

ADULT & HIGH SCHOOL AFTERSCHOOL



COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM

Inspiring Possibilities

STUDENT HANDBOOK

2025-2026



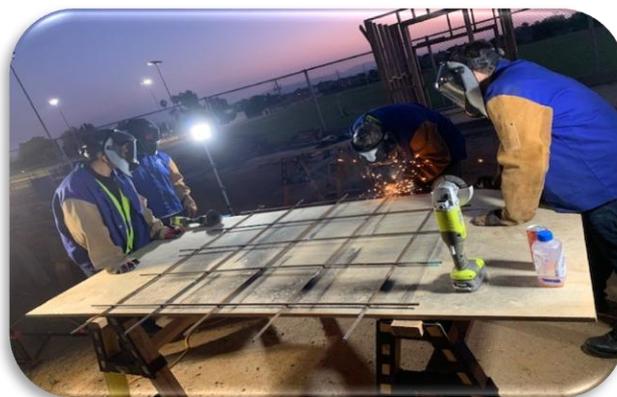
Certified Nurse Assistant

Integrated Education Training (IET) Certified Nurse Assistant

Vehicle Maintenance Technician



Certified Nurse Assistant Acute Care



Construction and Facilities Maintenance



MISSION

Preparing students for high demand careers by providing exceptional Career Technical Education programs influenced by business and industry.

VISION

Inspiring career possibilities for ALL students.

MESSAGE TO STUDENT

Career Technical Education aligns secondary and postsecondary education to labor market demand, and provides technical, academic and employability knowledge and skills. Most importantly, CTE prepares students for careers of their choice.

GUIDING PRINCIPLES

- CTE prepares all students for career and college.
- CTE is NOT only for students who don't plan to go to college.
- CTE needs support from parents and counselors.
- CTE inspires students with different career possibilities and future options.
- CTE offers purpose and relevancy, and connects learning to the real world.
- CTE students are equipped with employability skills.
- CTE students experience business and industry environments while in high school.
- CTE students leave high school with a skill.
- CTE students can earn industry recognized certificates.
- CTE empowers students to study subjects they're passionate about.
- CTE students can earn college credit while in high school.
- CTE students complete high school with a college AND career plan.

OUR STORY

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

CRY-ROP works in collaboration with K-12 school districts, adult education, community colleges and workforce development agencies. This collective approach ensures coordinated integration of academic and career preparation competencies connected to sequences, pathways and postsecondary options leading to viable jobs. 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. CRY-ROP is accredited by the Western Association of Schools and Colleges (WASC).

TABLE OF CONTENTS

CRY-ROP's Student Handbook is designed to serve as a valuable resource as you progress through the Career Technical Education program. The Student Handbook makes it easy to know where to go for resources and information.

If you have any questions regarding the materials in the handbook, please contact your teacher or staff in the Student Services office. We reserve the right to make changes at any time. When changes are necessary, we will provide the amended information.

| GENERAL INFORMATION | | PAGE |
|--|--|-------------|
| Admission Procedure | | 6 |
| Admission Requirements | | 6 |
| Funding Requirements | | 6 |
| Holiday/School Closure Schedule | | 6 |
| Late Enrollment | | 7 |
| Late Payments | | 7 |
| Leave of Absence | | 7 |
| Refund/Program Cancellation | | 7 |
| Student Services Hours | | 8 |
| Testing & Certification Center | | 8 |
| Transportation | | 9 |
| Visitors | | 9 |
| Work-Based Learning/Clinical | | 9 |
| POLICIES & PROCEDURES | | PAGE |
| Academic & Attendance Policy | | 9 |
| Academic Dishonesty | | 9 |
| Copyright Process | | 10 |
| Drug & Alcohol Policy & Referral Information | | 11 |
| Equal Opportunity/Non-Discrimination/Harassment Policy | | 11 |
| Freedom of Expression | | 12 |
| Grading System | | 12 |
| Satisfactory Academic Progress | | 12 |
| Grievance Procedures | | 12 |
| No Smoking/Tobacco Institution | | 13 |
| Method of Instruction | | 13 |
| Program Make-Up Policy | | 13 |
| Program Verification of Student Records | | 13 |
| Release & Review of Student Records | | 13 |
| Security | | 14 |
| Rules of Conduct | | 14 |
| Student Dress Code | | 15 |
| Student Services for Individual with Disabilities | | 16 |
| Student Time Commitment | | 16 |
| Withdrawal Policy | | 16 |

GOVERNING BOARD

Colton Unified School District

| | |
|----------------|--------------|
| Patt Haro | Board Member |
| Frank Ibarra | Clerk |
| Israel Fuentes | Alternate |

Redlands Unified School District

| | |
|-----------------------|--------------|
| Meissa Ayala-Quintero | President |
| Patty Holohan | Board Member |
| Michele Rendler | Alternate |

Yucaipa Calimesa Joint Unified School District

| | |
|---------------|----------------|
| Debbie Miller | Vice President |
| Regina Cruise | Board Member |
| David Avila | Alternate |

CRY-ROP ADMINISTRATION

| | | |
|-----------------|----------------------------|---|
| Dr. Jason Angle | Jason_Angle@cry-rop.org | Superintendent |
| Jessica Garcia | Jessica_Garcia@cry-rop.org | Chief of Business Official |
| Scott Raine | Scott_Raine@cry-rop.org | Director of Student Services |
| Melissa Dix | Melissa_Dix@cry-rop.org | Director of Education |
| Alma Orozco | Alma_Orozco@cry-rop.org | Director of Human Resources |
| Jeanny Johnson | Jeanny_Johnson@cry-rop.org | Workforce Development and Grant Manager |

SUPPORT STAFF

| | | |
|------------------|------------------------------|--|
| Joseph Guel | Joseph_Guel@cry-rop.org | Employment Placement Specialist II |
| Vanessa Castro | Vanessa_Castro@cry-rop.org | Student Data Technician |
| Mai Her | Mai_Her@cry-rop.org | Administrative Assistant to Student Services |
| Celina Hernandez | Celina_Hernandez@cry-rop.org | Employment Placement Specialist II |
| Angelica Macias | Angelica_Macias@cry-rop.org | Office Assistant |
| Sofia Rodriguez | Sofia_Rodriguez@cry-rop.org | Testing Examiner |
| Kathy Miller | | Testing Proctors |
| Marisa Alls | | Testing Proctors |
| Patricia Carter | | Testing Proctors |

TEACHERS

Certificated, Adult and Afterschool Teachers

| | | |
|-------------------------|--------------------------------|---|
| Kevin Chalupa | Kevin_Chalupa@cry-rop.org | Vehicle Maintenance Technician Teacher |
| Virginia Kreiser, RN | Virginia_Kreiser@cry-rop.org | Certified Nurse Assistant Teacher |
| Angela Nguyen, LVN | Angela_Nguyen@cry-rop.org | Certified Nurse Assistant Teacher |
| Cherrise Pitchford, LVN | Cherrise_Pitchford@cry-rop.org | Certified Nurse Assistant Teacher |
| Angela Huber, LVN | Angela_Huber@cry-rop.org | Certified Nurse Assistant Teacher |
| Jean Valkenburg, RN | Jean_Valkenburg@cry-rop.org | Consultant to Certified Nurse Assistant Program CDPH Designated Registered Nurse |
| Aaron Casas | Aaron_Casas@cry-rop.org | Construction and Facilities Maintenance Teacher |

GENERAL INFORMATION

ADMISSION PROCEDURES

Steps to Enroll

- Visit www.cryrop.org/AdultPrograms to complete an interest form for desired programs.
- Adult students complete basic skills assessment tests, meet the minimum score required for enrollment, and receive a password to register online.
- Complete the registration process by completing all on-line registration forms.
- Program fees can be paid in full or on a payment plan. Students on a payment plan must sign a payment agreement and make their first payment prior to first class meeting.

ADMISSION REQUIREMENTS

Students who can benefit from Career Technical Education have an opportunity to enroll in the programs. If interested contact the Student Services office or refer to the website at www.cryrop.org to determine specific enrollment requirements for the program of interest.

Adult Program Information:

- All adult programs are fee-based, meaning there is a fee to take the program. Refer to program fliers for pricing and details.
- Successful completion of a basic skills assessment is required prior to enrollment. A current government issued photo ID and a social security number (or other right to work document) must be presented at the time of the assessment.
- All students must maintain a current, valid government issued photo ID throughout the program.
- An original Social Security card or Right-to-Work document is required for the Certified Nurse Assistant program.
- Programs must have a minimum number of students enrolled or risk cancellation.
- All program fees are paid online. Payment plans are available. Contact Student Services staff for more information.

High School Students Admissions Requirements:

- High School students within Colton, Redlands & Yucaipa school districts may not attend adult programs outside of their scheduled school day. However, CRY-ROP offers a Certified Nurse Assistant program afterschool at the following campuses: Redlands High School, Redlands East Valley High School and at Colton Joint Education Adult School. You must be a RUSD student to attend the programs in Redlands or a CJUSD student to attend the CJAE program. See the Career Readiness Specialist on your high school campus or call the Student Services Office at 909 793 3115 extension 500.
- Must possess a valid government issued I.D. (School I.D cannot be used as valid government I.D.).
- Original Social Security card or Right to Work document required.
- Be in good standing at their high school (i.e., regular attendance and passing grades).
- Must complete an application and be selected into the program. This is program is competitive and designed for seniors & juniors.

FUNDING OPPORTUNITIES

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)
Transitional Assistant Department (TAD)

Department of Rehabilitation (DOR)
WIOA Youth Programs

Students are also encouraged to apply for spring scholarships. Information regarding scholarships is available in the Student Services office. 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.

HOLIDAY/NO SCHOOL SCHEDULE

The Campus will be closed on major State and Federal holidays, or during winter and spring break periods. Refer to your program syllabus for other program breaks: Office closures:

| | | |
|------------------------|-------------------------------------|-------------------|
| July 4, 2025 | September 1, 2025 | November 11, 2025 |
| November 27 & 28, 2025 | December 24, 2025 – January 2, 2026 | January 19, 2026 |
| February 16, 2026 | May 25, 2026 | June 19, 2026 |

LATE ENROLLMENT

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

LATE PAYMENTS

A \$35.00 fee will be charged 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 Director of Student Services to address hardship situations. A meeting will be held to consider the students' request. If alternate payment arrangements are approved, the student will be required to sign and follow the terms set forth in the contract.

LEAVE OF ABSENCE

Leaves of absence are discouraged. If a student in good standing and making satisfactory progress in the program must interrupt studies for an approved reason (e.g., illness, death in family), he/she may request a leave, usually not to exceed two weeks (depending on program). If leave is approved, students will be expected to complete assigned missed work/homework. Students must provide a written request to the Director of Student Services stating reason and duration. PLEASE NOTE: Certified Nurse Assistant students cannot take a leave of absence from the program due to CDPH regulations.

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.

REFUND/PROGRAM CANCELLATION

CRY-ROP has a fair and equitable policy for the refund of tuition fees and other charges. At the time of registration students review the refund policy.

- **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 students.

- **Refund for Withdrawal Prior to the Start of Instruction**

A refund of all program fees less a \$300 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 \$300 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 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, plus the cost for materials, and the amount of the non-refundable registration fee specified.

For 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 must 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.**
- **No 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 if during the program the funding agency withdraws full payment of the program. If this occurs CRY-ROP will set up a payment plan.

Student Records and/or certification may not be issued until the student account is paid in full. If a student is in the CNA program the student will not be signed-off to take the state competency exam until all fees are paid. In all other programs student certifications will be held until all fees are paid in full.

STUDENT SERVICES HOURS

Monday through Thursday: 8:00am - 4:00pm and Friday: 8:00am - 3:30pm

Summer hours may vary

TESTING & CERTIFICATION CENTER

CRY-ROP's testing center is an approved testing center for several industry certification companies such as PearsonVue, ATI TEAS and several others. We offer certification exams to our high school and adult students and we are open to serving the public.

Certification Exams offered include:

ATI TEAS (Test of Essential Academic Skills) - The Test of Essential Academic Skills is a standardized, multiple choice entrance exam for students applying to nursing and allied health programs in the United States. It is often used to determine the preparedness of potential students to enter a nursing or allied health program.

CASAS Assessment (For adult students only. Not required for high school CNA Students.) -

Required for all potential adult students interested in a CRY-ROP adult program before registering. If you have recently attended an adult school program, let us know, sign a release of information, and we can request your test scores without you retesting.

The CASAS, also known as the Comprehensive Adult Student Assessment System, is a computerized multiple-choice assessment measuring reading comprehension in the English language. 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 Labor. The primary focus of the CASAS assessment is adult education and workforce development.

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. 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 program applicants currently possess. Reasonable accommodation is available in compliance with ADA regulations. Contact staff in Student Services to schedule accommodation prior to the testing date. All program applicants will need a current government issued I.D. at the time of check in.

GED - High School Equivalency Exam supported by Pearson Vue

PearsonVue - An international third-party company who provides certification services.

Sampling of the exam offered are:

APICS Certified Supply Chain Professional

ArcGIS Pro Foundation

AWS Certified Advanced Networking Specialist

BICSI Registered Communications Distribution Designer BI Data Analyst

Blue Prism Certified ROM Architect Exam

C-Best

Certified Coding Specialist

Certified Personal Trainer

Collection System Maintenance Grade 3

CompTIA

Crowd Strike Certified Falcon Administrator

CSET

Developer Essentials for Claris File Maker

Electrical Instrumentation Grade 2

Elementary Education 1 English Exam

International Certified Food Safety Manager Exam

Licensed Clinical Counselor

Licensed Clinical Social Worker Law & Ethics Exam

Licensed Marriage and Family Counselor

Microsoft 365 Fundamentals
Microsoft Azure Fundamentals
Microsoft Power BI (??)
Pharmacy Technician Certification
Registered Health Information Administer Exam
RICA
Serv Safe Food Handler's Card
Transportation Security Officer

TRANSPORTATION

CRY-ROP does not provide transportation. There is an Omni Trans bus stop within one block of the campus. Visit www.omnitrans.org for information and schedules 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 class or during testing.

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. CRY-ROP reserves the right to turn away any visitor.

No animals allowed on campus unless it is a certified service animal.

WORK-BASED LEARNING OPPORTUNITIES

Clinical/Work-Based Learning Experience

Students are required to participate in clinical or work-based learning as scheduled by the teacher and the site. Work-based learning opportunities are unpaid, but students will receive hours towards completion of the program. Clinical/work-based learning opportunities may occur outside the regularly scheduled time of the program. Students must complete the minimum number 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/work-based learning 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.
3. Maintain 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 the guidelines and standards of the clinical site.

POLICIES & PROCEDURES

ACADEMIC & ATTENDANCE POLICY

Students are expected to make steady progress towards their educational goals by maintaining a minimum "C-" grade point average. Students should refer to the program's syllabus for the specific academic and attendance requirements.

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.

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.

Acts of academic dishonesty include, but are not 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.

COPYRIGHT PROCESS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority may constitute an infringement. Penalties for copyright infringement include civil and criminal penalties.

DRUG-FREE WORKPLACE & CAMPUS

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. Alcohol and other drugs are prohibited on all campuses and work-based learning sites to help prevent violence, promote school safety, and create a well-disciplined environment conducive to learning.

Students suspected of alcohol or drug use may be dismissed from CRY-ROP activities or programs.

Students possessing, using, or selling alcohol or other drugs or related paraphernalia on campus or program sponsored activities 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.

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

| | |
|--|--------------|
| Inland Valley Recovery Service | 909 932 1069 |
| Alcohol Abuse Treatment Recovery Hotline | 866 797 4268 |
| Gibson House For Men | 909 884 0840 |
| Gibson House For Women | 909 888 6956 |
| Hope Valley Recovery | 909 361 6744 |
| Veterans Alcoholic Rehab. Program (VARP) | 909 885 8804 |
| Narcotics Anonymous, San Bernardino | 951 525 1941 |
| San Bernardino Behavioral Health | 888 743 1478 |

EQUAL OPPORTUNITY/NON-DISCRIMINATION/HARASSMENT POLICY

CRY-ROP does not discriminate in its admissions or treatment in its programs and activities including advertising, training, testing 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 but not limited to, physical limitations, mental conditions or learning disabilities are considered for admission.

CRY-ROP abides by all provisions of the Office of Federal Contract Compliance Programs and displays the “Equal Employment Opportunity is the Law” posters in English and Spanish. For access to all other languages please go to the following website and use the accessibility tools within the CRY-ROP website to have translated into other languages.

CRY-ROP desires to provide a safe school environment that allows all students equal access and opportunities in academic and other educational support programs, services, and activities.

The Board prohibits, at any campus activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual 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.

Process for Initiating and Responding to Complaints

Students who feel they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the Compliance Officer, Title IX Coordinator, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the Compliance Officer, Title IX Coordinator, or principal, regardless of whether the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the Compliance Officer, Title IX Coordinator, or principal within one work day, regardless of whether the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal, Compliance Officer, or Title IX Coordinator, the principal, Compliance officer, or Title IX Coordinator shall notify the student or parent/guardian of the right to file a formal complaint in accordance with Administrative Regulation 13 12.3-Uniform Complaint Procedures or, for complaints of sex discrimination including sex-based harassment, the right to initiate the Title IX grievance procedures as specified in Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. Once notified verbally or in writing, the Compliance Officer or Title IX Coordinator shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, Compliance Officer, Title IX Coordinator, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

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. 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.

GRADING SYSTEM

CRY-ROP's programs are 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.

| Grading System | | |
|-----------------------|------------------|-------------------|
| A+ 100 | A 93-99 | A- 90-92.9 |
| B+ 87-89.9 | B 83-86.9 | B- 80-82.9 |
| C+ 77-79.9 | C 75-76.9 | C- 70-74.9 |
| D+ 67-69.9 | D 63-66.9 | D- 60-62.9 |
| F 0-59.9 | | |

SATISFACTORY ACADEMIC PROGRESS

All students enrolled in an adult or afterschool program must maintain a passing grade of C- or better to ensure students are moving toward successful completion of the program in a timely manner or they may become at risk of being dropped from the program.

Students must maintain a minimum cumulative GPA of a 2.0 (70%) in their theory coursework or work-based learning experience and always maintain a 93% attendance rate in class.

The list of consequences is not intended to be exhaustive. In addition, a copy of the disciplinary action will be placed in a student disciplinary file.

1. Warning (verbal or written)
2. Loss or restriction of privileges
3. Placed on Probation
4. Suspension
5. Dismissal
6. Educational Activity: the list is not intended to be exhaustive.
 - Reflection paper
 - Documentation of specific goals and evidence showing achievement towards goals
 - Research Paper
 - Presentation

In the event of extraordinary circumstances or an emergency, the Director of Student Services or Director of Education Services may temporarily bypass the judicial conduct process and/or impose immediate conduct consequences, including, but not limited to suspension or dismissal, as necessary to protect the school's community.

GRIEVANCE PROCEDURES

Any student who feels 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 whether 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 the victim files a complaint. In addition, the employee shall immediately intervene when safe to do so.

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.

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 decide 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.

NO SMOKING/TOBACCO FREE INSTITUTION

In accordance with state and federal law, smoking is prohibited in all enclosed CRY-ROP facilities and vehicles. 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.

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.

Adult programs have a clinical or work-based learning 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 work-based learning opportunities, students must meet designated program requirements.

PROGRAM MAKE-UP POLICY

Attendance and participation are a requirement of all adult programs. Each student is expected to attend all scheduled classes 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 one day's notice. Students must always maintain a 93% attendance rate in class.

PROGRAM VERIFICATION FOR ADULT, AFTERSCHOOL PROGRAMS & STUDENT RECORDS

CRY-ROP is a non-credit bearing institution (i.e., we do not issue credits). Students will receive a program verification upon successful completion of the program. Additional verification requests can be requested online by going to [Student Records Request](#). Identification is required to pick up all requested student records.

***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 the Student Services office. To ensure accurate records, you must keep CRY-ROP informed of all changes. In cases when there is a name change, we do not change the name listed in the permanent record.

High school students attending courses during the school day must contact their high school for verification of their ROP CTE classes.

RELEASE AND REVIEW 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.

All CRY-ROP staff maintain 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 18 and is enrolled in a CRY-ROP class, parents or legal guardians may review their child's records. Students who are 18 or older must give written permission to anyone to review their records.

SECURITY

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

It is everyone's responsibility to be vigilant and to be aware of your surroundings. If you see something that may cause imminent danger to others, call emergency services (i.e., "911") immediately. If you have questions or 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.
2. Do not park in isolated areas. Park in designated CRY-ROP parking and stay near other cars.
3. Leave car doors always locked.
4. Stay in well-lit areas at night or early mornings.
5. Be aware of your surroundings and report any suspicious activity or individuals.
6. Always wear the required CRY-ROP student badge 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.

RULES OF CONDUCT

Colton Redlands Yucaipa Regional Occupational Programs (CRY-ROP) are designed to reflect the real work environment in every way possible. Productive and consistent attendance is required in all programs. Like 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 programs and events. 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. Our goal is to maintain a safe, supportive, and orderly school environment conducive to learning and shows respect to other people.

Involvement in any of the following actions, including, but not limited to, while on a CRY-ROP campus, participating in any CRYROP sponsored activity, clinical/community classroom training site, or going to or coming from any such location, may result in dismissal from the 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 furnished any firearm, knife, explosive, or other dangerous object.
- Possession of an imitation firearm. As used in this rule, "imitation firearm" means a replica of a firearm that is similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.
- 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.
- This campus is a smoke-free facility. Use of tobacco, or any products containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, electronic vape, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel is prohibited.
- Possessing or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia. CRY-ROP is a drug free campus.
- Committed 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.
- Committing an obscene act, engaging in habitual profanity or vulgarity, spreading rumors, name calling or teasing will not be tolerated. Students are encouraged to express feelings and emotions in an appropriate manner.
- 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.
- 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 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 clinical/community classroom attire as it relates to their specific training program. Refer to the program syllabus.
- Leaving campus without permission. During program hours, students leaving early must sign out with their teacher or with staff in the Student Services 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, email, 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, causes disorder, and invades the rights 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 may not record conversations with staff or while in class unless granted permission to do so.
- For the health and safety of each student, it is recommended that each student maintain their own insurance coverage.

Consequences for the violations or attempted violations are handled on a case-by-case basis. The consequence imposed is based on the nature of the violation, disciplinary history, circumstances surrounding the violation, precedent, impact of possible sanction, and motivation. When appropriate, disciplinary consequences will include an educational aspect, designed to assist students with personal and professional growth and development. Consequences are imposed to promote campus integrity and safety. If a student fails to comply, further disciplinary action may occur; including but not limited to suspension or dismissal from the program. Under certain circumstances, consequences may be postponed and/or suspended. Furthermore, CRY-ROP may place a hold on the students file, withhold or postpone awarding of an official student record at or after the completion of the program.

In the event of a violation or attempted violation of the Codes, one or more of the following consequences may be imposed. The list of consequences is not intended to be exhaustive. In addition, a copy of the disciplinary action will be placed in a student disciplinary file. Types of actions that could take place or be assigned to the student:

- Warning (verbal or written)
- Loss or restriction of privileges
- Be Placed on Probation
- Suspension
- Dismissal
- Educational Activity: the list is not intended to be exhaustive.
 - Reflection paper
 - Documentation of specific goals and evidence showing achievement towards goals
 - Research Paper
 - Presentation

In the event of extraordinary circumstances or an emergency, the Director of Student Services or Director of Education Services may temporarily by-pass the judicial conduct process and/or impose immediate conduct consequences, including, but not limited to suspension or dismissal, as necessary to protect the school’s community. An extraordinary circumstance may be characterized by, but not limited to, dangerous or disruptive behavior to self or others, credible threats of harm to self, others, or campus facilities. If deemed warranted for campus safety, sanctions could occur prior to the start of the student judicial conduct process and without prior notification; however, if further investigation of the precipitating facts indicates that the situation does not warrant continued emergency action, the conduct process will be initiated as soon as possible to allow the accused student the benefit of due process.

STUDENT DRESS CODE

CRY-ROP’s programs are designed to reflect the real work environment in every way possible. It is important for students to maintain a professional appearance including good hygiene. Students’ clothing should not create a safety hazard or be a disruption to the learning process. Students are expected to follow industry standards. Dress code violations will be referred to the Director of Students Services. Refer to the program syllabi for specific industry dress code requirements. Certified Nurse Assistant students should refer to the CNA Handbook. All students must always wear their CRY-ROP I.D. badge when on campus or while participating in CRY-ROP activities.

The Certified Nursing Assistant 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.

STUDENT SERVICES FOR INDIVIDUALS WITH DISABILITIES

CRY-ROP offers reasonable accommodation 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 needs. 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?

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 reasonable accommodations.

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

- Upon enrollment, please request a "Special Accommodations Request" form from the enrollment staff. All requested accommodation must be supported by appropriate documentation.

Auxiliary aids and services are available upon request for individuals with disabilities.

STUDENT TIME COMMITMENT

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 more time spent on preparation, the better the chances of achieving success. Refer to the program syllabus for more details about program participation. On average students should anticipate at least 15 minutes of homework for every hour of instruction.

WITHDRAWAL POLICY

Students who must withdraw must send a written notice, contact to your instructor and/or Student Services office staff. All withdrawal notices must include student name, date, and reason for dropping.

Send letters of withdrawal to our Student Services office staff: studentservices@cry-rop.org

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.

An 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 based on the Refund Policy signed by the student upon program orientation. If the receiving assistance from the outside agency students will not receive a refund. If a refund is in order the funds will be returned to the referring agency.

It is highly recommended prior to withdrawing to consult with your teacher and/or the Student Services office.