



# 2023 SCHOOL CATALOG

## **PROGRAMS: Entry Level Driver Training (EDLT) HEAVY EQUIPMENT OPERATOR**

**2755 E. Idaho  
Las Cruces NM 88011  
(575) 373 5269**

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Please note: For the purposes of this catalog Capstone Construction School is also referred to simply as "Capstone."

### **Our Mission Statement**

At Capstone Construction School, it is our objective to promote our student's personal and economic development by providing them with the academic, technical, and career skills necessary to pass any necessary state examinations and obtain gainful employment and thrive in today's economy.

### **License, Ownership, and Accreditation**

Licensed By: New Mexico Higher Education Department  
2044 Galisteo St# 4  
Santa Fe NM 87505  
505 476 8400

Owned by: Glitz School of Cosmetology Inc.  
2755 E. Idaho Ave  
Las Cruces, New Mexico 88011  
575-532-5683

### **Administration members with supervisory responsibilities:**

#### **School President:**

**Mary Ann Luevano**

The school president oversees budgets and implements strategies to achieve the the strategic goal of the organization.

#### **Director of Operations:**

**Oscar Luevano**

The director of operations is responsible for the strategic leadership of the company. The school president also oversees all the departments within the school to ensure all areas work together.

#### **Chief Fiscal Officer:**

**Jennifer Sanchez**

Our Chief Fiscal Officer is in charge of the financial stability of our company. The CFO also oversees the installations and equipment of the company.

#### **Financial Aid Director**

**Marcella Fierro**

Our Financial Aid Director is here to guide and aid any students through the financial aspect of their schooling.

#### **Registrar Office Director**

**Mianova Lopez**

Our registrar office director assists all applicants with the registration process. She is also in charge of record maintenance and course date. She also makes sure that all students meet their graduation requirements by the end of their course.

### **Our Instructors**

INSTRUCTOR	PROGRAM	LICENSE No.	EXPIRATION
	Commercial Driver's License (CDL "A")		
	Heavy Equipment Operator		

Our Instructional Staff is composed of professional individuals carefully selected for their ability to convey knowledge of the craft and their professionalism. It is important to realize that as our student you are the most important person in your education. The staff will teach and train you, but it is very important for you to concentrate on perfecting the dexterity required to master all the different aspects of your trade. Physical dexterity is a skill that cannot be taught. It is achieved only through continuous practice and hard work. Only you can achieve this through perseverance, daily attendance, continuous practice, observation, following daily assignments, and developing good study/work habits.

### **Things to remember:**

- If you have any questions, do not be afraid to ask.
- If you need help, let your Instructor, Educational Standards Supervisor, or the Director of Operations know – that is why we're here.
- We're always open to suggestions and constructive criticism.
- We must all work hard to maintain the school's objectives. There is time for fun and your training should be an enjoyable experience. We know we will enjoy you as a student and hope that the feeling is mutual.

### **School Facilities and Equipment**

Learning at our school is separated into four different areas. Each area is managed in the following manner:

- Classroom – This is the area where students are given classroom instruction, written/book assignments, and tests.
- Hands-on area – This area is where students practice in the different types of equipment that will apply to their specific trade
- Field Learning – Students will perform real-life tasks once they have received the necessary classroom instruction, hands-on training, and passed all the necessary testing and safety courses.

Each student is provided a locker to use at their discretion for the duration of their training. Students must provide their own lock. We also have a break room, a waiting area, and modern functional equipment.

### **Facilities/ Services for Student with Disabilities**

Capstone Construction School complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

If you are interested in attending Capstone Construction School, but are in need of additional accommodations, you should submit your request in writing to the Director of Operations. Please include a description of the nature of the reported disability and its impact on learning. Please also include copies of current documentation of a disability.

Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability.
- how the diagnosis was determined (what tests were given and the results).
- A clinical summary, which includes an assessment of how the disability will impact the individual in a professional environment and what accommodations are recommended.

The school will respond to the request within 15 workdays of receipt. The school will consult with The New Mexico Department of Transportation and PSI Testing during the 15 workday time frame in order to ensure that the student would be able to perform his or her duties as a graduate. The initial written request and response from the school must take place prior to the pre-enrollment process.

### **Graduation, Placement, and Licensure Rates**

The graduation, placement, and licensure rates will not be available until after our school has been in operation for at least one year.

### **Non-discrimination Policy**

Capstone Construction School does not discriminate on the basis of age, race, sex, sexual orientation, color, creed, religion, financial status, nationality, ethnic origin or area of residence in any of its practices, admission policies, Instruction, graduation, or hiring process.

### **Educational Program Cost Information**

PROGRAM	PROGRAM LENGTH IN WEEKS	APPLICATION FEE	TUITION COST	KIT AND BOOKS	STATE TAX	TOTAL PROGRAM COST
Commercial Driver License (CDL A)	5.00	\$92.33	\$6,185.80	\$0.00	\$521.87	\$6,800.00
Heavy Equipment Operator	8.00	\$92.33	\$12,556.26	\$0.00	\$1,051.41	\$13,700.00

### **Kits, Books, and Supplies Policy**

Glitz School of Cosmetology provides all students with all the materials necessary for the successful completion of their program. Students are expected to maintain all books, tools, and utensils in clean working condition.

### **Tuition Payments and Assistance**

Capstone Construction School provides assistance with several different financial aid options. In addition, Capstone Construction School offers an In-House financing program. An interest rate of 6% applies to all students who opt to use in-house financing. Students who opt for in-house financing and are under the age of 18 and/or are not employed at the time of acceptance will be required to have a co-signer. A \$10.00 fee applies to all payments that are over 10 calendar days late. Students are required to pay in full prior to graduation. Students who are over 30 days late with their payment will not be allowed to attend class until all payments are made current. Days that a student is unable to attend due to nonpayment do not extend the contract maximum allowed time.

### **Veterans Benefits**

Capstone Construction School does not currently offer VA funding.

### **State Funded Financial Assistance**

There are several programs within the state of New Mexico that provide financial assistance to students. For additional information regarding this matter please contact:

New Mexico Department of Workforce Solutions  
WIOA  
401 Broadway NE  
Albuquerque NM 87102  
575-524-6195

Marcella Fierro  
Financial Aid Director  
575 532 5683

### **Cooling Period**

A five-day cooling period is granted if a student (or in case of a student under the state's legal age, his/her parent or guardian) cancels enrollment and requests reimbursement in writing within five days of scheduled class. Students will have until **11:59 P.M. of the fifth day of scheduled class** to submit the cancellation notice. The notice must be submitted in writing to [Jenn@glitz.edu](mailto:Jenn@glitz.edu) or delivered to the admissions office during school hours. All money collected by the school shall be refunded to the student except for the \$92.33 (plus tax) non-refundable application fee. Students who fail to submit a written cancellation notice by 11:59 p.m. on the fifth day of scheduled class will be subject to the refund calculation. In such instances the refund calculation will be applied whether the student attends class after the fifth day of scheduled class or not.

### **Scholarships and Tuition Waivers**

Capstone Construction School reserves the right to award scholarships and tuition waivers at its own discretion. Tuition waivers include a partial or full cost reduction of the tuition only.

### **Financial arrangements Prior to Enrollment**

The student must make financial arrangements with the Financial Aid Office in regard to FAFSA application, V.A. Benefits, Scholarships and/or Cash payment plan prior to enrolling.

### **Payment Terms**

Student and sponsor/co-signer (if applicable) agree to pay the school the tuition and fees for the program according to the approved payment plan stated in their enrollment agreement. A non-refundable \$92.33 (plus applicable tax) application fee must be turned in with the application. Once a student is accepted, he/she must make financial arrangements with our institution no later than the first day of instruction by the end of day. The remaining balance is due through an approved payment plan as stated in the enrollment agreement. Payments may be made by cash, money order, credit card, or through federal and state financial aid programs and loans. Students are responsible for paying the total tuition and fees as well as repaying any applicable loans plus interest. Students who are 30 calendar days late with their payment will not be allowed to attend

class until all payments are made current. Days that the student does not attend due to non-payment are counted as an absence and do not extend the student's scheduled graduation date nor maximum allowed time frame. The student and sponsor/co-signer (if applicable) understand that they are responsible for any and all balances unpaid by financial aid, regardless of the source.

### **Late Payments and Outstanding Balances**

Students that are 10 calendar days late with their payment will incur a \$10.00 late fee. Students who are 30 calendar days late with their payment will not be allowed to attend class until payments are made current. Days that the student misses due to non-payment are counted as an absence and do not extend the student's graduation date nor their maximum allowed time frame. If an account is more than 90 calendar days delinquent Capstone Construction School will terminate the contract and begin the collection process. The collection process may include collection fees, wage garnishment, and trade license cancellation. Capstone Construction School will withhold grades, transcripts, diplomas, state permits, and any graduation documentation from students who are delinquent in their account until all balances are satisfied.

### **Extra-Instructional Charges**

Students who have exhausted all of their absences and have not completed all of their required competencies by the end of their maximum allowed time frame will incur extra instructional charges (additional tuition charges). The charges will be applied to all hours remaining after the contract ending date. The rate of extra instructional charges is \$25.00 per hour. The extra instructional charges will be applied to the student's remaining balance after they graduate. Please note that financial assistance provided by government entities does not usually cover extra-instructional charges.

### **Financial Aid Information Assistance**

Financial Aid information (for all types) is available in our catalog and can also be viewed on our website at [www.Capstone.edu](http://www.Capstone.edu). If additional information is required or clarification needed on any of the different financial aid programs and assistance, please contact:

Jenn Sanchez  
Chief Fiscal officer  
575 532 5683  
M-F 9:30 AM-5:30 PM  
[Jenn@Capstone.edu](mailto:Jenn@Capstone.edu)

Marcella Fierro  
Financial Aid Director  
575 532 5683 Ext 2  
M-F 9:30 AM-5:30 PM  
[Marci@Capstone.edu](mailto:Marci@Capstone.edu)

### **Admission Policy**

Our Admissions Policy is used in order to define the enrollment requirements for individuals who wish to enroll at Capstone Construction School as regular students. Our admissions policy is designed in order to meet the guidelines set forth by the U.S. Department of Education, The

New Mexico Higher Education Department, and the National Accrediting Commission of Career Arts and Sciences. Capstone Construction School is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status.

**PLEASE NOTE: Capstone Construction School does not currently hold any training agreements with secondary education institutions. Capstone Construction School does not currently accept students who are still enrolled in a secondary institution facility.**

### **Admission Requirements:**

Applicants for a CDL Permit, a first-time Commercial License, Commercial License renewal, and/or heavy equipment operator applicants must have the following documentation:

- 1) State birth certificate or US passport or other proof of lawful presence in the US.
- 2) Social Security Card.
- 4) Two verifiable proofs of physical residency in New Mexico.
- 5) A valid New Mexico driver's/CDL license.

### **Admission Requirements for Transferring Students**

#### **Training from Other Institutions**

Capstone Construction School does not accept training from other institutions due to the expedited nature of these programs.

#### **In-School Transfers**

An in-school transfer occurs when an enrollee transfers from one program to another within Capstone Construction School. In such instances, the original enrollment agreement will be cancelled, and the student will owe the tuition balance as dictated by the institutional refund policy. Completed clock hours from the original program that is accepted for the new program will be applied at a 1:1 ratio and remaining clock hours will be charged at the current rate for that course. It is possible that not all clock hours will be transferrable from one program to the other. A \$150.00 non-refundable withdrawal fee will be applied to all in-school transfers. Students who transfer from one program to another will qualify for a tuition waiver for their original program if they meet all of the following requirements:

1. Complete the new program with an attendance grade of 80% or better by their scheduled graduation date.
2. Complete the new program with an academic grade of 80% or better by their scheduled graduation date.

**Please Note:** The amount of tuition waved for the original program will be determined by the administration.

### **Policy for Admission of Secondary Students**

Capstone Construction School does not currently accept students who are still enrolled in a secondary institution facility.

### **Policy on Training Agreements**

Capstone Construction School does not currently hold any training agreements with secondary education institutions, government agencies, or any other entities. Capstone Construction School does not currently accept students who are still enrolled in a secondary institution facility.



### **Re-entry Students**

To be eligible for readmission the student must submit a new application, pay the non-refundable \$92.33 (plus applicable tax) application fee, and meet all the admission requirements at the time of re-entry. The student must also be current on any outstanding debts with Capstone Construction School. Previous balances owed may be applied to the new agreement balance. Prior clocked hours will be evaluated prior to readmission. Approval for readmission is determined by the School Board and is based on program, schedule, space availability, and the student's prior conduct and academic record. Capstone Construction School reserves the right to deny readmission following termination or withdrawal for any reason. If re-entry is granted, the applicant will be required to sign a new Enrollment Agreement and pay additional tuition, books, supplies, and equipment costs (if applicable). Additionally, any returning students will re-enter in the same progress status as when they left. If a student withdraws and has been charged 100% of their agreement price, and the student is in good standing, he/she may be eligible to return to the course during the following Twelve (12) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, and the student wishes to reenroll at our school, the student will owe the original amount as determined by their refund calculation as well as the remaining program cost based on the current tuition price. Please note, Capstone Construction School will not release any graduation documents until all the balances have been paid off.

### **Multiple Re-entry Students**

Approval for re-entry is determined by the School Board and is based on program, schedule, student's academic standing, student's academic and conduct record, and space availability. Students who return to Capstone Construction School must pay the nonrefundable \$92.33 (plus applicable tax) application fee. Students who re-enter the school will do so in the exact same attendance/academic and financial status.

**Please note that it is very difficult for students who withdraw from the school prior to program completion to be granted re-enrollment.**

### **Application Process**

**Pre-enrollment requirements:** Prior to enrolling, prospective students must complete the following steps:

1. Meet with a school official, complete a tour of the school, and receive the initial visit packet. The school official will answer any questions during the initial visit.
2. Complete a school application and submit along with the \$92.33 (plus applicable tax) non-refundable fee and the documents listed therein.
3. Read, understand, agree with, and sign the catalog as well as the entire pre-enrollment packet.

**PLEASE NOTE: Capstone Construction School does not currently offer Title IV Financial Aid.**

### **Institutional Tuition Refund Policy**

This refund policy applies to all terminations for any reason, by either party. These reasons include, but are not limited to student decision, expulsion, applicant is rejected, course cancellation, or school closure.

- a. A five-day cooling period is granted if a student (or in case of a student under the state's legal age, his/her parent or guardian) cancels enrollment and requests reimbursement in writing within five business days of signing an Enrollment Agreement, making an initial tuition payment, the initial visit to the school, **or by 11:59 P.M. of the fifth calendar day after the first day of class**, whichever is later. The 5-day cooling period applies whether the student began training or not. all money collected shall be refunded except for the \$92.33 (plus tax) non-refundable application fee.
- b. Refunds prior to commencing instruction. Prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal delivered by mail or other means, and the student shall be entitled to a refund of all moneys except the \$92.33 (plus applicable tax) application fee.
- c. If a course is cancelled after a student has enrolled but before instruction begins, Capstone Construction School will provide a refund of all moneys paid including the \$92.33 (plus applicable tax) application fee.
- d. If a course is cancelled after instruction begins, but within the 5-day cooling period, Capstone Construction School will provide a refund of all moneys paid including the \$92.33 (plus applicable tax) application fee.
- e. If a course is cancelled subsequent to the 5-day cooling period, and after instruction has begun, Capstone Construction School will provide a full refund of all moneys paid including the \$92.33 (plus applicable tax) application fee.
- f. If the school is permanently closed, or no longer offering instruction after a student has enrolled, Capstone Construction School will offer a pro-rata refund of tuition to the student.
- g. An Applicant rejected by the school shall be entitled to a refund of all monies paid except for the non-refundable application fee of \$92.33 (plus applicable tax).
- h. For Students who enroll and begin classes, the following schedule of tuition refund will apply:

Refund Calculation:  $\text{Scheduled Clock Hours} \div \text{Contracted Clock Hours}$

A Termination/Withdrawal Fee of \$138.49 (plus applicable tax) will also be charged.

Percentage of Attendance	Retained by the Institution
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and After	100%

Attendance time is determined by dividing the scheduled clock hours by the contracted hours. Formal termination shall occur no more than 14 calendar days from the last date of physical attendance.

- i. Students who withdraw will also be required to pay for the cost of any books and/or kit items that are not returned to the school in exceptionally clean and working

condition. The school will make the final determination regarding the items condition.

- j. For students who do not return from a Leave of Absence, the termination date will be the last day of attendance.
- k. All money due the applicant or student shall be refunded within 45 calendar days after cancellation or termination whether official or unofficial.
- l. Students are required to complete their program within the contracted clock hours. Students who do not complete their program by their scheduled graduation will be required to enroll in a new class. Students in such instances will receive credit for any successfully completed training and assignments. In such instances the student must pay the \$98.33 application fee.

### **Cancellations and Withdrawals**

Students have the right to terminate their contract with the school at any time. Students who terminate their contract after the 5-day cooling period will be subject to the institutional refund calculation and will have to pay a \$138.49 (plus applicable tax) early termination fee. All cancellations and withdrawals on the student's part must be submitted in writing to the registrar office or the Director of Operations. The cancellation date will be determined by the date on the postmark or the day the notification is delivered to the school in person. A student who is rejected, expelled, or otherwise terminated from the school will be notified in writing. The contract of a student who is absent for fourteen calendar days will be considered terminated and the student will be withdrawn. For purposes of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the 14-day period. A withdrawal fee of \$138.49 (plus applicable tax) will apply to all contract terminations that occur after the five-day cooling period.

### **Externships and Schedule Changes**

Capstone Construction School does not offer an externship option. Schedule changes are not applicable to these programs.

### **Incarcerated Applicants**

Capstone Construction School does not offer in-person education in any areas other than our campus. Incarcerated applicants who wish to attend our school will only be able to complete up to 25% of their selected program via distance education.

### **School Calendar**

Upcoming classes will start on the following dates:

Commercial Driver License:

June 5<sup>th</sup> 2023

July 17<sup>th</sup> 2023

August 28<sup>th</sup> 2023

Heavy Equipment Operator:

June 12<sup>th</sup> 2023

July 24<sup>th</sup> 2023

August 4<sup>th</sup> 2023

### **School Schedule**

Students will be required to attend school a total of 35 clock hours per week. Late starts will be expected to progress at a faster pace to catch up with other students. The school could be closed during a student's enrollment for unexpected reasons. In the event of inclement weather classes may be canceled for one or more days. The anticipated graduation date will be extended accordingly.

School will be closed on the following holidays:

- November 25<sup>th</sup> through November 27<sup>th</sup>, 2021
- December 21<sup>st</sup>, 2021 through January 3<sup>rd</sup>, 2022.
- July 4<sup>th</sup>, 2022
- November 24<sup>th</sup> through November 26<sup>th</sup>, 2022
- December 20<sup>th</sup>, 2022 through January 2<sup>nd</sup>, 2023

PLEASE NOTE: Capstone Construction School celebrates the adoption of the U.S. Constitution every year. If constitution day (September 17<sup>th</sup>) lands on a day in which our school is closed, then the celebration will take place on the last day of school preceding the U.S. Constitution Day. Any student who receives financial aid must participate in these activities.

### **Satisfactory Academic Progress Policy**

**Please note this policy is often referred to as “SAP” throughout this catalog**

This Satisfactory Academic Progress Policy is provided to all students prior to enrollment. All students, regardless of their program or enrollment status (full time/part time), are evaluated periodically to determine if they are meeting the minimum Satisfactory Academic Progress (SAP) requirements. The academic progress is based on both qualitative (subject knowledge) and quantitative (attendance) performance.

### **SAP Standards:**

Students are required to maintain Satisfactory Academic Progress (SAP) as established by this institution. This Satisfactory Academic Progress Policy applies to all students enrolled at Capstone Construction School, regardless of the source of their funding and/or enrollment status (full-time or part-time). All students must comply with the following standards:

1. All students must maintain a cumulative academic average of 80% or better on all required course work.
2. Students must maintain an attendance grade of 80% or better to meet the requirements set forth by Capstone Construction School.
3. All students are held responsible for regular and punctual attendance.
4. All students must complete the program within 122% of their contracted hours.
5. Students who fail to complete the program within the maximum allowed time frame of 122% will incur extra-instructional charges at the rate of \$25 per hour. The fees will be added to the student's account after the student graduates.
6. Regardless of the average level of attendance, students who have more than 14 days of consecutive absences will be dismissed (unofficially withdrawn). This standard applies to all students.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness as outlined in the School Standards and Conduct Requirements Section of this catalog.

### **SAP Evaluation Periods**

#### **Evaluation Periods for Attendance, Applied experience, and Academic Evaluations:**

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods, which include both clock hours and weeks attempted.

<b>PROGRAM</b>	<b>LENGTH (Clock Hours)</b>	<b>APPROVED FOR TITLE IV</b>	<b>EVALUATION PERIOD</b>	<b>ACTUAL CLOCK HOURS</b>	<b>WEEKS COMPLETED</b>
Commercial Driver License (CDL A)	175	No	1	87.5	2.5
Heavy Equipment Operator	280	No	1	140	2

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 35 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

### **Evaluation of Transfer Students**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the maximum allowed time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students will be evaluated either at the midpoint of their contracted hours or the established evaluation period, whichever comes first.

### **Evaluation of Re-entry Students**

Re-entry students will be evaluated at their normal scheduled SAP or the midpoint of their contracted hours, whichever comes first.

### **Attendance Progress Evaluations**

Students are required to carry a minimum of 80% attendance grade in order to maintain satisfactory attendance progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **Possible Attendance Scores**

- 90 - 100 Excellent
- 80-89 Satisfactory
- 0-79 Does not meet standards

### Maximum Allowed Timeframe

Students are allowed 122% of their contracted hours to complete their program. This is known as the maximum allowed time frame. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for determining when the maximum allowed time frame has been completed. SAP Periods are based on actual contracted hours at the institution.

### Extra-instructional Charges

Students who do not complete the course within the maximum allowed timeframe will incur extra instructional charges at a rate of \$25 per hour. The additional cost will be added to the student's remaining balance after the student graduates.

**MAXIMUM ALLOWED TIME FRAME CHART**

PROGRAM	Length in Hours	Length in Weeks	Attendance Hours Per Week	Maximum Allowed Time Frame
Commercial Driver's License (CDL A)	175 Clock Hours	5	35	6 Weeks
Heavy Equipment Operator	280 Clock Hours	8	35	8 Weeks

The maximum allowed timeframe for transfer students who need less than the full course requirements or part-time students will be determined based the following formula:

$$\text{Contracted Hours} * 122\% = \text{Maximum Time Allowed}$$

### Qualitative Progress Evaluations

Qualitative (Subject Knowledge) progress is determined by combining the scores of all applied experience and written examinations. Students who do not meet a minimum of 80% grade in subject knowledge will be required to retake applied experience and written examinations as necessary. Written evaluations consist of tests and quizzes. In the case of applied experience evaluations students will be graded via the use of a "Yes" or "No" checklist. Students will be observed while completing any and all learned services. If the student misses a step or uses improper technique the student will receive a "No" for that step.

Qualitative progress evaluations (both written and applied experience) are evaluated by dividing the number of correct answers by the total possible number of correct answers.

### Possible Academic and Applied experience Scores

90 - 100 Excellent

80 - 89 Very Good

0 - 79 Does not meet standards

### Satisfactory Academic Progress Evaluation Results

All students are provided with a copy of their evaluation results within 7 days of their scheduled evaluation. Students who do not meet the minimum Satisfactory Academic Progress requirements

will be required to sign the original adverse evaluation and will be provided with a copy. Students who wish to review their past assignment can request to review their file.

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning and at risk of being terminated from the school. Students will be terminated from the program if it is determined that the student will be unable to graduate within 150% of the program length.

**Please note:** Capstone Construction School does not offer appeals for unsatisfactory SAP evaluations.

### **Re-establishing satisfactory Academic Progress:**

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning period.

### **Re-establishing Satisfactory Attendance Progress:**

Students are allowed to make up missed hours for excused absences at no charge. Students who wish to make up hours must fill out the necessary form and select the days and/or nights on which the student will attend to make up missed hours. The administration must review and approve the request prior to the student beginning make up attendance. Students are obligated to attend on the days for which they've signed up. If a student is absent on a day for which he/she signed up, then the student will not be allowed to make up those hours.

Alternatively, students can attend approved advanced classes outside their regular schedule to make up hours. Please note that students seeking to attend advanced classes must fill out the necessary form and must be preapproved. In order for advanced classes to be approved a Capstone Construction School instructor must be in attendance.

**Re-establishing Satisfactory Academic (Theory and Applied experience) Progress:** Students can, and might be required to, retake written evaluations in order to meet the minimum theory Satisfactory Academic Progress (SAP) requirements. It is also permissible for students to re-do any other written assignments that were turned in for a grade. Students who do not have a passing grade of 70% or better by the end of their maximum allowed time frame will be required to retake written and applied experience examinations until their grade is satisfactory. Extra-instructional charges of \$25.00 per hour will apply. The extra-instructional charges will be added to the student's balance after graduation.

### **Course Incompletes and Withdrawals**

Course incompletes and withdrawals do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, Capstone Construction School will review any re-entry hours for approval. Course incompletes, repetitions, and non-credit remedial courses have no effect upon our school's satisfactory academic progress. Students who

reenroll in the school will do so in the exact same attendance and academic status as when they withdrew.

### **Interruptions**

If enrollment is temporarily interrupted the Student's Contract Period and Maximum allowed time frame will be extended by the same amount of calendar days taken in the leave of absence. Students will not incur any additional fees due to a Leave of Absence.

### **Remedial Courses and Repetitions**

Remedial courses do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, it is possible (and highly recommended) for students to retake written and applied experience evaluations in which the student obtained a low score. Students may attend a program for which they were previously certified at their own expense.

## **Student Academic Advisement**

### **Progress Records**

Students are provided with a copy of their Monthly Progress Reports (if any) and SAP results. Students are also provided with a copy of their test scores, applied experience evaluation results, financial aid documents, and transcripts. Additional copies can be made upon request at a cost of \$0.10 per page. Requests should be submitted in writing to the CFO. All original documents are kept by Capstone Construction School for at least 7 years.

### **Monthly Progress Reports**

In some instances, and at the instructor's discretion, students may receive progress evaluations on attendance, academic learning, and applied experience skills on the last day of every month during the course of their schooling. The staff is required to assist you with any educational and professional concerns whenever possible.

### **Advisement and Counseling**

All students, regardless of their academic standing, will be advised in career goals and challenges. Our instructors are trained and dedicated to eliminating student's areas of weakness and capitalize on student's strengths. All students who wish to specialize in any areas of their training, or otherwise need additional assistance, should inform their instructor as soon as possible. Our instructors will then communicate with the administration to develop a plan to set our students on the path that will offer the shortest path to success.

## **Student Resources**

### **Career Counseling**

Capstone Construction School is committed to the success of our students and graduates. Our staff is always available to aid with career exploration, searching for employment, planning for the future and business startup.

### **Health and Wellness**

Pamphlets for mental and physical health assistance programs are available in our restrooms and breakroom.



### **Entry Level Driver Training Program Description**

This 175-clock hour program is designed to prepare students for both the written and skills test examinations as mandated by the New Mexico Department of Transportation. Students will receive in-class instruction as well as behind-the-wheel experience during their training.

### **Program Educational Objectives**

Instruction is divided into theory (taught in a classroom setting), and behind-the wheel training. Capstone Construction School uses publications and software from the New Mexico Department of Transportation, the U.S. Department of Transportation, and other sources as the basis for our teaching and curriculum. Instruction and hands-on training are delivered by licensed instructors.

### **Instructional Methods Used**

Instruction is divided into theory (taught in a classroom setting), and behind-the-wheel training. Capstone Construction School uses publications the New Mexico Department of Transportation, the U.S. Department of transportation, and other sources as the basis for our teaching and curriculum. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training are delivered by certified instructors.

### **Program Graduation Requirements**

In order to graduate from their program, all students must:

- Complete the program with 80% attendance or better.
- Complete the program with a 80% or better academic grade (Theory and Applied experience).
- Complete 100% of the tasks required and listed in the curriculum.
- Pay off any and all amounts owed to Capstone Construction School.

Upon meeting all the above requirements for this program, students will receive a Certificate as well as a transcript of training hours. Students will also receive a form containing the steps to follow after graduation.

### **Entry Level Driver Training Program Curriculum Outline**

**(All items must be completed to graduate)**

#### **Week 1 - Basic Operation**

1. Orientation
2. Control Systems/Dashboard
3. Pre- and Post-Trip Inspections
4. Basic Control
5. Shifting/Operating Transmissions
6. Backing and Docking
7. Coupling and Uncoupling

#### **Week 2 - Safe Operating Procedures**

1. Visual Search
2. Communication
3. Distracted Driving
4. Speed Management

5. Space Management
6. Night Operation
7. Extreme Driving Conditions

**Week 3 - Advanced Operating Practices**

1. Hazard Perception
2. Skid Control/Recovery, Jackknifing, and Other Emergencies
3. Railroad-Highway Grade Crossings

**Week 4 - Vehicle Systems and Reporting Malfunctions**

1. Identification and Diagnosis of Malfunctions
2. Roadside Inspections
3. Maintenance

**Week 5 - Non-Driving Activities**

1. Handling and Documenting Cargo
2. Environmental Compliance Issues
3. Hours of Service Requirements
4. Fatigue and Wellness Awareness
5. Post-Crash Procedures
6. External Communications
7. Whistleblower/Coercion
8. Trip Planning
9. Drugs/Alcohol
10. Medical Requirements

### **Program Completion and Licensure**

Upon meeting the graduation requirements for this program, students will receive a diploma, a transcript of training hours, and an experience verification form. Students will also receive a form containing the steps to follow after graduation.

### **State Examination Requirements**

- Pass the written test(s) pertaining to the class of CDL and any endorsements applied for. CDL applicants can take CDL written tests up to twice a week. There is no limit to the number of times they can take the test annually.
- Receive a CDL learner's permit
- Pass a skills test administered by an approved CDL Examiner

### **License Eligibility Requirements:**

In order to obtain their license

1. Be at least 18 years old. Please note that licenses issued to persons between the ages of 18 and 20 will have a "K" restriction. A "K" restriction limits drivers to intrastate driving only.
2. Obtain a learners permit
3. Complete the EDLT training
4. Provide proof of U.S. Citizenship or lawful permanent residence status
5. Pass the state written and skills examinations
6. Obtain a commercial driver medical certificate

## How to Apply for your CDL license

In order to apply for your CDL license you must take the following documents to the Motor Vehicle Division:

- Out-of-state CDL or New Mexico driver license
- Proof of Identification number
- Commercial Driver Medical Certificate and/or any medical waiver issued;
- proof of U.S. citizenship or lawful permanent residence status in the United States
- Two (2) proofs of physical residency in New Mexico. (All issuances documents must be within 60 days of the application date)
- Additional information clarifying each of these required documents is provided below.
- Proof of identity (including date of birth)
- Commercial Driver Medical Certificate

## License Duration

Once the license is issued it must be renewed each year. Submissions must be made at least 30 days prior to expiration.

## ISSUING AGENCY:

New Mexico Motor Vehicle Division  
Joseph Montoya Building  
P.O. Box 1028  
Santa Fe 87504-1028  
888-683-4636

## Occupations Available to Graduates

Commercial Driver License
Commercial Truck Driver

## Heavy Equipment Operator Program Description

This 280-clock hour program consists of classroom instruction as well as field hands-on training. This program is designed to provide students with the knowledge necessary to gain and maintain employment in today's construction industry.

## Program Educational Objectives

Instruction is divided into theory (taught in a classroom setting), and behind-the wheel training. Capstone Construction School uses publications and software from the New Mexico Construction Industries Division, OSHA, and other sources as the basis for our teaching and curriculum. Instruction and hands-on training are delivered by licensed instructors.

## Instructional Methods Used

Instruction is divided into theory (taught in a classroom setting), and behind-the-wheel training. Capstone Construction School uses publications the New Mexico Department of Transportation, the U.S. Department of transportation, and other sources as the basis for our teaching and curriculum. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training are delivered by certified instructors.

### **Program Graduation Requirements**

In order to graduate from their program, all students must:

- Complete the program with 80% attendance or better.
- Complete the program with a 80% or better academic grade (Theory and Applied experience).
- Complete 100% of the tasks required and listed in the curriculum.
- Pay off any and all amounts owed to Capstone Construction School.

Upon meeting all the above requirements for this program, students will receive a Certificate as well as a transcript of training hours. Students will also receive a form containing the steps to follow after graduation.

### **Heavy Equipment Operator Program**

**(All items must be completed to graduate)**

#### **Week 1 – Introduction**

1. Orientation
2. New Mexico Excavation Law Class
3. Types of Equipment and intended uses
4. Communication. Radio and Hand Signals
5. Visual Search and Surrounding Awareness

#### **Week 2 – Skid Steer**

8. Control Systems/Dashboard
9. Pre- and Post-Trip Inspections
10. Entering and Exiting Equipment
11. Basic Control
12. Backing and loading equipment into transport vehicles

#### **Week 3 – Backhoe**

1. Control Systems/Dashboard
2. Pre- and Post-Trip Inspections
3. Entering and Exiting Equipment
4. Basic Control
5. Backing and loading equipment into transport vehicles

#### **Week 4 – Front Loader**

1. Control Systems/Dashboard
2. Pre- and Post-Trip Inspections
3. Entering and Exiting Equipment
4. Basic Control
5. Backing and loading equipment into transport vehicles

#### **Week 5 – Excavator**

1. Control Systems/Dashboard
2. Pre- and Post-Trip Inspections
3. Entering and Exiting Equipment
4. Basic Control
5. Backing and loading equipment into transport vehicles

#### **Week 6 – Bulldozer**

1. Control Systems/Dashboard
2. Pre- and Post-Trip Inspections

3. Entering and Exiting Equipment
4. Basic Control
5. Backing and loading equipment into transport vehicles

#### Week 7 – Site Layout

1. Grade Reading
2. Laser Level
3. Types of Soil

#### Week 8 – Road Grader

1. Control Systems/Dashboard
2. Pre- and Post-Trip Inspections
3. Entering and Exiting Equipment
4. Basic Control
5. Backing and loading equipment into transport vehicles

### **Program Completion and Licensure**

Upon meeting the graduation requirements for this program, students will receive a diploma, a transcript of training hours, and an experience verification form. Students will also receive a form containing the steps to follow after graduation.

### **State Examination Requirements**

The state requires for those who take the New Mexico Excavation Law class take a pre and post examination. A score of 80% or higher is considered a passing grade. There are no other state examinations.

### **License Eligibility Requirements:**

7. Be at least 18 years old.
8. Have a valid NM driver's license
9. Recommended – Commercial Driver's License.
10. Recommended - High School Diploma or Equivalent. This is not required by the state by many employers use this as a hiring requirement.
11. Provide proof of U.S. Citizenship or lawful permanent residence status
12. Pass the New Mexico excavation law examination
13. Obtain a NMDOT health card

### **How to Apply for your CDL license**

In order to apply for your CDL license you must take the following documents to the Motor Vehicle Division:

- Out-of-state CDL or New Mexico driver license
- Proof of Identification number
- Commercial Driver Medical Certificate and/or any medical waiver issued;
- proof of U.S. citizenship or lawful permanent residence status in the United States
- Two (2) proofs of physical residency in New Mexico. (All issuances documents must be within 60 days of the application date)
- Additional information clarifying each of these required documents is provided below.
- Proof of identity (including date of birth)
- Commercial Driver Medical Certificate

**Duration of Certification**

Once the license is issued it must be renewed each year. Submissions must be made at least 30 days prior to expiration.

**Occupations Available to Graduates**

<b>Commercial Driver License</b>
Heavy Equipment Operator

**Employment Assistance**

Capstone Construction School does not guarantee job placement. However, as part of their training students are instructed how to write resumes and prepare for job interviews. Every possible effort will be made by Capstone Construction School to expose our students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. Students who display the utmost professionalism and dedication during their training will receive priority with employment assistance.

**Student Access to Records**

Capstone Construction School maintains all student records including transcripts for a period of 100 years in accordance with New Mexico rules. All students, as well as the parents or guardians of dependent minors, have the right to view any items in their files and may do so by request. This request will be granted within a reasonable amount of time to accommodate the office's schedule. At no time, may a student or parent/guardian remove any items or articles from their file. The School Administration is the official custodian of the records. All records will be maintained for a period of 7 years from the date of graduation or termination from the school. The School Director may request other school personnel to assist in answering any questions that students may have regarding interpretation of the records. In all cases where access to student education information is requested, except as provided in this policy, a written request to see the files must be made by the student or, in the case of a dependent minor, the student's parent or legal guardian. The school's Chief Financial Officer, upon receipt of this request, will provide access to review the records at a date and time no more than 3 business days after the request has been made. The student, or the parent or legal guardian of a dependent minor, as well as anyone the student, or parent or guardian of a dependent minor shall examine the file in the presence of the School Director and/or other person(s) designated by her/him. The record itself may not be taken from the school premises. However, upon request, one copy of the records, including academic transcripts and/or financial aid documents and fees shall be provided within a reasonable time at no charge. Additional copies may be obtained at the cost of \$0.10 per page.

**Student Information Release Policy**

Capstone Construction School will disclose personal, identifiable information from the records of a student without written consent of the student to the following parties:

- a. School employees who have a "need to know".
- b. Schools to which a student is transferring. Written permission from the student or parent/guardian is required.
- c. Annual Reporting to Accrediting Agencies.
- d. Appropriate parties in connection with financial aid (when applicable)

- e. Organizations doing authorized studies or reports for the school.
- g. Individuals who have obtained court orders or subpoenas, or in case of health and/or safety emergencies.
- h. State and local authorities to whom disclosure is required by state laws.
- i. Parents/Legal guardians of dependent minors are provided access to student records. Parents/Guardians are also allowed to release the student's records to third parties.
- j. Capstone Construction School will also provide access to student and any other records as required to any accreditation process initiated by Capstone Construction School or by the National Accrediting Commission of Career Arts and Sciences or in response to a directive of the commission.

If a request from an outside agency (other than listed above) for information regarding a student is received, the school will not release any information without the student's express permission. The request must be made in writing, clearly stating the agency requesting the information, and include the student's signature. Only an officer of the school will be able to release such information.

Documentation of any correspondence will be placed in the student's file.

### **STUDENT GRIEVANCE PROCEDURE**

Capstone Construction School will make every attempt to resolve any student complaint that is not frivolous or without merit. Students are allowed to submit a complaint at any time. Evidence of final resolution of all complaints will be retained in school files. The following procedure outlines the specific steps of the complaint process.

1. The student should request and fill out the internal grievance form from any of the instructors or members of the administration. The student must then register the complaint in writing on the designated form provided by the institution within 10 calendar days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to a person who will serve as an impartial representative of the institution but not be directly involved in the area of the complaint. Retaliation or any form of adverse action against a person registering a complaint is against school policy.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 calendar days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 calendar days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 calendar days of the hearing, the committee

will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Per New Mexico rule **5.100.7.10 (Q)** students must exhaust the institution's internal complaint process before submitting the complaint to the New Mexico Higher Education Department. However, students can submit a complaint with any other of our accrediting agencies at any time.
8. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to the New Mexico Higher Education Department.

New Mexico Higher Education Department  
2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505-2100  
505-476-8400

### **Leave of Absence Policy**

Capstone Construction School does not offer leaves of absence. If a student is forced to stop attendance for an extended length of time he/she must withdraw from the school and return at a later time.

### **School Standards and Conduct Requirements**

- A. **Breaks & Lunches:**  
Students attending 8 hours or more in one day must take at least a 30-minute lunch. Lunch times for all students will vary.  
**Food and Drinks are only permitted in the school's designated break/lunch area. Food and Drinks are not permitted anywhere else in the school.**
- B. **Phone Calls and Cell Phone Usage:**  
No personal calls on the school business phones without express permission from the School Director. Students are allowed to check their cell phones during breaks or between clients. Students who use their cell phone excessively during theory or while working on a client will lose all cell phone privileges.
- C. **Smoking:**  
Smoking is not permitted within our premises or within 50 feet from any of our entrances. Smokers should dispose of their cigarette butts in designated containers.
- D. **Cheating:**  
Students caught cheating could be subject to termination from the program.
- E. **Leaving During Hours of Scheduled Attendance:**  
Student's may not leave the school installations during scheduled hours without their instructor's consent. Students who leave during scheduled hours without permission might not be allowed to return for the day and could be written up depending on the circumstances. If a student receives their instructor's permission to leave during scheduled hours he/she must clock out.



**F. Alcohol and Drugs:**

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use of illegal drugs, possession of such, or of any drug paraphernalia, is also illegal. The use of alcohol or drugs in any form on school premises, on school grounds, or at any school related activity could result in immediate expulsion. Students who need professional help can find referrals for counseling in our restrooms.

**G. Make-up Work and Exams**

Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Make-up exams are a privilege – not a right! Students should be in attendance on examination days.

**H. Appearance, Dress Code, Uniforms:**

1. Proper attire in the school is mandatory. Appearance should be neat, clean, well-groomed with clothing properly fastened and pressed. No soiled, torn or inappropriate dress for a professional environment will be permitted. Attire considered to be too revealing will not be allowed.

**ATTIRE:**

- Tops: Students who are not wearing a Capstone approved top will have the option to purchase one of these items. Students who are unable or unwilling to purchase an additional item will be asked to return home to change. Students will be required to clock out.
- Pants: Jeans, slacks, or dressy pants of any color are permitted. Minor and fashionable tears in jeans are allowed. Excessively torn jeans or pants will not be allowed. Students who fail to meet this standard will be asked to clock out and sent home to change.
- Tights are allowed as long as undergarments are not showing through.
- Students are **not** allowed to wear shorts or skirts
- Shoes: Only closed toe shoes are permitted due to sanitation and safety reasons.

(Our Goal is to help you be as professional as possible)

2. Personal hygiene and sanitation are the daily responsibility of each student. We are in close proximity to many people daily. It is imperative that each student be keenly aware of personal breath and body odor, including cigarette smoke. We strongly suggest showering/bathing before coming to school.

3. Students in violation of the dress code will be asked to clock out and return after correcting their attire. The Faculty or Administrative Staff will have the final decision on any questionable dress code or appearance violations.

**I. Personal Belongings and Kits:**

You are required to work as neatly as possible. After each work assignment, you are expected to clean your entire station and chair. Your personal belongings should be stored in your locker or your vehicle.

**NOTE: The school is not responsible for missing items or belongings. Please do not leave personal belongings unattended.**

- J. Personal Supplies and tools:**  
Students are responsible for their supplies and tools. Capstone Construction School is not responsible for lost, damaged, or stolen items.
- K. Duties:**  
A duty roster will be made monthly for all classroom duties as well as front desk duties. This will be done on a rotating basis for fairness to all students. Your duties are an assignment as part of your training. Instructors will check all duties at the end of the day. Acceptance of this catalog includes
- L. Dispensary and Supply Room:**  
Only Administrators and Instructors are allowed to access the dispensary room.
- M. Client/Field Services:**  
Students at Capstone Construction School are required to perform services both in-house and out on the field as part of their instruction. It is the school's policy and requirement for students to continue doing services until they graduate. If student refuses complete a service, the student will be asked clock-out and leave for the rest of the day.
- N. Weapons in School:**  
With the exception of pepper spray, weapons of any type are strictly forbidden in school. Students caught with a weapon in school will be sent home immediately, the weapons will be turned over to the local police department, and a decision will be made as to whether the student will be allowed to return to school.
- O. Plagiarism:**  
Students shall not submit someone else's ideas, processes, or words as their own. Students are required to reference the author when quoting or paraphrasing on all assignments and projects.
- P. Attendance, Tardiness, and Absenteeism Policy**  
**1. Attendance Days**  
Students are required to attend class based on the days stated on their enrollment agreement. Students are not allowed to show up on their days off to make up missed clock hours without first obtaining prior approval from the administration.  
**2. Excused Absences**  
Students are required to notify the school prior to their absence at all times unless unforeseen circumstances apply. Notifications **must** be sent to the school manager via email (no texts or calls accepted) to Brenda@Capstone.edu. Students are allowed to make up hours for excused absences at any time during regular school hours at no extra charge. The date and time at which the student will make up the hours must be pre-approved by the administration in advance. Absences during scheduled make up hours will be considered unexcused. In order for absences to be considered excused students must submit one of the following forms of documentation:  
  1. Doctor's note
  2. Proof of death of a family member
  3. Note from an instructor stating the student was sent home due to a contagious illness.

### **3. Unexcused absences**

Students should be aware that absenteeism for more than 14 consecutive calendar days without contacting the school can result in the student being terminated from the program. Students have the option to make up unexcused absence hours Mondays (only) between the hours of 9:30 am and 3:00 pm at a cost of \$5.00 per hour. The fees must be paid at the time of entrance to class on that day.

### **4. Tardiness**

Excessive lateness or overstaying allotted break time could lead to disciplinary action. Students who show up after theory has started may not be allowed to enter the classroom until theory has concluded in order to avoid interruptions. The student will not be allowed to clock-in and the missed time will count against the student's attendance rate. Hours missed due to tardiness can be made up as dictated by the unexcused absence guidelines.

**NOTE: Certain assignments are only available for the day on which they are taught. It is unfeasible for the instructor to teach a class again for a single student. Therefore, it is the student's responsibility to make up work on their own time. The student must ask the instructor for missed assignments and/or tests and complete them on their own time.**

**Q. Every Instructor is your instructor:**

Students are expected to receive and follow instructions from every instructor as well as all members of the staff. Failure to follow directions from any instructor or administrative officer is considered a violation of our policy.

**R. Creating a Hostile Environment:**

It is strictly forbidden for students to behave in a manner that creates or promotes a hostile environment. This includes any actions or comments directed at other classmates, instructors, members of the staff, or clients. These rules apply at any given time on and off campus. There is a zero-tolerance policy for the following actions whether directly or indirectly:

1. Bullying
2. Gossip
3. Harassment (of any kind)
4. Demeaning commentaries
5. Provocation

**NOTE: Physical altercations will result in immediate termination and the local authorities will be contacted.**

**S. Sexual Harassment**

It is unlawful to harass a person because of that person's sex. Sexual harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Any complaints of sexual harassment will be addressed in-house or reported to the police department, depending on the victim's wish. Anyone who is found guilty of sexual harassment will be terminated from the school immediately.

**T. Clock-in procedures.**

Students are allowed to clock in 5 minutes prior to the start of class. Once a student is clocked in he/she must inform their instructor and begin their training. No student shall, under any circumstances, clock another student in or out.

Students who are caught using the clock for another student, or allowing another student to clock them in or out, could be suspended or expelled from the school. Students have up to ten calendar days to question any clocked hour discrepancies. For that reason, we recommend that all students print and review their clock hours at the end of every week. Students who forget to clock-in must pay a \$5.00 clock adjustment fee. In the event that our biometric clock fails, students must fill out the time sheet manually.

**U. Theft**

Students who are caught stealing on school property will be terminated immediately. This rule applies to all forms of theft regardless of who the victim is.

**V. Suspensions**

Suspensions apply to active days (days of attendance) only. Suspensions do not extend the contract time allotted. Students are not allowed to make up hours for suspension days.

**Drug Free Zone Policy**

Capstone Construction School is a federally accredited school and therefore considered a Drug Free Zone in accordance with federal regulations. Capstone Construction School takes every precaution to ensure compliance with federal regulations as well as to guarantee the safety of our students, clients, and employees. Students are required to work with sharp objects, strong chemicals, and other hazardous materials during their schooling. Being impaired or under the influence of legal or illegal drugs or alcohol adversely affects the student's ability to perform as well as the safety of our clients, employees, and other students. Students who are suspected of being under the influence of a controlled substance (legal or illegal) or alcohol will not be allowed to work on clients or use sharp objects or chemicals. Students who are suspected of being under the influence of a controlled substance will be required to take a drug or alcohol test. Students who test positive for illegal substances will be terminated from the school. Students who test positive for legal controlled substances must provide proof of prescription from a licensed medical doctor. Students who test positive for legal controlled substances and are unable to provide proof of prescription will be terminated from the school. Students who are suspected of being under the influence of a controlled substance or alcohol and refuse to take a drug and alcohol test may be terminated from the school.

**Violation of the above rules and standards may result in disciplinary action up to and including termination from the school. The school reserves the right to terminate any student whose personal conduct towards school staff, clients, or fellow students is deemed unsatisfactory. Re-admittance to the school will be at the School Board's discretion.**

**Amendments**

Capstone Construction School is an ever-changing institution. Therefore, it is impossible to create rules and regulations that apply to every possible instance. For that reason, it will sometimes be necessary to add, delete, or change some of the rules listed in this catalog. The school administration will meet regularly to update rules and regulations in a manner that is fair to everyone.

### **Grounds for Termination**

Violation of our policies (included in your catalog) may result in disciplinary action up to and including termination from the school. The school reserves the right to terminate any student whose personal conduct towards school staff or fellow students is deemed unsatisfactory. Student termination will be determined based on the type of violation as well as the severity and/or frequency of the offense. Students who fail to meet satisfactory academic progress during their warning period will be terminated from the program. Re-admittance to the school will be at the School Board's discretion. Students who are terminated from the school will incur a \$138.49 (plus applicable taxes) early termination fee.

### **Conduct and Catalog Acknowledgement**

Capstone Construction School is a place of business and both staff and students alike are expected to behave in a professional manner. All forms of offensive language are prohibited. In training to be a professional you must be a caring and open-minded individual. You must use your training and knowledge to satisfy the needs and wants of every client. You must be able to put your ego and problems aside in order to be a contributing member of the team. You must also be an excellent communicator. This requires the ability to listen and observe, to consult with and suggest ideas, services, and products to colleagues, instructors, management, and clients. Professionalism can be seen and felt in a school or any technical business. It is a balanced combination of choice of words, tone of voice, physical actions, education, technical training, determination, honesty, good judgment, decision making, cleanliness, sharp appearance and talent. Capstone Construction School maintains a low student to instructor ratio to ensure the highest quality education possible. For that reason, there are several instructors present at any given time. It is necessary that you understand that every instructor is your instructor, including those from another department. Public sanitation is part of your curriculum as well as a state requirement. Students are expected to maintain a clean workstation throughout the day. Students are also required to clean other areas (including restrooms) as part of their daily and closing duties.

By signing below, I acknowledge that I have received, read, and understood the 2021-1 Capstone Construction School Student Catalog:

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 Student Name

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 Signature

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 Date