension/Termination Policy

The school reserves the right to suspend or dismiss, at any time, any student whom it deems “unsatisfactory” for any reason. Students are expected to act with decorum, to obey the regulations of the school, and to pay due respect to its officers, instructors, and other students. “Undesirable conduct”, which is inconsistent with general good order whenever it may occur, is held to be sufficient grounds for dismissal. This includes any attempts by a student to present as their own work (anything they have not honestly performed) or an attempt to pass an exam by improper means. A student is expected to conduct themselves properly outside the school area. Alcohol and drugs will not be permitted and/or used on school property. Persons under the influence of alcohol and/or drugs are subject to Immediate dismissal.

The school may dismiss any student who fails to maintain passing grades, engages in improper or unlawful conduct, conducts themselves in such a manner that discredits the school, demonstrates disruptive classroom behavior, or maliciously destroys or damages school property. The student will be held liable for repair or replacement of the damaged property. The school reserves the right to suspend or dismiss, at any time, any student who behaves in a manner deemed unsatisfactory by school Officials. The school may dismiss any student who fails to maintain passing grades. Students are expected to act with decorum at all times, to obey the regulations of the school, and to show respect to the school’s officers, instructors, and other students. Conduct inconsistent with general good order, whenever it may occur, is considered to be sufficient grounds for dismissal. Such behavior includes but is not limited to:

- Attempts by a student to present as his/her own work anything that he/she has not honestly performed.
- Attempts by a student to pass an exam or test by improper means.
- Improper or unlawful conduct.
- Behavior that discredits the school or is deemed by school Officials to be disruptive to the everyday operations of the school.
- Malicious destruction or damage to school property. In addition to dismissal, the student will be held liable for repair or replacement of damaged property.
- Bullying behavior. For these purposes, bullying is defined as behavior involving unwanted, negative actions in a pattern of behavior repeated overtime.



- Sexual harassment directed toward students or any person on school property. For these purposes, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature creating an intimidating, hostile, or offensive working or learning environment.
- Alcohol and drugs will not be permitted on school property. Students found under the influence of, or in possession of, alcohol or drugs are subject to Immediate dismissal.

The possession, storage or use of weapons of any sort by is strictly prohibited on school property. The term "weapon" refers to firearms, explosives of any type (including fireworks), metal knuckles, and knives with blades more than 3 inches long. This includes hunting bows and arrows and hunting knives. Additionally, "weapon" is expanded to include any instrument that is furnished as a weapon including, but are not limited to, fake or toy guns, pocketknives, or a handheld under clothing to simulate a weapon. Students found in possession of weapons are subject to Immediate dismissal.

### **Suspension Policy**

ISC reserves the right to suspend students for 1-3 days for the following reasons (but not limited to):

1. Inappropriate, undesirable, or unprofessional behavior
2. Threats to staff or students (zero tolerance)
3. Cheating or Plagiarizing
4. Non-Compliance with school rules or procedures (insubordination)
5. Drug or alcohol usage on school property.

Students will receive zero (0) credit or points for day(s) of suspension and will be counted as absent.

## Admission Policies

### Nondiscrimination Policy

Iowa School of Construction prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or Affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, our school prohibits any form of harassment of students and employees, i.e., Racial harassment, sexual harassment, and Retaliation for filing complaints of discrimination.

### Admission Requirements

ISC requires all applicants to the school to provide proof of a high school diploma, recognized equivalency certificate, or documentation of home school completion, see below. Students must be proficient in speaking, writing, reading, and comprehending English. All students must complete the following:

- A personal interview with an authorized representative of the school.
- Completed Health Affidavit/Screening. COVID 19 screening/Testing
- Valid driver's license, state issued ID, or passport is required.

### Admission Procedures

Admissions procedures for ISC include: 1. A visit to the school. 2. A personal interview with an authorized representative of the school. 3. Payment of the registration fee\*, if applicable, must be paid by the first day of class unless otherwise authorized. Payment of the registration fee secures a student's seat in a class. All other tuition and fees must be paid on the first day of class unless otherwise authorized. 4. \*The registration fees will be waived for any ISC graduate returning that does not have a balance owed to the school.

## Trial Enrollment Period Policies

Students who enroll will be offered an opportunity to attend our programs for a relatively short period of time without incurring a financial obligation beyond the Registration Fee. The school will ensure that students have the necessary books and other Materials needed to succeed during this Trial period. This Trial period can play a valuable role by allowing a student to attend classes for a brief period before deciding to continue attending their educational program as a regular student, at which time the student would be responsible for program charges.

Any student who Officially or Unofficially withdraws from school within two (2) weeks of the Official start date of the program will not be considered to have started school, no credit will be earned, and their tuition obligation and cost of course Materials will be waived. In any event, any student who does not withdraw within two (2) weeks of the Official start date of the program will be considered to have confirmed their intention to continue the program as a regular student and thus will be classified as a start.

To be officially accepted as a regular student, a student must also meet these requirements:

- Satisfy all remaining admissions requirements as stated in ISC's catalog.
- Pay all required tuition and fees

ISC's 12 WEEKS program will be charged \$4,200.

### Methods of Payment:

Option 1: To obtain a personal loan or pay by cash or check (there is a \$25.00 fee for checks returned for any reason).

Option 2: Obtain outside scholarships and/or grants from state and/or local agencies

Option 3: Pay with a credit card (we accept VISA, MasterCard, and Discover) If assistance is needed, please contact the Financial Aid Office and/or Student Accounts at:

**Des Moines, IA** Iowa School of Construction

**NOTE: At This time ISC does not carry a list of preferred lenders.**

## IOWA SCHOOL OF CONSTRUCTION REFUND POLICY

### Iowa Tuition Refund Policy

Iowa School of Construction offers 60 (sixty) school days in the school's payment period for the Construction Building Skill's Program (where the student will earn a General Construction Skill Certificate). The tuition charge is \$ 4,200.00. The first two weeks of the program are 100% refundable. After the first two weeks, a 95% refund will be proportionally issued up to 60% completion of the program (36 days). After 60% completion (after 36 days), no refund will apply. Refunds are made within 45-days of withdrawal.

Please see below how we calculate the tuition refund proportional to the days attended:

1) # of (school days in the term) - # of (school days the student completed in the term) = # of (school days the student failed to complete in the term)

2) # of (school days the student failed to complete in the term) divided by # of (school days in the term) = (the percentage of the term that the student failed to complete)

3) (the percentage of the term that the student failed to complete) X \$4,200 (tuition charge for the term) = Amount of Refund. The following refund policy is effective for students who enroll on or after July 1, 2021:

### School-friendly Refund Calculation

Iowa School of Construction offers a 60-day Construction Skilled Trained program and charges \$4,200 for tuition. If a student dropped out at 14 days, 100% Refund will be issued to the Student.

And will be using this formula to calculate a refund:

.60 (sixty percent) x 60 (total # of calendar days of the school period) = 36 days.

If the student attended 36 days or more of the school period, the school would not be required to refund the student. For example, if a student dropped out after 14 days and therefore did not reach the 60% point (or 36 days). The school would need to issue the student a refund using the formula below:

a)  $60 \text{ (total \# of calendar days in the school period)} - (\# \text{ number of calendar days the student completed in the school period}) = 46 \text{ (\# of calendar days the student failed to complete in the school period)}$

b)  $46 \div 60 = 0.8 \text{ (percentage of the school period that the student failed to complete)}$

c)  $0.8 \times \$4,200 \text{ (tuition charges for the school period)} = \$3,360 \text{ (amount of refund prior to school's administrative charges)}$

d)  $\$3,360 \times .95 \text{ (Iowa law allows the school to retain 5\% in administrative charges)} = \$3,192 \text{ (minimum tuition charge refund/ reduction owed to the student)}$

### Exceptional Refund Policy

If, at any time, a student terminates after the first two calendar weeks due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse employment to another city, the terminating student shall receive a full refund of the tuition charges in an amount that equals the amount of tuition charges to student multiplies by the ratio of the remaining number of calendar days in the school's payment period to the total number of calendar days in the school payment period.

**For Students Using VA Benefits**

Iowa School of Construction will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) educational institution:

- Prevent enrollment.
- Assess a late penalty fee.
- Require they secure alternative or additional funding.
- Deny access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: Produce the VA's Certificate of Eligibility by the first day of class.
  - Provide written request to be certified.
  - Provide additional information needed to properly certify the enrollment as described in other institutional policies.

**FOR PROVISION OF ACCOMMODATIONS TO STUDENTS WITH DISABILITIES**

Iowa School of Construction "ISC" provides opportunities for all qualified students to participate fully in the academic environment and recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving that success. ISC is committed to making reasonable accommodations for students with qualifying disabilities and making its The Des Moines location and facilities accessible as required by applicable law. But ISC cannot make accommodations that fundamentally alter the nature of its academic programs, cause undue burdens on ISC, or create a direct threat to the health or safety of students, faculty, staff, or others.

**It is the responsibility of the student to make a written request for an accommodation and to follow the processes set forth in this policy. A student who does not request an accommodation will not be given one. Likewise, a student with a Disability who chooses not to request an accommodation is under no obligation to seek or obtain one.**

Nothing in this policy is intended to provide greater or less substantive benefits or procedural protections than are required by these laws. The policy incorporates by reference the specific language of applicable laws and regulations. In the event of any apparent discrepancy between the language of this policy and such legal authority, ISC's obligations will be determined exclusively by the applicable laws and regulations and any controlling interpretations of those laws and regulations.

**Definitions** A. “Disability” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment. Some Disabilities are visible, while others, such as learning disabilities or Psychiatric disorders, are “invisible” or not apparent. Factors such as fatigue, pain, or medication side effects can also aggravate an existing Disability.

**1. “Physical or mental impairment” means:**

- a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, Special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic, and lymphatic, skin, and endocrine.
- b. Any mental or psychological disorder such as organic brain syndrome, emotional or mental illness, and specific learning disabilities; or,
- c. Such contagious and non-contagious diseases and conditions, such as: orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, Diabetes, emotional illness, specific learning disabilities, autism, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism

**2. “Major life activities” means:** functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

**3. “A record of such impairment” means:** has a history of, or has been documented as having, a mental or physical impairment that substantially limits one or more major life activities.

- a. Professionals conducting assessments and rendering Diagnoses of mental disorders must be qualified to do so. Comprehensive training in the Differential Diagnosis of mental disorders and direct experience in Diagnosis and treatment of adults is necessary. Qualified Diagnosing professionals would include, but are

not limited to licensed psychologists, psychiatrists, and neurologists, or other professionals with training and expertise in the diagnosis of mental disorders. Such documentation should be on letterhead and contain the professional's signature and license number.

Documentation must be current and dated within the past 6 months: (the age of acceptable documentation is dependent upon the disabling condition i.e., older documentation may be accepted for conditions that are permanent, the current status of the student and the student's specific request for accommodations).

***b. The documentation supporting Diagnoses of mental disorders should provide responses to the following questions:***

- 1) Does the student have a diagnosable mental disorder?
- 2) If so, what is the specific (DSM-5) Diagnosis?
- 3) Please provide all pertinent Diagnostic information including subtypes and/or specifiers for Diagnostic domains & subgroups as well as Psychosocial stressors and environmental stressors.
- 4) What were the assessment or evaluation procedures used to make the Diagnosis?
- 5) Is there historical data that is pertinent to the Disability?
- 6) What are the major symptoms of the disorder currently manifested by the student, including level of severity?
- 7) If medications are currently prescribed, are there any substantial side effects for this individual?
- 8) What are the current functional limitations imposed by this disorder?
- 9) What is the current prognosis?
- 10) When did you last see this individual?

***c. "Being regarded as having such impairment" means:***

- a. Has a physical or mental impairment that does not substantially limit major life activities but that is treated by a private entity as constituting such a limitation.
- b. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
- c. Has none of the impairments defined in paragraph (a) of this definition but is treated by a private entity as having such an impairment.

## 5. The term “Disability” does not include:

- a. *Whatever its original causes, the Disability must be a manifestation of a current behavioral, psychological, or biological dysfunction experienced by the individual. Neither deviant behavior (e.g., political, religious, or sexual) nor conflicts that are primarily between the individual and society are mental disorders unless the Deviance or conflict is a symptom of a dysfunction in the individual, as described above. Moreover, “Disability” excludes common personality traits such as poor judgment or a quick temper. 2. Compulsive gambling, Kleptomania, or pyromania; or 3. Psychoactive substance use disorders resulting from current illegal use of drugs.*

“**Drug**” means a controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812). **Identification Of Staff and Roles**  
Section 504 of the Rehabilitation Act requires covered Schools to designate at least one individual who will coordinate Compliance with the statute. ISC has designated several individuals who have varying roles in ensuring Compliance with the laws protecting qualified individuals with disabilities. The staff members primarily involved in making decisions regarding requested accommodations include:



## School Staff and Administrative Roles

### 1. Des Moines Location Disabilities Coordinator — (The location President)

The President at the Des Moines location will serve as the Des Moines location Disabilities Coordinator and also COO. The Des Moines location Disabilities Coordinator who is the primary contact for students with disabilities at the Des Moines location for information related to requesting an accommodation, appealing the Denial of a requested accommodation, or access issues. The Des Moines location Disabilities Coordinators and contact information is set forth in Appendix A. Students requesting accommodations should contact the Des Moines location Disabilities Coordinator at least three weeks prior to the start of the term for Letters of Accommodation. The Des Moines location Disabilities Coordinator oversees all disability services at their location.

### 2. The Des Moines location Director of Education

The Des Moines location has a Director of Education. The primary responsibility of this individual related to this policy is to ensure that academic accommodations set forth in Letters of Accommodation are properly and adequately implemented by faculty. The Director of Education serves as the point of contact for questions and issues regarding academic accommodations and serves as the liaison between the student and faculty members. The Director of Education keeps the Des Moines location Disabilities Coordinator informed of matters related to academic accommodations.

## B. School Accommodation Staff

### 1. School Accommodation Officer

The ISC COO will serve as the School Accommodation Officer. The School Accommodation Officer, Initially, and then with the School Accommodation Committee, reviews and evaluates all requests for accommodations and is authorized to: **a.** determine Disability status; **b.** grant requests for accommodation; **c.** deny requests for accommodation; **d.** grant accommodations that may differ from those requested; **e.** instruct the Des Moines location Disabilities Coordinator to seek

from the student additional documentation needed to make such determinations. The Chair of the Committee selects the other members of the Committee.

2. **School Accommodation Officer and Appellate Officer**, ISC CFO will serve as the School Accommodation Appellate Officer. The School Accommodation Appellate Officer considers all appeals of the final decisions of the School Accommodation Committee. In cases where the School Accommodation Appellate Officer has a conflict of interest or otherwise is unable to review a particular case, the CEO shall appoint the substitute School Accommodation Appellate Officer. No current member of the School Accommodation Committee may serve as the School Accommodation Appellate Officer or as a substitute School Accommodation Appellate Officer.
3. **Procedures A. Certification and Accommodation** - ISC has adopted a two-part process for evaluating and providing reasonable accommodations for its students with a qualifying Disability. Certification is the first stage and is the process by which the School Accommodation Committee reviews documentation submitted by the student to determine whether the student qualifies as a disabled student. Accommodation is the second phase in which the School Accommodation Committee formulates a reasonable accommodation for students who are certified as eligible for accommodation.
4. All students seeking an accommodation for a Disability must complete the process of obtaining certification of a qualifying Disability and obtaining a written Letter of Accommodation from the School Accommodation Committee. This process assists ISC in making consistent, principled decisions regarding student accommodations and provides guidance to students and faculty members on the proper manner of accommodating a Disability without compromising the fundamental nature of the academic program, causing an undue burden on ISC, or causing a direct threat to the health and safety of students, faculty, staff, or others.

## 5. Certification Phase

- a. Any student requesting an accommodation should complete and submit a Request for Accommodation form to the Des Moines location Disabilities Coordinator **at least three weeks prior to the start of the term**. This form is found at Appendix B of this document and may be obtained from the School Disabilities Coordinator.

**b.** ISC will make all reasonable efforts to respond to a Request for Accommodation and arrange for any granted requests before the term commences. However, ISC cannot guarantee that all requests will be resolved by the first day of class.

A student who submits a Request for Accommodation with insufficient time for the School Accommodation Committee to consider and resolve a request before the term commences may opt either to attend classes without the requested accommodation or to delay attending classes until the request is decided.

**Note that accommodations cannot be provided if they are not specifically requested. It is the responsibility of the student to request an accommodation and to follow the processes set forth in this policy. A student who does not request an accommodation will not be given one. Likewise, a student with a Disability who chooses not to request an accommodation is under no obligation to seek or obtain one.** **c. Section I** of the Request for Accommodation form is completed by the student and requires that the student provide:

**(1)** a description of the student's disability, including the way the disability limits major life activities relevant to a student's participation in ISC's programs; and **(2)** a description of the specific accommodation(s) requested.

## Student Retention Records and Request for Records

Iowa School Of Construction will have registered students Login to Student Platform called Werkey design for this program, the data and records from the completion and personal information will be retained electronic on a safe cloud space owned solely by The Iowa School of Construction, no information regarding students or their resume with the school will be shared without written consent from the student.

Iowa School of Construction preserves and safeguards student's final transcripts and certificate with online software, called Werkey, as well as through its local server, that is backed up on-site. Hard copies are stored in a locked cabinet in the 1801 McKinley's office, in Des Moines, IA. In case of school closing, academic records including transcripts will be sent for permanent safe keeping to [www.Parchment.com](http://www.Parchment.com), unless any other professional service would be better suited at the time.

### Procedure

- A. A student has the right to inspect and review his/her educational records. The Student Records Office at Iowa School of Construction has been designated by the institution to coordinate the inspection and review of such records. A student must submit a written request to the Student Records Offices. Only records covered by the Act will be made available within 45 days of the receipt of the written request. Educational records do not include:
  1. records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute
  2. student health records
  3. employment records
  4. Certification records
  5. Health records, however, may be reviewed by physicians of the student's choosing.
- B. A student has the right to request and receive a response that explains or interprets his/her educational records.
- C. Students who believe that their records contain information that is inaccurate, is misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar. The Registrar may agree to amend appropriate records. If not, the student will be notified within a reasonable period

of time that the records will not be amended and will be informed by the Registrar of his/her right to a formal hearing.

- D. A student who wishes to have information about his/her educational record released or exchanged May 1) sign an Authorization for Release/Exchange of Information Form in the Registrar's Office; 2) sign a comparable form, which may be provided in certain circumstances by the appropriate Iowa School of Construction's employee.
  
- E. At its discretion, Iowa School of Construction may release Directory Information:
  - 1. student name
  - 2. address
  - 3. telephone number
  - 4. date and place of birth
  - 5. dates of attendance
  - 6. Certification received
- F. Student Certifications may be shared with future Employers only with written authorization from the student.
- G. A student may request and receive copies of all or part of his/her certification records,

## Iowa Consumer Disclosure Policies

The following policies are also available to our students (current and prospective) and employees via website, handbook, or catalog:

### **Substance Abuse Policy:**

Iowa School of Construction maintains a drug- and alcohol-free school. Students and employees must refrain from the use of alcohol and illegal drugs while on campus or at school-sponsored activities. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or drug on Iowa School of Construction premises.

All students and employees shall observe federal, state, and local laws regarding the sale and use of alcohol and drugs. The use by Iowa School of Construction students and employees of a controlled substance that is not medically authorized is prohibited. Students and employees who violate the drug- and alcohol-free campus regulations on campus or within the institution's jurisdiction or at any event controlled by Iowa School of Construction may be subject to, as applicable, discipline, suspension, expulsion, or employment termination. In addition, violating this policy (and concurrent law) may subject students and employees to criminal prosecution. Drug paraphernalia, particularly that containing drug residue, may be considered evidence of drug use. Documented violations of illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from Iowa School of Construction and/or referral to law enforcement officials.

### **Sexual Abuse Policy:**

Iowa School of Construction is committed to providing and maintaining a positive learning and working environment, which is free of any form of sexual abuse or assault, for all students, staff, faculty, and other members of the school community.

Individuals who violate this policy will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion as well as having the event reported to the local authorities.

Iowa School of Construction administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the Iowa School of Construction community to engage in any form of sexual abuse or assault. It is a violation of this policy for any member of the Iowa School of Construction community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual abuse or assault pursuant to the terms of this policy who retaliates against his or her

accuser in any manner will be charged with violating this policy. Any member of the Iowa School of Construction community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

### **Military Refund Policy:**

Iowa School of Construction is supportive a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa National Guard or reserve forces of the United States and who is ordered to National Guard duty or federal active duty. Upon verification of orders requiring active duty, you may select from several tuition credit options:

Options available to qualified students: Upon meeting with the Iowa School of Construction's office to verify orders, Iowa School of Construction will work with you to determine the best plan for your circumstances. Iowa School of Construction has three options to review and consider with you.

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

### **Child Abuse Policy for Employees**

Any Iowa School of Construction employee who in the course of his or her employment attends to a minor, and comes to suspect child abuse against such a minor, must:

- Call 911 if the minor is in immediate danger.
- Notify the local police department and email within 24 hours of becoming aware of the suspected child abuse; and
- Notify the Iowa School of Construction Title IX Coordinator within 24 hours of becoming aware of the suspected child abuse: and

The employee may also call the Iowa Department of Human Services Abuse Hotline at 1-800-362-2178, available 24 hours a day, 7 days a week.

Certain persons (called “mandatory reporters” under Iowa Code Section 239.69(1)) also have additional responsibilities to report all forms of “child abuse” described in Iowa Code Section 232.68(2). These mandatory reporters must report suspected abuse to the Iowa Department of Human Services within twenty-four hours, consistent with the reporting procedures under Iowa Code Section 232.70. These mandatory reporters receive specialized training on this reporting responsibility and should be aware of their obligations.

Retaliation against any Iowa School of Construction employee who reports suspected child abuse in good faith is strictly prohibited.



## Student Complaint Form

Iowa School of Construction is registered by the Bureau of Iowa College Aid within Iowa Department of Education to operate in Iowa. Iowa College Aid has created a Student Complaint Form to accept a student's questions, concerns, or complaint related to a postsecondary school.

Iowa College Aid accepts concerns and complaints from any student attending an Iowa school, regardless of the student's state of residency, and from an Iowa resident attending any school in the United States. The electronic form is located at:

<https://educate.iowa.gov/higher-ed/student-complaints>

## Drug, Alcohol, and Sexual Abuse Resources

### Iowa

Iowa Department of Public Health Your Life Iowa

<https://yourlifeiowa.org/resources>

(855) 581-8111

Iowa Coalition Against Sexual Assault <http://www.iowacasa.org/>

Sexual Abuse Hotline: (800) 284-7821

Sexual Violence Prevention

<https://www.iowacasa.org/resources>

### National

Alcoholics Anonymous

<http://www.aa.org/>

National Institute on Alcohol Abuse and Alcoholism

Alcohol & Your Health

<http://www.niaaa.nih.gov/alcohol-health>

Public education materials

<https://niaaa.nih.gov/publications/brochures-and-fact-sheets>

Federal Substance Abuse and Mental Health Services Administration  
Behavioral Health Treatment Services Locator  
<https://www.samhsa.gov/find-treatment>

DEA –United States Drug Enforcement Administration  
<https://www.dea.gov/druginfo/factsheets.shtml>

Rape, Abuse & Incest National Network (RAINN)  
(800) 656 HOPE (4673)  
Safety and Prevention  
<https://www.rainn.org/safety-prevention>

Center for Changing our Campus Culture

Victim Services/Advocates

<http://changingourcampus.org/category/victim-services/>

Foundation for A Drug-Free World

<https://www.drugfreeworld.org/>

National Institute on Drug Abuse

<https://www.drugabuse.gov/>



# PROGRAM OVERVIEW

**Our Program is training Students for entry level position in the Construction Industry. We graduated 2 cohorts 2023 and 2024.**

**1 JOB OFFERS AVAILABLE**

**2 CAREER FAIRS AVAILABLE**

**3 99% GRADUATION RATE**



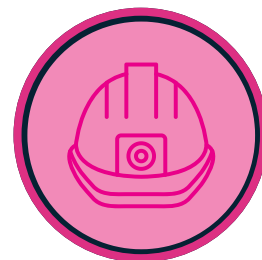
**AFRICAN AMERICAN PARTICIPANTS**

**ISC 2023 - 30%**  
**ISC 2024 - 28%**



**HISPANIC PARTICIPANTS**

**ISC 2023 - 60%**  
**ISC 2024 - 55%**



**WOMEN PARTICIPANTS**

**ISC 2023 - 35%**  
**ISC 2024 - 25%**

**2023 - 100% GRADUATION RATE**

**2024 - 99% GRADUATION RATE**



**515-827-2900**



**[www.iowaschoolofconstruction.com](http://www.iowaschoolofconstruction.com)**

# COURSE OVERVIEW

Module 1 - Overview History of Construction  
Module 2 - Units of Measurements  
Module 3 - Construction Materials  
Module 4 - Hand Tools  
Module 5 - Power Tools  
Module 6 - Understand Machines/Engines  
Module 7 - Load Securement and Ties  
Module 8 - Carpentry/ Interior and Exterior  
Module 9 - Steel Types/Rebar/Welding/Studds  
Module 10 - Concrete/ Masonry/ Flat/ Walls/ Forms  
Module 11 - Drywall/ Painting/ Residential  
Module 12 - Heavy Construction  
Module 13 - OSHA 10 Hours  
Module 14 - PPE / Work Wear / Site Educate

Presented by JC



**Students will receive a certification of completion after each module and a General Construction Skill Certification after the completion of the program.**

**WWW.IOWA SCHOOL OF CONSTRUCTION.COM**

# COURSE OVERVIEW PAGE 1

## MODULE 1 - OVERVIEW AND HISTORY OF CONSTRUCTION

INTRODUCTION TO THE CONSTRUCTION INDUSTRY, HISTORY AND THE USE OF CONSTRUCTION SKILLS.

## MODULE 2 - UNITS OF MEASUREMENTS

INTRODUCTION TO MEASUREMENTS, LEARNING HOW TO MEASURE, DIFFERENT TYPES OF MEASUREMENT UNITS, CALCULATIONS AND HANDS-ON MEASUREMENT EXERCISES.

## MODULE 3 - MATERIALS

INTRODUCTION TO CONSTRUCTION MATERIALS, TYPE OF MATERIALS AND DIFFERENT USES OF MATERIALS, HANDS-ON ON IDENTIFYING MATERIALS AND MEASURING FOR THE JOBSITE NEEDS.

## MODULE 4 - HAND TOOLS

INTRODUCTION TO THE USE AND TYPES OF HAND TOOLS, HANDS-ON PRACTICE OF THE SKILLS NEEDED FOR HAND TOOLS ON SITE.

## MODULE 5 - POWER TOOLS

INTRODUCTION TO THE USE AND TYPES OF POWER TOOLS, HANDS-ON PRACTICE OF THE SKILLS NEEDED FOR POWER TOOLS ON SITE.

# COURSE OVERVIEW PAGE 2

## MODULE 6 - UNDERSTANDING MACHINES/ENGINES

INTRODUCTION TO THE USE AND TYPES OF MACHINES AND ENGINES, HANDS-ON PRACTICE ON MACHINES USED ON MOST SITES SUCH AS SKID LOADERS, CONCRETE BUGGIES, GENERATORS.

## MODULE 7 - LOAD SECUREMENT/TIES

INTRODUCTION TO TIES AND HOW TO SECURE LOADS ON THE JOB SITE, WEIGHT AND DIFERENT TYPES OF RIGGING SYSTEMS.

## MODULE 8 - CARPENTRY/ INTERIOR AND EXTERIOR

INTRODUCTION TO CARPENTRY AND THE TOOLS USED WHEN WORKING WITH WOOD FOR INTERIOR AND EXTERIOR SIDDING.

## MODULE 9 - STEEL TYPES/ REBAR/ WELDING / STUDDS

INTRODUCTION TO THE USE OF STEEL FOR DIFFERENT TRADES, REBAR AND STUDDS USE ON THE CONSTRUCTION SITES.

## MODULE 10 - CONCRETE/ MASONRY/ FLAT/ WALLS/ FORMS

INTRODUCTION TO CONCRETE, MATERIALS USED DURING CONCRETE POURING, FORMING, WALLS, FLAT WORK AND TOOLS.

## MODULE 11 - DRYWALL/ PAINTING/ RESIDENTIAL

INTRODUCTION TO DRYWALL, STUDDS, BUILDING AND REPAIRS OF WALLS, PAINTING AND RESIDENTIAL CONSTRUCTION.

# COURSE OVERVIEW PAGE 3

## MODULE 12 - HEAVY CONSTRUCTION

INTRODUCTION TO HEAVY CONSTRUCTION, TYPES OF CONSTRUCTION, ROADWORK, PARKING LOTS, EXCAVATION TYPES AND MATERIALS.

## MODULE 13 - OSHA 10 HOURS

SAFETY ON THE JOBSITE

## MODULE 14 - PPE / WORK WEAR / SITE EDUCATE

WHAT TO WEAR ON SITE THAT IS ACCEPTABLE BY OSHA FOR WORKER SAFETY REASONS, INTERACTION ON SITE WITH SUPERVISORS AND CO-WORKERS

**Students will receive a certification of completion after each module and a General Construction Skill Certification after the completion of the program.**



**KEEP IN MIND:**



**OUR MISSION IS TO OFFER PEOPLE AN  
OPPORTUNITY TO BUILD SKILLS WHILE  
PROVIDING WORKFORCE TRAINING  
NECESSARY TO GAIN ENTRY LEVEL  
EMPLOYMENT IN THE CONSTRUCTION  
INDUSTRY.”**

**“WE MAKE TALENTED PEOPLE BETTER”**