ADULT
STUDENT HANDBOOK
2019-2020
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SECTION IV: POLICIES & PROCEDURES
SECTION I: ABOUT COLTON REDLANDS YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

MISSION
Training students to be career ready, technically skilled and academically prepared by providing quality Career Technical Education.

VISION
To be the most influential, respected, industry-focused and student-centered Career Technical Education program in our state.

VALUES
Every student deserves the opportunity to:
- Believe in themselves
- Control their destiny
- Create their future
- Discover their purpose
- Exercise personal freedoms

INSPIRING POSSIBILITIES
The Colton Redlands Yucaipa Regional Occupational Program (CRY-ROP) accelerates the skill development and education of high school students and adults in the region to prepare them to be career ready, technically skilled and academically prepared. Our broad range of occupational and educational programs, coupled with employment services offer our students customized options whether pursuing a job or additional education.

STUDENT LEARNING OUTCOMES
Upon program completion, the following student outcomes are expected:
- Be connected to industry experiences to enhance their learning.
- Be provided the opportunity to earn articulated credit and/or meet a UC/CSU a-g entrance.
- Develop leadership skills through embedded program activities.
- Demonstrate career readiness through programs & activities.

OUR APPROACH
CRY-ROP provides quality, hands-on career training programs in more than 40 high-demand career fields to assist high school students and adults in acquiring marketable job skills. Course content is validated by local business advisory committees, reflecting current industry standards and approved by the ROP's Governing Board.

CRY-ROP works in collaboration with K-12 school districts, adult education, community colleges and workforce development. This collective approach ensures coordinated integration of academic and career preparation competencies connected to sequences, paths and postsecondary options leading to viable jobs. Secondary students can explore career options and apply academic skills to practical problems, enabling them to prepare for workplace or postsecondary training transition. Adults seeking skill upgrade, entering the workforce, or changing careers also benefit from CRY-ROP programs. CRY-ROP serves a diverse population of students.

ABOUT THE HANDBOOK
CRY-ROP’s Student Handbook is designed to serve as a valuable resource as you select and progress through the Career Technical Education program. The Student Handbook makes it easy to know where to go for resources and information and includes policies and procedures that are important to read and understand.

If you have any questions regarding the material in the handbook, please contact your teacher or staff in the Student Services office. We reserve the right to make changes to these policies at any time. When changes are necessary, we will provide the amended information.
HISTORY
CRY-ROP is a full-service Career Technical Education Center, operating as a Joint Powers Agency serving the following school districts:

- Colton Joint Unified School District
- Redlands Unified School District
- Yucaipa/Calimesa Joint School District

Serving both high school and adult students, CRY-ROP began offering Career Technical Education in 1971. CRY-ROP offers Career Technical Education at partner district high school campuses, adult schools and to adult students at the adult campus located in Redlands.

During the 2016-17 school year to the present CRY-ROP has opened their doors and shares the adult campus with the Redlands Adult School.

AVAILABILITY OF TIME
Success hinges upon time and project management. Attendance in all program sessions is required. Additionally, consideration must be given to the time needed to complete required projects and homework as assigned in each program. The expectation is to spend at least one additional hour for each session attended. The more time spent on preparation, the better chances for achieving success. Refer to the program syllabus for more details about program participation.

HOLIDAY SCHEDULE
There will be no instruction/classes due to closure on major State and Federal holidays, or during winter and spring break periods. Please note the holidays and break periods are as follows:

<table>
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<th>Wed. 7/4/2019</th>
<th>Fri. 12/20/2019</th>
<th>Mon. 2/17/2020</th>
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<tr>
<td>Mon.-Fri. 11/25-29/2019</td>
<td>Mon. 1/20/2020</td>
<td>Mon. 5/25/2020</td>
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STUDENT SERVICES HOURS
Monday through Thursday: 9:00am- 4:00pm

Closed Monday-Thursday for lunch: 12:30pm-1:30pm

Friday: 9:00am-1:00pm

INSTRUCTIONAL FACILITIES
The adult campus consists of three buildings located within a business complex center surrounded by three other businesses located near the Citrus Plaza shopping center and directly behind the Alta Vista Credit Union.

A-Building is approximately 13,000 square feet and houses the administrative offices.

B-Building is approximately 10,523 square feet and houses the Student Services office, Office Center, as well as five classrooms.

C-Building is approximately 5,621 square feet and houses our Employment Programs, Testing Center and two multi-purpose/conference rooms.

Each classroom has a capacity for 20-35 students and contains teaching equipment sufficient to meet the needs of the individual programs. Restrooms are located in each building. Each building is wheelchair accessible and meets ADA requirements. Parking is located near each building and in the campus parking lot behind Building A. There is ample parking for all. There are no fees or parking passes required. Outside eating areas are located in front of
Buildings B & C and behind Building A. Building B also has an inside eating area at the north-west side of the building.

**INTEREST & MOTIVATION**

A desire to succeed is important. Evidence of a willingness to learn and flexibility is necessary to successfully complete a Career Technical Education program. In order to prepare for a new career, a proper attitude is essential and will result in optimal learning. The goal is to assist all students to prepare for employment in a related field, connect to continuing education and/or assist to enlist in the military upon completion of training.
SECTION II. GOVERNING BOARD, LEADERSHIP & STAFFING

INSTITUTIONAL ACCREDITATION
Accreditation is an important part of selecting a quality school. It assures that the institution meets standards set forth by an independent accrediting agency. In order to receive accreditation, a school must meet specific requirements; follow specific set standards of academic and institutional criteria.

CRY-ROP is accredited by the Western Association of Schools and Colleges (WASC). CRY-ROP has been awarded a six-year term. During the fall 2018 CRY-ROP will be participating in a visit and re-accreditation review.

GOVERNING BOARD

The Governing Board consists of six regular members, two from each of the participating districts. Each serves a two year term.

GOVERNING BOARD

<table>
<thead>
<tr>
<th>COLTON JOINT UNIFIED SCHOOL DISTRICT</th>
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<tbody>
<tr>
<td>Frank Ibarra</td>
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<tr>
<td>Patt Haro</td>
</tr>
<tr>
<td>Israel Fuentes</td>
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<table>
<thead>
<tr>
<th>REDLANDS UNIFIED SCHOOL DISTRICT</th>
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<tbody>
<tr>
<td>Patty Holohan</td>
</tr>
<tr>
<td>Cristina Puraci</td>
</tr>
<tr>
<td>Jim O’Neill</td>
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<p>| YUCAIPA/CALIMESA JOINT |</p>
<table>
<thead>
<tr>
<th>Unified School District</th>
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<tbody>
<tr>
<td>Chuck Christie, Ph.D</td>
</tr>
<tr>
<td>Sharon Bannister</td>
</tr>
<tr>
<td>Mike Snellings</td>
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ADMINISTRATION

<table>
<thead>
<tr>
<th>Juan Lopez</th>
<th>Interim Superintendent</th>
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<tbody>
<tr>
<td>Min Gonzalez</td>
<td>Director of Business Services</td>
</tr>
<tr>
<td>Melissa Dix</td>
<td>Director of Education Services</td>
</tr>
<tr>
<td>Sandy Mortensen</td>
<td>Director of Student Services</td>
</tr>
<tr>
<td>Donna Robinson</td>
<td>Program Manager</td>
</tr>
<tr>
<td>Elena Hernandez</td>
<td>Program Manager</td>
</tr>
<tr>
<td>Hesham Diab</td>
<td>Program Manager</td>
</tr>
<tr>
<td>Laura Koger</td>
<td>Manager of Human Resources</td>
</tr>
<tr>
<td>Lynnae Pattison</td>
<td>Program Coordinator</td>
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<tr>
<td>Sandra Horvatchic</td>
<td>Information and Communications Technology Manager</td>
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### SUPPORT STAFF

<table>
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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Accounting Specialist</td>
<td>Breeanna Ceniceros</td>
</tr>
<tr>
<td>Accounting Support Specialist</td>
<td>Lisa Llamas</td>
</tr>
<tr>
<td>Community Recruiter</td>
<td>James Hattar</td>
</tr>
<tr>
<td>Community Recruiter</td>
<td>Vacant</td>
</tr>
<tr>
<td>Computer Network Specialist</td>
<td>Ryan Fisher</td>
</tr>
<tr>
<td>Curriculum Developer</td>
<td>Christopher McClung</td>
</tr>
<tr>
<td>Curriculum Developer</td>
<td>Ellen Sampson</td>
</tr>
<tr>
<td>Data and Software Analyst</td>
<td>Steven Johnson</td>
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<tr>
<td>Employment Placement Specialist</td>
<td>Alma Orozco</td>
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<td>Chris Junker</td>
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<tr>
<td>Employment Placement Specialist</td>
<td>Erika Sherman</td>
</tr>
<tr>
<td>Employment Placement Specialist</td>
<td>Kathy Callaway</td>
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<tr>
<td>Instructional Technology Facilitator</td>
<td>Rudy Villalobos</td>
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<tr>
<td>Instructional Technology Facilitator</td>
<td>Alex Becerra</td>
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<tr>
<td>Office Assistant – Human Resources</td>
<td>Kathy Quiggle</td>
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<tr>
<td>Payroll Specialist</td>
<td>Donna Strieby</td>
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<tr>
<td>Peer Coach Leader</td>
<td>Deidra Puentes</td>
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<tr>
<td>Program Support Specialist – Human Resources</td>
<td>Stephanie Alvarez</td>
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<tr>
<td>Program Support Specialist</td>
<td>Christine Stephens</td>
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<tr>
<td>Purchasing/Receiving Specialist</td>
<td>Maria Cutz</td>
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<tr>
<td>Student Accounts Technician</td>
<td>Angelo Flores</td>
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<tr>
<td>Technology Support Assistant</td>
<td>Vacant</td>
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<tr>
<td>Testing Examiner</td>
<td>Linda Masson</td>
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### ADULT CAMPUS TEACHERS

CRY-ROP employs highly qualified, credentialed teachers. Most teachers hold industry certifications, degrees and required licenses.

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<tr>
<td>Vehicle Maintenance &amp; Repair Technician</td>
<td>George Root</td>
</tr>
<tr>
<td>Nursing Assistant Teacher &amp; Designated RN approved by CDPH</td>
<td>Jean Valkenburg</td>
</tr>
<tr>
<td>Nursing Assistant Teacher-Evening Program</td>
<td>Virginia Kreiser</td>
</tr>
<tr>
<td>Nursing Assistant Teacher- On-call Substitute</td>
<td>Sherri Kilpatrick</td>
</tr>
<tr>
<td>Construction &amp; Facilities Maintenance</td>
<td>Vacant</td>
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SECTION III: PROGRAM REQUIREMENTS, SCHEDULES & INFORMATION

REQUIREMENTS
CRY-ROP offers the majority of its programs twice a year, normally on a semester system. All adults who can benefit from Career Technical Education have an opportunity to enroll in the programs. Interested adults may contact the Student Services office or refer to the website at www.cryrop.org to determine specific enrollment requirements for the program of interest.

General Adult Program Information:
- Must be at least 18 years of age or completed high school.
- Most programs are fee-based.
- Successful completion of a basic skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of the assessment.
- All students must maintain a current, valid government issued photo ID throughout the program.
- Original Social Security card or Right to Work document required for the CNA program
- A program must have a minimum number of students or risk cancellation.
- The Student Services office accepts payments by check, cash, credit card, money order, or partnering agency vouchers. A $35.00 fee will be charged for insufficient funds. Checks for amounts less than $25.00 are not accepted. The check writer and/or card holder must be present with valid photo ID at time of payment.

ADMISSION PROCEDURES
Adults are required to complete a registration application online or in the Student Services office. Each semester there are special evening hours available for in-person enrollment. Contact the Student Services office for dates and times. Student Services representatives can be reached at (909)793-3115. Personal appointments for admission may be arranged during any of the normal business hours.

All adult programs require an assessment. Refer to the Program flyer for the specific details and required assessment scores.

Completion from high school with a diploma or high school equivalency is not required of all programs. Refer to the Program flyer for the specific details

Steps to Enroll
- Select a program and go on-line to www.cryrop.org to complete an interest survey.
- Complete basic skills assessment test, meet minimum score required for enrollment, and receive a password in order to register online.
- Register online at www.cryrop.org
- Meet with the Student Services office to inquire about program and interview with the Student Account Technician.
- Once final program selection determination has been decided, return to the Student Services office to finalize the registration process and to obtain an ID badge, provide uniform sizing information if required. Present your current government issued photo ID, and Social Security card.
- Prior to the first day of class students must inform the Student Account Technician how the program will be funded and first payment of authorization must be received. Review financing options. (Prior to the first day of class, students who are interested in financial assistance will be invited to attend an orientation to learn about funding opportunities through local organizations for those who qualify.)

In addition to subject matter theory, receive hands-on lab experience and opportunities to participate in clinical or community classroom experiences to gain real world knowledge and fine tune skills learned in class. Classroom labs have up-to-date equipment and materials. Additionally, worksite learning combines classroom instruction with practical application to ensure a complete experience.

All programs include employability skills units of instruction including; completing a job application, interview techniques, and resume preparation. Students enrolled in most programs, receive hands-on experience. CRY-ROP cannot guarantee you will obtain employment.
TESTING & CERTIFICATION CENTER
CASAS Assessment
All potential students interested in a CRY-ROP adult program must participate in the CASAS basic skills assessment before registering. If you have recently attended an adult school program, let us know and sign a release of information and we can request your test scores without you retesting if you desire.

The CASAS, also known as the Comprehensive Adult Student Assessment System, is a computerized multiple choice assessment measuring reading comprehension in the English language and mathematics, CASAS has strengthened the efforts of education, business and industry to transition people to post-secondary education and workplace success. CASAS is validated and approved by the United States Department of Education and the United States Department of Labor. The primary focus of the CASAS assessment is adult education and workforce development.

Refer to the Program flyer for times, dates, and the location of testing. The CASAS assessment is available on a first come, first serve basis. It is recommended to arrive early to the testing session to allow time for check-in and to fill out the necessary paperwork. There is no cost for the CASAS assessment. Students are provided with up to one hour for each session. Results are available immediately following the assessment. There are no official testing preparation materials available. The purpose of the assessment is to measure the skills test takers currently possess. Reasonable accommodations are available in compliance with ADA regulations. Contact staff in Student Services to schedule accommodations prior to the testing date. All test takers will need a current government issued I.D. at the time of check in.

PROGRAM OFFERINGS & INFORMATION
Program fliers are available for each CRY-ROP adult program available in person or on the CRY-ROP website at: https://cryrop.org/Adult-Students/Programs/index.html

PROGRAM OUTLINES
Program outlines are available on CRY-ROP’s website and have been approved by CRY-ROP’s Governing Board. Industry advisories are conducted annually to update curriculum/outlines, meet industry standards, and labor market needs.

The following information is common in all CRY-ROP outlines.
- Program description
- Program information
- Core program units (vary within each program) include key assignments, employability skills, career ready practices, anchor standards, pathway standards, and common core state standards

In addition to subject matter theory, worksite leaning combines classroom instruction with practical application to ensure a complete experience.

PROGRAM APPROVALS
CRY-ROP is a recognized community stakeholder aligned with a variety of Career Technical Education partner organizations. CRY-ROP is approved for training through the Workforce Investment Act, Workforce Development Department and California Department Rehabilitation. All adult programs are approved and listed on the California Eligible Training Provider List (ETPL). We are accredited by the Western Association of Schools and Colleges (WASC).

ADDITIONAL FUNDING OPPORTUNITIES
Possible funding opportunities are available through community resource agencies to assist students with program fees. Students must contact the agencies directly to determine eligibility for assistance. The agencies CRY-ROP partners with are as follows:
- America’s Job Center of California (AJCC)
- Department of Rehabilitation (DOR)
- Transitional Assistant Department (TAD)
- Workforce Investment Youth Programs funded through Generation Go!
Students are also encouraged to compete for scholarships. Information regarding scholarships is available on our website at www.cryrop.org. In addition CRY-ROP has Foundation Scholarships available to adults, as well as information about other scholarships opportunities.

Note all scholarships are awarded as per the organization’s process issuing the scholarship. Some scholarships are paid directly to students while others are paid to the school to be applied to the student’s account. Scholarships paid directly to the school are applied to the student’s account. If a balance is pending on the account, the scholarship will be applied to the pending balance. If the student is receiving other funds to pay for tuition then a credit balance would have to occur before any disbursements would be paid to the student.

STUDENT SERVICES FOR INDIVIDUALS WITH DISABILITIES
CRY-ROP offers reasonable accommodations to students with disabilities who require support to successfully participate in the program offerings. Students with physical, emotional, mental and/or learning disabilities who are eligible, may access support services based on their individual limitations and need. The goal is to offer training and access to prepare students for work in competitive employment. Services are supported to enhance the student’s success and independence as a student.

Who Qualifies
In order to receive accommodations or services, a person must:

- Be enrolled at CRY-ROP
- Have a disability*
- Have an educational limitation that inhibits the student’s ability to participate in the general offerings without additional specialized services.

*Verified by review of documents provided by appropriate agencies, certified or licensed professionals or assessment by an appropriate professional staff member.

Refer to the Disabilities Services application located in the Student Services or can be found on our website.

Adult Campus Disability Services Application

- Students must complete an application and provide documentation of the disability (ies). Documentation guidelines are available within the application available on our website at www.cryrop.org or in person at the Student Services Office. Proper documentation is required before accommodations can be provided.
- Return the completed application along with documentation to the Student Account Technician (909)793-3115 ext. 320.
- All documentation will be reviewed by the Student Services Staff.
- An appointment will be scheduled within approximately 10 business days after the application and documentation have been reviewed.
- All requested accommodations must be supported by appropriate documentation.

Student Services Office
1214 Indiana Court, Redlands, CA 92374
(909)793-3115
www.cryrop.org

GUIDELINES FOR DOCUMENTATION

For Learning Disabilities:
1. A diagnostic assessment from a licensed psychologist, diagnostician, or other professional knowledgeable in learning disabilities must be provided. The information should include a complete battery with all subtest and standard scores. Recommendations for reasonable accommodations should be made within the report.

Physical Impairments:
1. Diagnosis of the disability by a medical doctor whose credentials and experience qualifies him/her to render the diagnosis is required. The documentation must be on letterhead, typed, dated, and signed by a doctor or otherwise qualified person to make the diagnosis.
2. The report should include any functional limitations as a result of the disability, specify how they might impact the student in an academic setting (for medical classes students must have the ability to participate
in both classroom and clinical settings), and provide specific recommendations for reasonable accommodations.

3. If the condition is temporary, an estimate of the expected duration must be included. Documentation should not be more than ~ 5 years old. (This requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature.)

For Psychiatric Disorders:
1. Documentation must specifically indicate the diagnosis and should be provided by a licensed psychologist, psychiatrist, or a licensed clinical social worker on his/her letterhead and include the DSM diagnosis and diagnostic code(s).
2. The report should include an explanation of how the disability may affect the student in an academic setting and suggestions for reasonable accommodations.
3. Documentation should not be more than five years old.

For Attention Deficit Hyperactivity Disorder:
A diagnosis of ADHD/ADD must be provided by a licensed and qualified professional on his/her letterhead. The diagnosis must be made in the form of a DSM diagnosis, and include diagnostic codes and specified subtype. A multi-axial diagnostic format is preferred. Functional limitations related to ADHD/ADD must be clearly defined for the individual along with suggested academic accommodations. Documentation should not be more than 2-3 years old.

ADVISORIES
Program Advisory
Specific program advisories are conducted one time a year. Private sector businesses have been long-time supporters of CRY-ROP and serve on Program Advisory Committees that direct and advise the industry-approved curriculum. The curriculum is delivered in a hands-on, relevant format so that students are ready for work. CRY-ROP’s business and industry partners provide students with work-based learning experiences, such as internships, field trips, guest speakers, and job-shadowing that helps grow student’s interest in various occupations.

The California Department of Education mandates each of our programs is supported by a Program Advisory Committee. These committees are comprised of business representatives from program-related fields who work with our staff to ensure that course curriculum meets business and industry standards and current labor market demands. Approximately 460 businesses are currently participating. In addition, over 200 businesses support CRY-ROP by offering their facilities as training sites for CRY-ROP students. Many businesses also donate equipment for student use.

TRANSCRIPTS
Students successfully exiting CRY-ROP’s programs completing a minimum of 70% grade average and 93% attendance rate, as well as meet the industry requirements for licensure will receive a transcript within 45 days after the completion of the program.

Students in the Nursing Assistant-Certified program are required to complete an industry based exam prior to being eligible for employment as a Certified Nursing Assistant. Students completing and passing the Nursing Assistant-Certified exam usually receive results on the same day or by mail. If a student fails any proportion of the exam, they will be eligible to retake the exam at their own cost.

CUSTOMIZED INDUSTRY TRAINING
CRY-ROP responds to the training needs of local business and industry by developing customized, specific programs. These customized programs are typically funded by the organization or company requesting the program. CRY-ROP responds quickly to labor market demands.

HOMEWORK/OUTSIDE STUDIES
Each teacher will assign homework/outside study assignments at their discretion and as warranted by the needs and demands of the program. Students are required to complete assignments to be successful in the program.

HOUSING
Student housing is not available on CRY-ROP’s campus.
LOST & FOUND
Lost articles should be promptly reported to staff in the Student Services Office. CRY-ROP is not responsible for items that are lost or stolen. Each student is responsible for personal items. Students are encouraged to leave valuable personal items at home, keep cars locked at all times, and to keep valuables left in vehicles out of sight. Items found should be turned into staff in the Student Services Office. To claim lost or misplaced items, go to the Student Services office for assistance.

METHOD OF INSTRUCTION
The quality of education students receive is primarily due to the excellence of the teachers and staff. All teachers and administrative staff are carefully selected for their knowledge, industry experience, and ability to stimulate and develop each student's potential.

Programs are structured so students receive practice, reviews, hands-on experiences and regular assessments as a part of each program. CRY-ROP utilizes current industry-based equipment and software programs. The classroom labs are fully equipped. Hands-on training with equipment provides students with the knowledge required to further enhance understanding and application of industry skills and techniques.

Most programs have a clinical or community classroom component to allow students to gain real life experience and put into action skills learned in the program. This practical experience in community worksites enhances the learning experience. To participate in clinical or community classroom opportunities, students must meet designated program requirements.

NO SMOKING/TOBACCO FREE INSTITUTION
The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. In accordance with state and federal law, smoking is prohibited in all enclosed CRY-ROP facilities and vehicles. (Labor code 6404.5; 20 USC 6083) Employees and visitors may smoke outside ROP grounds, except in those areas designated as nonsmoking or otherwise prohibited by law.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any campus, except on a public sidewalk located within 25 feet of the campus. (Health and safety code 104495)

Products prohibited include any product containing tobacco or nicotine. Including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, close cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products. Smoking or the use of tobacco anywhere, anytime on CRY-ROP program sites or during any program activities at community sites while on officials school business and/or activities, is prohibited.

Legal reference:
EDUCATION CODE
44011 Controlled substance offense
44425 Conviction of controlled substances offenses as grounds for revocation of credential
4836 Employment of certificated persons convicted of controlled substance offenses
44940 Compulsory leave of absence for certificated persons
DR44940.5 Procedures when employees are placed on controlled substance offense
45123 Employment after conviction of controlled substance offense
45304 compulsory leave of absence for classified persons

OFFICIAL STUDENT RECORDS: CHANGE OF ADDRESS, PHONE OR NAME
Any change of address, phone number, or legal proof of name change must be submitted in writing to the staff in Student Services. In order to ensure accurate records, you must keep CRY-ROP informed of all changes.
PARKING
Parking is available to all students. It is strongly recommended students park only in designated parking areas and not in surrounding businesses’ parking spaces. Parking on the campus is free and parking passes are not required. The school is not responsible for parking violations, tow away fees, property theft, or damage to vehicles. It is suggested that you keep your vehicles locked at all times and valuables out of sight. Do not park in areas marked “Handicapped” unless you possess the appropriate parking permit.

PERSONAL BELONGINGS
Each student should monitor their own personal property (i.e. school books, wallets, purses, jewelry, clothing, book bags, etc.), as the school is not responsible for lost or stolen property.

RELEASE OF STUDENT RECORDS
The release of all student information is closely monitored and protected. If you desire your records to be sent to an institution, employer, etc., you must first complete the Student Information Release Authorization form. Student Services staff will only release records to the agency/individual designated on the form. There is a $1.00 charge for requested copies of medical/criminal clearance records required for CRY-ROP’s programs such as; immunizations and TB clearance and physical exams.

RESTROOMS
Restrooms are located in each building. CRY-ROP has a designated area for nursing mothers. Staff in the Student Services office should be notified if there is a special need or disability that requires access to a private facility or for access to the designated area for nursing mothers.

REVIEW OF RECORDS
All CRY-ROP staff maintains educational records in accordance with state and federal laws. Students have the right to review their records but may be charged a fee for any requested copies. If a student is under the age of eighteen and is enrolled at CRY-ROP, parents or legal guardians may review their child’s records. Students who are eighteen or older and enrolled in a postsecondary program, must give written permission for anyone to review their records. Refer to the FERPA policy for more specific details and exceptions.

SECURITY
CRY-ROP does not maintain campus police staff. Local law enforcement has authority.

On the adult campus it is everyone’s responsibility to be vigilant and to be aware of your surroundings. If you see something that may cause danger to others call for emergency services immediately. If you have questions of concerns you may also notify any CRY-ROP staff for support and assistance.

CRY-ROP suggests the following crime prevention measures, which can contribute to personal safety and security.
1. Do not leave valuable items unattended or in your car, including items and school related materials.
2. Do not park in isolated areas. Park in designated CRY-ROP parking and stay near other cars.
3. Leave car doors locked at all times.
4. At night or early mornings stay in well-lit areas.
5. Notice and be aware of your surroundings and report any suspicious activity or individuals.
6. Wear the required CRY-ROP student badge at all times while on campus.
7. Mark personal items used in class with your name.
8. Do not bring any type of weapon on campus.
9. If anything makes you feel unsafe or threatened while on campus report it immediately either by telling staff or calling 9-1-1

STUDENT BREAK AREA
There are three outside eating/break areas, located outside the Student Service Office, C-building, and in between the Administration building and student parking lot. Inside the B-building lunch tables are available. Additionally, there are a variety of restaurants in the vicinity to purchase refreshments. Food and drinks are not permitted near computers or electronic devices.

STUDENT CENTER
You are welcome to use the computer lab located in the Student Services office. Computers and a printer are available for use to complete class assignments, renew skills, conduct research, seek employment, or perform other student related business. You may also have notes or other program related documents copied at no cost. See staff in
Student Services Office for assistance. Community resource information is also available in the lobby and on bulletin boards.

SUPPORT SERVICES
The Student Services Office is located in the B-Building. Staff works closely with all students and teachers to ensure students have the necessary support services that lead to student success. The staff in the student Services Office will assist with a variety of services. The services listed below are available to all current and previous adult students.

- **Job Bank** – Student Services prepares listings of current job openings for the programs offered to students (current & previous).
- **Mock Job Interviews** – Each term opportunities are given to participate in mock job interviews. Student Services make arrangements for employers and community representatives to conduct the interviews and provide feedback.
- **Employment Workshops** – Networking opportunities are offered. Workshops, guest speakers, assistance with resume writing, interview techniques, and job seeking strategies are offered to all existing & alumni students. Contact Student Services Office for more information.
- **Portfolio Development** – Each student will develop a portfolio in the designated program area. Portfolios are used to plan, organized, and document education, work samples and skills. People use career portfolios to apply for jobs, apply to higher education opportunities, to receive higher salaries, show transferrable skills, and to track personal development.

Other Services Available
- Assessment
- Career Guidance
- Copies
- Educational Guidance
- Employability Skills Information
- GED® and HiSET® Information
- Guidance Counseling and Referrals
- Job Leads
- Job Seeking Skills
- Student Center in Student Services Office lobby
- Student Records
- Tutoring available by making appointments with the teachers or the Student Accounts Technician

TECH CENTER—C-BUILDING
CRY-ROP features a technology center. The technology center is equipped with:
- Testing Center provides a professional atmosphere and welcomes the public to participate in industry testing that leads to professional certification and skill upgrades.
- Conference Center features state of the art technology. Through the use of video conferencing technology, we are able to connect globally to audiences in real time by bringing people from different sites together for the purpose of learning, sharing and collaborating.
- Employment services provide transitioning youth with guidance, educational support, work experience and placement to all who meet the requirements of the individual grants.

Our mission is to prepare students to function productively in their community and future workplace. We work together in a climate of high expectations to offer a variety of Career Technical Education and job-related program offerings.

TRANSCRIPTS
Verification of programs participation will be issued upon written request. Students under 18 years of age must have a parent or guardian present to sign to release records. No fee is charged for transcripts. You may request a transcript online or visit the Student Service Office. Identification is required to pick up all requested student records.

TRANSPORTATION
CRY-ROP does not provide transportation. There is an Omni Trans bus stop within one block of the campus which provides busing throughout the day and into the early evening hours. You can locate busing information and schedules at [www.omnitrans.org](http://www.omnitrans.org) or call (800)966-6428 for more details.
VISITORS
All visitors must sign-in at the Student Services office in Building B and receive a visitor pass to be worn while on campus. Only visitors with designated CRY-ROP business are allowed on campus. Students may not bring guests including children to the campus.

To protect student privacy, information will not be provided to individuals who come to campus to obtain information.

All guests having ROP business on campus must show a valid identification at time of sign-in and the I.D will be ran through a nationally maintained data bank. CRY-ROP reserves the right to turn away any visitor.

WORK-BASED OPPORTUNITIES
Clinical/Community Classroom Experience
Students are required to participate in a clinical or community classroom as scheduled by the teacher and the site. Clinical or community classroom opportunities may occur outside the regularly scheduled time of the program. Students must complete the minimum amount of hours or jeopardize successfully completing the program and earning a transcript. All students must complete the required hours. If an outside agency is funding your program fees and you do not complete the required hours your funding could be impacted.

Clinical experiences make it possible for you to earn credit toward program completion while working in a setting related to the program. To be eligible for the clinical component of the training program, you must meet the following requirements:

1. Complete the required percentage of program competencies as designated by the program teacher.
2. Possess and maintain a C (70%) cumulative GPA for Nursing Assistant-Certified.
3. Maintaining a minimum 93% attendance throughout the program.
4. Demonstrated competence in all areas of study and be recommended by the teacher.
5. Complete the required clinical documents.
6. Follow and complete the guidelines and standards of the clinical site.
SECTION IV: POLICIES & PROCEDURES

ACADEMIC HONESTY
CRY-ROP is committed to creating an environment where student achievement is advocated and celebrated. Because the school values academic integrity as an essential component of academic excellence, students are expected to be truthful and ethical in their academic work. Commitment to academic integrity is the responsibility of every student. Academic dishonesty is defined as: an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the school’s “Rules of Conduct” and will not be tolerated. Academic dishonesty diminishes the quality of scholarship and hurts students who conduct themselves honestly.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to CRY-ROP and school-site discipline rules. (Board Policy 5137 - Positive School Climate & 5144 - Discipline)

Acts of academic dishonesty include, but are limited to the following:

- Cheating: Unauthorized copying or collaboration on a test or assignment, or the use of unauthorized materials.
- Tampering: Altering or interfering with evaluation instruments and documents.
- Fabrication: Falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used; fabricating or falsifying documentation to try to change a grade.
- Plagiarism: Representing someone else’s words, ideas, artistry, or data as one’s own, including copying another person’s work (including published and unpublished material, and materials from the internet) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own.
- Assisting: Assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone’s grades or academic records, or inappropriately distributing exams to other students.

Violation of academic honesty deems the violator, degrade the meaning of the grades, discredit the accomplishments of peers, and tarnish the reputation of CRY-ROP. This policy applies to all staff and students at CRY-ROP.

Teachers & Student Responsibilities:
1. Teachers are responsible for being aware of the Academic Honesty Policy and contributing to student development by promoting academic integrity, addressing dishonesty, and assisting in the development of ethical reasoning. Such behavior includes:
   - Providing a clear and complete syllabus which describes program expectations, guidelines, and standards of performance.
   - Holding students responsible for knowing these expectations and guidelines.
   - Fostering an environment where academic integrity is expected and respected.
   - Detecting and properly handling breaches of academic integrity.
   - Fostering a classroom environment in which all students are treated with courtesy and respect.
   - Creating assessments that are effective evaluations of student mastery of program content.
   - Giving students timely and honest feedback.
   - Being available to discuss appropriate academic matters.

2. Students are responsible for being aware of CRY-ROP’s Academic Honesty Policy and demonstrating behavior that is honest and ethical in their academic work. Such behavior includes:
   - Following CRY-ROP’s Academic Honesty Policy.
   - Following the teacher’s rules and processes related to academic honesty as directed in the program syllabus and related program documents.
   - Asking the teacher for clarification if the syllabus, assignments, or grading policies if they seem unclear.
• Helping the foster a campus environment where academic integrity is expected and respected.
• Treating each other with courtesy, respect and helping to foster a classroom environment in which all students are treated with courtesy and respect.

When an act of academic dishonesty comes to a teacher’s attention, the following procedures shall be followed:
1. Notify the Director of Student Services.
2. Collect evidence and document the incident.
3. Permit the accused student and opportunity to explain.
4. Advice the student of possible penalties.

ACADEMIC & ATTENDANCE POLICY
Students are expected to make steady progress towards their educational goals by maintaining a “C” average. Students should refer to their corresponding syllabus for the specific academic and attendance requirements of each program.

COPYRIGHT PROCESS
CRY-ROP affirms the obligation of its teacher, staff, and students to comply with all Federal laws (Title 17, United States Code) regarding copyright. This policy grows out of the time-honored academic tradition that all creators of works own certain exclusive rights regarding the products of their scholarly, pedagogical, or creative activities. This principle underlines CRY-ROP’s commitment to encouraging respect for, and the responsible use of the intellectual property of others. This policy affirms that copyright legislation exists to encourage the generation and distribution of intellectual works in order to advance the public good. Copyright law gives copyright holders (writers, publishers, artists, etc.) the exclusive rights to distribute, copy, perform, or public display their own original works. CRY-ROP recognizes its obligation to inform members of the campus community about this law, and to promote the exercise of the rights and responsibilities granted under this law.

CRY-ROP assumes that any questions regarding copyright, as they apply to materials for instructional or other campus use, will be resolved prior to the use of those materials on any equipment or in any organizational activity. All members of CRY-ROP’s community are responsible for complying with the guidelines regarding the legal use of copyrighted materials, regardless of their format or the purpose of that use, and for complying with the requirements of copyright law, including obtaining required permissions to use copyrighted materials. Teachers, staff, and students shall not exercise any rights under copyright law in a work owned by others unless one of the following applies:
• The work is in the public domain.
• The use of work qualifies as fair use under copyright law.
• The use is permitted under Section 110 regarding performance or display of certain works in educational settings.
• Prior written permission from the copyright holder or have paid appropriate royalties or licensing fees in exchange for usage rights.

CRY-ROP’s teachers, staff or student who willfully disregard this policy do so at their own risk and assume any liability, which may include criminal and/or civil penalties. In addition, disciplinary action may be taken.

The College Affordability and Opportunity Act (CAOA) of 2008
The College Affordability and Opportunity Act of 2008, which amends and extends the 1965 Higher educational act, requires that institutions of higher education receiving Federal funding create institutional policies regarding the infringement of copyright. It mandates that schools inform and educate the school community about copyright infringement, and that the school has developed policies to prevent copyright infringement.

Section 488 of the law requires that institutions of higher education, as part of that program make an annual disclosure that does the following:
Informs students that the unauthorized distribution of copyrighted material (including peer-to-peer file sharing) may subject them to civil or criminal liability.

Summarizes the penalties for violation of Federal copyright laws.

Describes the institution’s policies regarding unauthorized peer-to-peer file sharing, including what disciplinary actions may be taken against students who engage in the unauthorized distribution of copyrighted materials using the institution’s information technology system.

Peer-to-Peer File Sharing - Penalties: The following statement is adapted from:
http://www.copyright.gov/help/fag/fag-fairuse.html

Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner’s exclusive rights of reproduction and/or distribution. Anyone found to have infringed a copyrighted work may be liable for statutory damage up to $30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to $150,000 for each work infringed. In addition, an infringer of the work may also be liable for the attorney’s fees incurred by the copyright owner to enforce his or her rights. CRY-ROP’s teachers, staff & students who are found using CRY-ROP’s information technology system to download or upload works protected by copyright may be subjected to disciplinary action.

Whether or not a particular work is being made available under the authority of the copyright owner is a question of fact. But since any original work of authorship fixed in a tangible medium (including a computer file) is protected by Federal copyright law upon creation, in the absence of clear information to the contrary, most works may be assumed to be protected by Federal copyright law.

Since the files distribute over peer-to-peer networks are primarily copyrighted works, there is a risk of liability for downloading materials from these networks. To avoid these risks, there are currently many “authorized” services on the internet that allows consumers to purchase copyrighted works online, whether they are music, e-books, or motion pictures. By purchasing works through authorized services, consumers can avoid the risk of infringement liability and can limit their exposure to other potential risks such as viruses, unexpected material, or spyware.

Digital Millennium Copyright Act (DMCA) of 1998
The DMCA was developed in response to concerns regarding the ease with which materials may be pirated and distributed, as well as to help clarify how copyright relates to those materials. The DMCA criminalizes the development of technologies that are intended to circumvent devices (such as password or encryption) that limit access to copyrighted material, and it also criminalizes the act of circumvention itself.

Institution of higher educational that act as Internet Service Providers are granted limited liability for copyright infringement involving the use of networks under the DMCA if they take certain steps. These involve designating a local agent who would be responsible for receiving “take-down” notices regarding instances of infringement over the local network and for effecting the “take-down” of the infringing material; they must have procedures in place for terminating the accounts of those who repeatedly appear to be infringing or who attempt to circumvent electronic safeguards for copyrighted content; they must take the measures to guard against illegal access and additional distribution of copyrighted materials; they must develop a copyright policy and a copyright education program; and they may only utilize lawfully acquired copies.

Broader Copyright Implications
While the provisions of the College affordability and Opportunity Act focus primarily on students, and specifically on peer-to-peer file sharing, and the DMCA deals with dignity materials, it is important for all Colton Redlands Yucaipa Regional Occupational Program’s teachers, staff and students to respect copyright law regardless of the format of the materials or the technologies used to access them.

The CAOA and the DMCA do not offer the only laws to copyright compliance. We must be mindful that U.S copyright law is as old as our Constitution. As American citizens, we are required to respect copyright law and what we need to do comply with it. CRY-ROP’s teachers, staff and students should recognize and embrace its responsibility to follow the law and to model it for others.

What is protected by copyright and what is not?
Public domain—not protected under the law:
For the purpose of understanding CRY-ROP’s copyright policy, works or intellectual property in the public domain are simply those whose use is not restricted by copyright. Works created before copyright laws came into use are in the public domain, though new editions or creative adaptions of those works may be copyrighted. Materials produced by the United States Government (and some other governments, as well) are automatically in the public domain, though contractor-produced government materials covered under copyright law in the U.S., only those produced before 1923 have generally come into the public domain by virtue of the expiration of their copyright terms. Materials that are not under copyright may be used without restriction as to amounts of the work cited or reproduced in new materials. Do note that the term “publicly available”, referring to materials such as those that are accessible on the internet, “does not mean” public domain.” In fact, most materials on the Internet are under copyright.

Since change to U.S copyright law became effective on January 1, 1978, the term of copyright now extends from the time a work is produced to the end of the author’s life plus an additional 70 years. This is far longer than the term (even when term renewals were accounted for) prescribed by the previous law. The new law covers both published and unpublished works, unlike the previous law that covered only works that had been published. Now all unpublished works, regardless of when they were produced, fall under the amended law. As noted above, materials produced before 1923 generally are now in the public domain. Those products between 1923 and 1977 may or may not be under copyright, depending upon number of factors, though, more often than not, materials produced during this time period are, at least for the near term, protected by copyright.

If teacher, staff or student wishes to use materials that are under copyright in personal work, whether that be for research or in the classroom, or to copy and distribute such materials in any way, in order to be in compliance with copyright law, it may be necessary to obtain permission from the publisher (or other holder of the copyright) to use those materials.

When it is not necessary to obtain permission or fair use is not as broad:
There is a mistaken notion that any and all materials that are used for educational purposes fall under the rubric of “fair use”, and therefore getting permission to use copyrighted materials for educational purposes is not necessary. The first thing one needs to know about fair use is that it is not an affirmative right, but rather a defense against claims of infringement, and it does not protect against such claims. It is up to the person who is accused of infringement to prove to the rights holder—and the court—that because fair use applies in this case, the use does not constitute infringement.

Fair use, when applied as it was intended, does not excuse the use of large portions of works (or works in their entirety, save—as a rule of thumb—poems of fewer than 250 words or articles of fewer than 2500words) or repeated uses of the same work (or portion thereof) over time. Fair use would be properly applied if a small portion of a work were being used (e.g., 10% of a work or 1,000 words—whichever is less; one picture, graph or cartoon per book or periodical article; a single article from a periodical) within a few days or weeks of the decision to use that material and if only one copy per student is made. And one final item: no more than nine instances of such copying per course per semester are permitted under the fair use guidelines.

What many people are unaware of is that the application of fair use is a one-time arrangement. If you need to use the same material a second time (or multiple times) you must obtain permission. And, more than that, you must obtain that permission prior to each new use of the material (i.e., for each course in which it is used) unless an arrangement for multiple usage has been made with the copyright holder. The idea of fair use applies only when there is “spontaneity” involved in the usage of the material, that is, if there was insufficient time to obtain permission between the determination that the material would be used and its actual usage for an educational purpose. When you have had time to anticipate using it in subsequent courses, you have had, presumably, enough time to seek permission to use it.

If you are unsure of whether a use of copyrighted materials may constitute a fair use, consider the factors listed in the chart below. Factors one through four are enumerated in the current copyright law as the critical factors to
consider in determining fair use. If the first four factors fall on the side of fair use there is probably no need to seek permission to use the material. The spontaneity factor (number 5) is only available for any given work on the first occasion of its use. Factor 6 needs to be considered in all cases of the use of another’s work, regardless of whether fair use applies or not: the creator of the work should ALWAYS be acknowledged, even if you have permission to use the work or it is in the public domain.

<table>
<thead>
<tr>
<th>Factors to consider</th>
<th>May be fair use if:</th>
<th>Probably need permission if:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Purpose and character of the work</td>
<td>The purpose is: Noncommercial, educational, scholarly, or newsworthy</td>
<td>The purpose is: commercial or for entertainment</td>
</tr>
<tr>
<td>2. Nature of the work</td>
<td>The nature is: Factual or based on public documents</td>
<td>The nature is: creative or artistic</td>
</tr>
<tr>
<td>3. Amount used compared to length of work</td>
<td>The portion copied is: A small percentage of the entire work</td>
<td>The portion copied is: A large percentage (or all) of the work</td>
</tr>
<tr>
<td>4. Effect of use on an existing or potential market</td>
<td>The work will be used: on one occasion by a single person or a small audience</td>
<td>The work will be used: multiple times or by a large public audience</td>
</tr>
<tr>
<td>5. Premeditation</td>
<td>The use of the work is: Spontaneous</td>
<td>The use of the work is: Planned, Systematic, or ongoing</td>
</tr>
<tr>
<td>6. Honesty of use—this one always applies</td>
<td>The material is used in a good faith and credit is given to the copyright owner</td>
<td>The internet of usage is dishonest and/or credit is not given to the copyright owner</td>
</tr>
</tbody>
</table>

When using materials that are covered under fair use, students and teachers must include (directly on the paper copies or any electronic copy) a statement indicating that the copy or electronic presentation has been prepared under the fair use exemption of the U.S. Copyright law and is restricted from further use.

Instances of copying that clearly require permission include the following: course packs, copies of textbooks, journal articles, or other materials that will be used as the sole materials for any class in which a textbook is available and is traditionally used; copies that are sold or used in a commercial venture that has no educational, research, or commentary (i.e., "news") purpose; copies that are distributed or posted online and that serve as a substitute for the original material from which the copies were made.

**Obtain Permission**

Unless you know for certain that an item is not covered by copyright, or you are confident that your use of the item falls within the fair use guidelines, you are obligated to seek permission for the use according to United States copyright law. When in doubt, seek permission.

It is the responsibility of the individual whether teacher, staff, or student who is using copyrighted materials to seek permission to use those materials if fair use does not apply. Simply put, one must obtain a letter or other documentation from the holder of the copyright or his/her legal designee that grants the individual the right to use the specified portion of the work for a specified purpose on a specified occasion or for a specified period of time. The method for obtaining permission may vary depending upon the nature of the material you wish to copy, but the general process is outlined below. Links to websites that give more specific information are provided. First determine if permissions are needed [http://www.librarycopyright.net/digitalslider/](http://www.librarycopyright.net/digitalslider/).

- You can contact the Copyright Clearance Center (CCC), a non-profit organization that provides content licensing services. For many titles, you can apply online, pay the licensing or royalty fee to the CCC, and receive instant permission, but do be aware that the process can, on rare occasions, take weeks or months. Also be aware that the CCC does not work with all publishers or rights holders, so there may be times when you will have to do the leg work yourself.
- If you are not working with copyright Clearance Center or another content licensing service, contact the publisher of the materials you would like to use (if the publisher is still in business) directly. Look
specifically for a “permissions department.” You may be asked to fill out a permission request form or to write a letter detailing your request.

- Once again, be prepared for this to take some time. Write the letter or fill out the publisher’s form. You should include the following kinds of information:

Title of the work, author/editor, date of publisher, volume and issues number (if the work is from a periodical), and edition of the material you wish to use.

Describe the materials to be used, including page numbers, chapters, edition, and copyright date and include a photocopy of what you want to use.

- Specify the number of copies you will be making
- If you will be using the material in a publication that will be sold, how many sales are anticipated?
- If you are using the material for a class, what dates will it be used?
- The form of distribution of the material-will it be distributed for a class, in a newsletter, in a trade book, or magazine article?
- Will the material be sold?

Always give appropriate credit to the source of your material, even if the material is no longer under copyright or is exempt from the need for permission under fair use.

General Websites for copyright information:
U.S. copyright office
Higher education committee
Permission FAQs
Stanford copyright and fair use center
Crash course in copyright
Copyright information center
Creative commons
Additional fair use determination checklist:
Copyright basics
Fair use checklist
What is in the public domain (from Washington State University):
University publishing
Links for various campus constituencies:
The campus guide to copyrighted compliance Reproduction of copyrighted works by educators and librarians
Steps for getting permissions as outlined by some institutions of higher education:
UC copyright
Academic and educational permission
Where to start for permissions for music and other audio materials, still images (including photos), and moving pictures and computer files:
Asking for permission
MPL music publishing
How to get photo copyright permission
Getting permission to use materials from the internet:
Permission template

Violations of copyright Policy demean the violator, discredit the accomplishments of peers, and tarnish the reputation of CRY-ROP.

This policy applies to all staff and students at CRY-ROP.
Teachers & Student Responsibilities:

Teachers
Teachers are responsible for being aware of the copyright policy and contributing to student development by promoting integrity, addressing dishonesty, and assisting in the development of ethical reasoning. Such behavior includes:

- Providing a clear and complete syllabus which describes program expectations, guidelines, and standards of performance.
- Holding students responsible for knowing these expectations guidelines.
- Fostering an environment where integrity and good citizenship is expected and respected.
- Detecting and properly handling issues involving the copyright policy.

Students
Students are responsible for being aware of CRY-ROP’s Copyright policy and demonstrating behavior that is honest and ethical in their academic work. Such behavior includes:

- Following CRY-ROP’s Copyright Policy.
- Following the teacher’s rules and processes related to integrity as directed in the program syllabus and related program documents.
- Asking teacher for clarification if the standard of academic performance are not clear.
- Asking the teacher for clarification if the syllabus, assignments, or grading policies seem unclear.
- Helping to foster a campus environment where integrity is expected and respected.

When an act of Copyright violation comes to a teacher’s attention, the following procedures shall be followed:

1. Notify the Director of Student Services.
2. Collect evidence and document the incident.
3. Permit the accused student an opportunity to explain.
4. Advise the student of the possible penalties.

If there is evidence of violation of CRY-ROP’s Copyright Policy, the student may face the following consequences:

- A formal warning
- A reduction or failing grade for the assignment
- A reduction for the grade in the program
- Disciplinary probation
- Program dismissal

DRUG & ALCOHOL INFORMATION FOR A DRUG-FREE WORKPLACE & CAMPUS

The Governing Board believes the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep CRY-ROP schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the ROP's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students suspected of alcohol or drug use may be prohibited from certain activities or programs.
Enforcement/Discipline
The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school sponsored activities. (cf. 5131 - Conduct) (cf. 5145.11 - Questioning and Apprehension) (cf. 5145.12 - Search and Seizure).

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities. (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 6145 - Extracurricular and Co-curricular Activities).

WEBSITES
California Department of Education, Alcohol, Tobacco and other drug Prevention: http://www.cde.ca.gov/ls/he/at/
California Healthy Kids: http://www.californiahealthykids.org
U.S Department of Education, Office of Safe and Drug Free Schools: http://www.ed.gov/about/offices/list/osdfs/index.html

Drug Abuse & Addiction Information & Treatment Centers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sorben Recovery (24 hours)</td>
<td>866-207-3271</td>
</tr>
<tr>
<td>Inland Valley Recovery Service</td>
<td>909-889-6519</td>
</tr>
<tr>
<td>Gibson House</td>
<td>909-884-0840</td>
</tr>
<tr>
<td>Veterans Alcoholic Rehab. Program</td>
<td>909-888-6956</td>
</tr>
<tr>
<td>Cocaine Anonymous</td>
<td>909-359-3895</td>
</tr>
<tr>
<td>Colton Clinical Services</td>
<td>909-370-1777</td>
</tr>
<tr>
<td>San Bernardino County Drug/Alcohol Treatment</td>
<td>909-421-9465</td>
</tr>
<tr>
<td>Riverside City Drug Abuse program</td>
<td>951-955-2105</td>
</tr>
<tr>
<td>NarcoAcs Anonymous</td>
<td>951-652-5312</td>
</tr>
<tr>
<td>Spanish 888-622-4672</td>
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<tr>
<td>Inland Behavioral Health</td>
<td>909-881-6146</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>909-881-3230</td>
</tr>
</tbody>
</table>

ELECTRONIC DEVICES
An electronic device that disrupts learning is prohibited on school grounds. The use of cellular phones, pagers, and similar devices are specifically prohibited during program hours unless specifically asked by the teacher to use for instructional purposes. Staff may require a student stop using their phone if it is interfering with the learning process or if it is disrupting others. No taping or recording classes is permitted unless student receives prior teacher approval.

This policy includes, but is not limited to, the following devices: radios, tape players, CD players, video recorders, iPods, MP3 players, games, pagers, laser pointers, and cellular phones.

EQUAL OPPORTUNITY
CRY-ROP does not discriminate in its admissions, or treatment in, its programs and activities including; advertising, training, placement, and employment. Non-discrimination applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical, mental conditions or learning disabilities are considered for admission. For further information regarding this policy or to report an incident, see the staff in the Student Service Office.

(Nondiscrimination Board Policy 5145.3)
FREEDOM OF EXPRESSION
It is the policy of the school to allow and protect reasonable and legal expressions, speeches, and action according to federal and state laws and Education Code section 76120. Students have the right to exercise free expression. The policy excludes expression that is obscene, libelous or slanderous according to current legal standards or that incites students to create a clear and present danger or to commit unlawful acts on the school premises or property. Inciting students to riot, or the violation of lawful school regulations or policies or the substantial disruption of the orderly operation of the school or its programs, is also prohibited.

(Board Policy 5145.2)

GRADING SYSTEM
Training at CRY-ROP is competency-based. Competency-based education is learner centered, allowing students to progress as skills and competencies are mastered. Employment competencies are defined by performance standards established by employer teams specific to each program. Teachers monitor completion time and evaluate student performance as outlined on the course competency lists and program syllabus. Refer to the program syllabus for specific details.

<table>
<thead>
<tr>
<th>Grading System</th>
<th>A 93-100</th>
<th>A- 90-92.9</th>
<th>B+ 87-89.9</th>
</tr>
</thead>
<tbody>
<tr>
<td>B 83-86.9</td>
<td>B- 80-82.9</td>
<td>C+ 77-79.9</td>
<td></td>
</tr>
<tr>
<td>C 75-76.9</td>
<td>C- 70-74.9</td>
<td>D+ 67-69.9</td>
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</tr>
<tr>
<td>D 63-66.9</td>
<td>D- 60-62.9</td>
<td>F 0-59.9</td>
<td></td>
</tr>
</tbody>
</table>

INSTRUCTIONAL MATERIAL POLICY
Students enrolled and attending programs are required to provide certain instructional and other materials including, but not limited to reference materials, school supplies, and appropriate shoes. Program syllabus will list the additional items needed for their program.

If items issued to the student become lost or damaged it is the responsibility of the student to replace the items in a timely manner so their participation in the program is not impacted. The Program Support Specialist in the Student Service Office can assist students by providing the necessary information to order the items, or the student can locate and purchase the items on their own that meet the specifications of the program. It is the student’s responsibility to order and pay for all fees associated with replacing the items.

LACTATION POLICY
The Governing Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any adult student to express milk for her infant child. The board prohibits discrimination, harassment, and/or retaliation against any student who chooses to express breast milk for her infant child while on campus. Please see Student Service staff or your instructor for details on a private area designated for lactation.

LATE ENROLLMENT
Once a program begins, CRY-ROP allows students to enroll up to one week after the start date, excluding Nursing Assistant-Certified, provided room is available in the program.

LATE PAYMENTS
Students will be charged a $25.00 fee for all late payments. Two consecutive late payments may result in a student being dropped from the program. A written request can be made to the Student Accounts Technician to address hardship situations. A meeting will be held to consider the student’s request. If alternate payment arrangements are approved, the student will be required to sign and follow the terms set forth in the contract (refer to the Late Payment Policy).
LEAVE OF ABSENCE POLICY
CRY-ROP is required to have a written formal Leave of Absence (LOA) policy. The school and students must comply with the stated policy as well as governing regulations when requesting, approving and processing LOAs.

This policy is applicable to all students enrolled in any programs at the school. **If a student is not actively enrolled in a program, the student is not eligible to apply for a leave of absence.** Leave of Absence Request form can be obtained in the Student Service office.

Students may be approved by the school for multiple LOAs in a 12-month period. The total of all LOAs may not exceed 180 calendar days in a 12-month period. During a LOA, the student is not considered withdrawn and no refund will be issued. The school will not impose additional charges when the approved LOA ends and the student resume their program of study.

A LOA may be approved if the school determines there is a reasonable expectation the student will return. Students must follow the school LOA Policy when requesting the LOA, by providing (on or before the start of the LOA) a written, signed and dated request, including the reason for the LOA to the Student Services office.

If unforeseen circumstances prevent a student from providing a request to the campus on or before the start of the LOA, the school may grant the LOA if the school has documented the reason and decision. The school must collect the signed LOA request form from the student at a later date within a reasonable amount of time from the last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, business travel, school course cancellation and /or facility closure, and natural disasters.

If a student is out of attendance due to an unforeseen circumstance and considered an unofficial withdrawal and the school can document the reason and decision for the LOA prior to the refund calculation being performed, the student will be placed on an approved LOA and no refund will be required. However, if the student is an unofficial withdrawal and the campus does not document the reason prior to the calculation tabulation, the student is an unofficial withdrawal and a refund made in accordance to the refund policy. **Refer to the refund policy to better understand how refunds are calculated.**

A LOA will **NOT** be approved if a student requests a LOA after seven consecutive days of nonattendance, is in an unofficial withdrawal status, and the request is not due to unforeseen circumstances that occurred prior to the unofficial withdrawal status.

If a student requests a LOA start date in the future and is officially withdrawn, unofficially withdrawn, or administratively withdrawn from the school prior to the start date of the LOA, the LOA is not valid and will be negated.

Depending on the time missed, and the curriculum covered, the student may have to wait and enter the next scheduled program term and the return may depend on space available in the program. A student returning from a LOA cannot displace a newly enrolled student.

**Failure to Return**
The school will advise the student, prior to granting the LOA, the effect the failure to return from LOA may have on program fees. If a student does not return from an approved LOA, the withdrawal date and beginning of the grace period will be the student’s last date of attendance.

If receiving outside funding, the student must contact the agency of source of funding and follow their procedure. It is not CRY-ROP’s responsibility to notify community funding agencies of changes resulting from your leave of absence. Most funding agencies will require LOA documentation.
**Nondiscrimination/Harassment Policy**

The CRY-ROP Government Board and staff desires to provide a safe school environment that allows all students equal access and opportunities in the academic and other educational support programs, services, and activities. The Board prohibits, at any school activity, unlawful discrimination, harassment, intimidation, and bullying of any student’s race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school.

Unlawful discrimination, harassment, intimidation, or bullying including physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student’s academic performance; or otherwise adversely affects a student’s educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form or retaliation against any student who files a complaint or report regarding and incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

The following person has been designated to handle inquiries regarding the non-discrimination and sexual misconduct policies:

Sandy Mortensen  
Director of Student Services  
1214 Indiana Court, Building B, Student Service Office  
Redlands, CA 92374  
Phone: (909) 793-3115 extension 504 or cell: (909) 809-6035  
Email: sandy_mortensen@cry-rop.org

**Grievance Procedures**

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact any staff member. In addition, any student who observes any such incident should report the incident to any staff member whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying shall report the incident to a supervisor whether or not the victim files a complaint.
In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the supervisor shall immediately investigate the complaint in accordance with the site-level grievance procedures specified in AR 5145.7 Sexual Harassment.
(cf. 5145.7 - Sexual Harassment)

Within 30 days of receiving the district's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.

The Superintendent or designee shall ensure the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

**POLICY UNDER FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part99) is a Federal law that protects the privacy of student education records.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from educational records. Information than an official obtained through observation or personal knowledge or has heard orally from others is not protected under FERPA.

Under FERPA, a school is not generally required to maintain particular educational records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records it does maintain. Also unless there is an outstanding request by an eligible student to inspect and review educational records, FERPA permits the school to destroy such records without notice to the student.

FERPA gives parents and eligible students certain rights with respect to education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred and adult students are “eligible students.”

These rights include:

- Parents of minors or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies or records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

A student should submit a written request to the Student Services Office, identifying the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- Parents of minors or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record, setting forth his or her view about the contested information.
Parents or eligible students who wish to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student would like changed, and specify why it should be changed.

The FERPA amendment procedure may be used to challenge facts that are inaccurately recorded; it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that school conform to fair recordkeeping practices not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. In addition, if FERPA’s amendment procedures are not applicable to an eligible student’s request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

**Disclosure of Education Records**

- Schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows school to disclose those records without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student (Financial aid refers to payment of funds provided to an individual that is conditioned on the individual’s attendance to school);
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities, within a juvenile justice system, pursuant to specific State Law. Disclosure is to parents of a “dependent student” as that term is defined in Section 152 of the Internal Revenue Code. If the parent claimed the student as a dependent on the parent’s most recent year’s income tax statement, the school may non-consensually disclose the eligible student’s education record to both parents under this exception.
  - Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with health or safety emergency even if the parents do not claim the student as a dependent.
  - Schools may also disclose identifiable information from educational records to parents if the student has violated any Federal, State or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under the exception if the school determines that the student has committed a disciplinary violation with respect to the use or possession and the student is under the age of 21 years of age at the time of the disclosure to the parent.

Schools may disclose, without consent, “directory” information such as student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

CRY-ROP informs students of their rights under FERPA in the Student Handbook and at www.cryrop.org. Information is readily available to all and does not require a password to access. Paper copies of the Student Handbook are also available upon request for no fee in the Student Services Office.

If a parent or eligible student have made attempts to resolve complaints with the school they have the right to file a complaint concerning alleged failures by CRY-ROP to comply with the requirements of FERPA.
Students can access Policy under Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). It is available to students at www.cryrop.org and in the Student Handbook. Students may also request a copy of the Student Handbook in the Student Service office at no cost.

For additional information regarding the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), you may call 1 (800) USA-LEARN (1 (800) 872-5327) (voice). Individuals who use TDD may call 1 (800) 437-0833.

**PROGRAM INCOMPLETION PROCESS**

A student who is not completing their program at the designed program completion date must submit a request to complete the program beyond the designed completion date. An “Incomplete Grade Petition” form must be approved by the teacher and Director of Student Services to postpone a final grade. The “Incomplete Grade Petition” form is available upon request in the student Service Office. The incomplete grade may not be posted to a transcript.

The petition must be initialed by the student during the final weeks of the program term. Both the teacher and student needs to sign the petition confirming the reasons for not completing the program requirements on time and the program requirements still remaining to be completed are understood and agreed to by both parties.

A teacher may assign an “incomplete grade” only if the student has maintained satisfactory attendance and work of passing quality until near the end of the program term when serious illness or extenuating circumstances prevented completion of the work essential to determine a final grade.

**Time Limit for Completion**

The length of time given to the student, not to exceed 150% of the program hours, will be stated in writing on the approved “Incomplete Grade Petition” form. The student’s final grade will be posted at the end of the designated time period allotted.

If the student needs to make up classroom hours, labs, community classroom hours or clinical hours the student will be charged an hourly fee of fifty-nine dollars ($59.00) that must be paid in full prior to the makeup time being given.

If there has been 5 consecutive days of absence, no incompletes will be given for community classroom. In addition, students needing to complete more than 2 days of clinical beyond the end date of the program may not be granted an incomplete. Some programs require the teacher be on site during clinical hours. If this is the case, there may not be enough time for the student to complete their required hours.

Once the student completes the designated work or hours the student’s final grade will be posted and available to place on a transcript. The student make request an appeal by writing to the Director of Student Service if the student is not granted the requested extended time to complete the requirements of the program.

Checks will be mailed to the student’s address maintained by CRY-ROP. Students are responsible for keeping their address current. Please notify Student Service of any address changes. Refunds for students who receive financial aid will be first paid to the financial aid source according to a distribution formula established pursuant to federal regulations.

**Readmission Process**

If you have withdrawn from a program and wish to return to continue working toward a certificate you must:

- Contact the Student Service Office for an appointment with the Director of Student Services.
- Meet with the teacher, Student Accounts Technician, or the Director of Student Services to request approval to return. The approval for students to re-enter the program is contingent on space available in the program.
Meet with the Director of Student Services if the student was not performing well before withdrawal, and a new assessment may be required.

Request a transcript and review previous coursework and performance history with Colton Redlands Yucaipa Regional Occupational Program administration.

Pay required costs. Depending on the circumstances of the leave prior to re-admission, the program costs may be adjusted based on the supplies, materials, and uniforms originally issued. Students will be required to pay additional costs for the program, instruction and/or materials.

PROGRAM MAKE-UP POLICY
CRY-ROP’s programs are designed to reflect the real work environment in every way possible. Productive and consistent attendance is required in all programs. Similar to the rules, regulations, and guidelines required in industry, CRY-ROP requires all students adhere to the basic rules of student conduct and to abide by the authority of administrators and teachers during their participation in the adult programs. All students should be self-directed learners who demonstrate concern and respect.

Attendance and participation is a requirement of all adult programs. Each student is expected to attend all scheduled class and clinical hours. It is up to the discretion of the teacher to schedule all make-up hours. Students are expected to attend make-up hours as scheduled by the teacher. Teachers will give students at least a day’s notice. Students must maintain a 93% attendance rate in class at all times.

REFUND/PROGRAM CANCELLATION POLICY
CRY-ROP has a fair and equitable policy for the refund of tuition fees and other charges. The policy is uniformly administered and published.

Program Cancellation
In the event of program cancellation, all fees will be refunded within 30 days of the cancellation date without requiring a request from the student. All refunds are mailed to student.

Program refund
Students are provided an orientation on the first day of the program. Orientation presentations outline the refund policy and expectations. Program fee refunds for CRY-ROP students withdrawing prior to completion of a program, are issued based on the following refund policy:

Refunds
All refund payments will be mailed within 30 days of the date of cancellation, withdrawal, involuntary withdrawal or completion of a Refund Request Form (located in Student Service Office).

Refund for Withdrawal Prior to the Start of Instruction
A refund of all program fees less a $100 fee will be sent to students who withdraw from the program prior to the first day of instruction.

Refund for Withdrawal after the Start of Instruction
Students withdrawing from school after the start of instruction and before completing 60% of the program term or payment period, will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.

The refund shall be calculated as follows:

- Deduct a non-refundable registration fee not to exceed $100 from the total tuition charge.
- Deduct books or supplies that have not been issued.
- Divide this figure by the number of hours in the program.
- The percentage is the hourly charge for the program.
The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total hours attended by the hourly charge of instruction, the cost for materials, and the amount of the non-refundable registration fee specified.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

You notify the school of your withdrawal or the actual date of withdrawal.
The school terminates your enrollment.
You fail to meet Satisfactory Academic Policy.

**No Refund for Withdrawal after attending 60% of program term or payment period**
Students attending 60% or more of the schedule program term or payment will not receive a refund. Students will be responsible for any remaining balance on his/her account.

**Military Service**
A student who is called for active military service shall not incur academic or financial penalties due to performing military services on behalf of our country. Fees will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.

**Refunds to Students Receiving Community Organizational Funding**
All outside agency funding is subject to the refund policy. Students must adhere to the funding agreements. Students may be responsible to pay CRY-ROP any unpaid fees.

**REINSTATEMENT AFTER WITHDRAWALS OR TERMINATION**
A student terminated from the program must submit a written request for reinstatement to the Director of Student Service or the student Account Technician in the Student Service Office. The student will be informed within 30 days following the receipt of the request. A student who is denied reinstatement may appeal the decision.

**RULES OF CONDUCT**
CRY-ROP’s programs are designed to reflect the real work environment in every way possible. Productive and consistent attendance is required in all programs. Similar to the rules, regulations, and guidelines required in industry, CRY-ROP requires all students to adhere to and comply with basic rules of student conduct and to abide by the authority of administrators and teachers during their participation in CRY-ROP’s programs. All students should be self-directed learners who demonstrate concern and respect for others. Students who make poor decisions will be held accountable for their actions. Involvement in any of the following actions, including, but not limited to, while on a CRY-ROP campus, participating in any CRY-ROP sponsored activity, community classroom training site, or going to or coming from any such location, may result in dismissal from your ROP program as well as disciplinary action, up to and including expulsion based on “reasonable cause.”

- Willfully using force or violence, causing, attempting to cause, or threatening to cause physical injury to another person, except in self-defense.
- Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
- Unlawful possession, use, sale or otherwise furnishing or being under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind. CRY-ROP prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on campus or as part of any school activity.
- Committing or attempt to commit robbery or extortion.
- Causing or attempting to cause damage to school property or private property. School property includes, but is not limited to, electronic files and databases. Damage also includes violating computer software license/agreements/copyrights or tampering with computer hardware/software configurations.
- Stealing, attempting to steal, or knowingly receiving stolen CRY-ROP property or private property.
- This campus is a smoking-free facility. Use of tobacco, or any products containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel is prohibited.
- Committed an obscene act or engaging in habitual profanity or vulgarity.
- Committing or attempt to commit a sexual assault or sexual battery. Incidents of domestic violence, dating violence, and stalking. Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.
- Possessing or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia. CRY-ROP is a drug free campus.
- Disrupting school activities, dishonest behavior within the classroom or training sites, or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other CRY-ROP program personnel engaged in the performance of their duties.
- Harassing, threatening, or intimidating a pupil who is a complaining witness or a witness in a school or school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Engaging in or attempting to engage in hazing. Hazing is defined as a method of initiation or pre-initiation.
- Wearing inappropriate attire. Teachers will advise students of appropriate classroom and community classroom attire as it relates to their specific training program.
- Leaving campus without permission. During program hours, students leaving early must sign-out with their teacher or with staff in the Student Service Office.
- Committing acts of sexual harassment defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, including “sexting” (sending sexually explicit text messages or images.)
- No bullying, including cyber bullying. Acts of bullying by use of the internet (e.g. social networking sites, emails, etc.), text messaging, or other electronic devices (including telephones/cell phones) can be grounds for discipline. Bullying is an act by a person or group directed specifically against another person or group that constitutes sexual harassment, hate violence or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, cause disorder, and invades the right of others by creating an intimidating or hostile education environment.
- The use of any music devices, video cameras, and other distracting devices are prohibited during program times while in class. CRY-ROP does not assume responsibility for any lost or stolen property. The use of cell phones and similar devices are not allowed unless the teacher gives permission and the use is to promote instruction. Students are encouraged to maintain their own insurance coverage.

**Satisfactory Academic Progress**

All students enrolled at CRY-ROP must meet the Satisfactory Academic Progress (SAP) policy as determined by CRY-ROP. SAP helps ensure students are moving toward successful completion of the program in a timely manner or they may become at risk of losing assistance, incurring fees, or losing enrollment. SAP is evaluated both on quantitative and qualitative measurements. See below for an explanation of both measurements.

**Qualitative Standards:** students must maintain a minimum cumulative GPA of a 2.0 (75%) to retain financial aid in their theory coursework. Additionally, students must meet the clinical standards outlined by their corresponding program handbook.

**Qualitative Standards:** students must maintain a minimum 93% attendance record throughout the program; those that drop below 93% must have the approval of the Director of Student Services for all documented absences.
The maximum time frame a student is allowed to complete their hours is 150% of scheduled hours if that student has documented medical/extenuating circumstance-related absences and is approved by Director of Student Services.

Students meeting all expectations and requirements at the designated evaluation point will be considered to have SAP. Students failing to meet requirements for attendance and/or academic progress at the designated evaluation point will be notified in writing. Pending the result of an appeal, students may be placed on a Warning or Probationary status or may lead to program dismissal.

**Warnings**

Students failing to meet SAP will be placed on a “Warning Status” and will have two weeks to improve to SAP standards. If the student is not able to show improvement within two weeks, the student may be dropped from the program. Information will be provided on how to submit an appeal. If approved, the student will be placed on “Probation”. Otherwise, students may regain eligibility by meeting the GPA and unit completion requirements.

**Suspension**

Students that held a “Warning” status, and have not met SAP standards, may be dropped from the program. Students failing to meet SAP for extreme or mitigating circumstances may follow an appeal process to re-determine SAP and be placed on “Probation”. A student may submit an appeal in the case of medical or mental health issues, extreme financial burden, death in the family, or extreme personal situations.

**Appeal Process**

The student must submit a type written appeal of SAP determination to the Student Accounts Technician during regular business hours and within three business days of the student receiving a determination of failing to meet SAP.

Appeals must be typed written by the student and containing the following:

- Why the student failed to meet SAP.
- What has changed that will allow the student to make and maintain SAP at the next evaluation point.

1. The student must schedule a meeting with the teacher to create and sign a Probation Agreement, which will provide a detailed plan for the student to follow in order to continue progress toward successful and timely completion. It will include specific actions and deadlines for their student to meet in order to maintain enrollment and show progress towards successful and timely completion of their program. This must be turned into the Student Accounts Technician with five business days of the student receiving a determination of failing to meet SAP.

2. The written appeal will be reviewed by the Student Accounts Technician, and an in-person interview may be requested. A determination will be made and provided to the student in writing within ten business days with one of the following determinations:
   - Approved-appeal is granted, they will be placed on “probation”.
   - Denied- student may be dropped from the program.

**Probation**

Pending the result of a successful appeal, students failing to meet SAP may be granted a “probation” status wherein that student will remain on probation for one term.
SCHOOL PROPERTY
Destruction and abuse of school property will result in dismissal from any CRY-ROP Program and may include restitution.

SEXUAL HARASSMENT
CRY-ROP’s Governing Board and all staff are committed to maintaining an educational environment that is free from harassment, intimidation, exploitation, or unwelcomed sexual advances, requested for sexual favors, and other verbal, visual, or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the State and Federal rules, regulations, statues, and laws prohibiting sexual harassment and retaliation. All students should be aware that CRY-ROP strongly disapproves of any conduct that constitutes sexual harassment. CRY-ROP forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, other students, or members of the general public. CRY-ROP will take action and disciplinary measures to ensure compliance. All harassment should be reported immediately to your teacher or to any other CRY-ROP staff person.

(Board Policy 5145.7)

STUDENT DRESS CODE
The Nursing Assistant-Certified program requires a uniform. Students are expected to conform to the uniform requirements of the program. Uniforms align with employer expectations and help maintain safe campuses by ensuring students are recognizable. Students are expected to follow industry standards with regard to piercings which are limited to ears, and tattoos are required to be covered. Students’ clothing should not create a safety hazard or be a disruption to the learning process. Dress code violations will be referred to the Director of Students services. Refer to the program syllabi for specific requirements for your program.

WITHDRAWAL POLICY
Students who must withdraw from a CRY-ROP must do so in writing. Students may fill out a withdrawal form in person in the Student Service office or send written notice of withdrawal.

Send letters of withdrawal to:
Student Accounts Technician
CRY-ROP
1214 Indiana Court
Redlands, CA 92374

Responsibility for filing a notice of withdrawal rests entirely with the student. Any money owed to CRY-ROP is due on the official date of withdrawal.

Applicable refund, if any, will be issued within 30 days of the effective date of withdrawal. All refunds are based on the amount of tuition for the program being dropped, minus non-refundable fees, and are calculated from the last date of attendance. Refunds will be issued on the basis of the Refund Policy signed by the student at orientation.

Call the Student Accounts Technician at (909) 793-3115 Ext. 320 for questions.

Your withdrawal and the timing of your withdrawal may have an impact on the following:
- Enrollment Status
- Satisfactory Academic Progress (SAP)
- Student Account

It is highly recommended prior to withdrawing to consult with your teacher and/or the Student Accounts Technician.
Inspiring Possibilities!

1214 Indiana Court
Redlands CA 92374
(909) 793-3115 extension 522
www.cryrop.org