



COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM
Inspiring Possibilities

ADULT CAMPUS & AFTER SCHOOL HIGH SCHOOL STUDENT HANDBOOK 2022-2023



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, relevancy and connects learning to the real world

CTE students are equipped with employability skills

CTE students experience business and industry 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, 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, 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). CRY-ROP has been awarded a six-year term through June 30, 2025. During the 2024-2025 school year, CRY-ROP will participate in the WASC renewal process.

TABLE OF CONTENTS

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.

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.

TITLE	PAGE
Academic & Attendance Policy	7
Academic Honesty	7
Admission Procedures	4
Admission Requirements	4
Copyright Process	8
Drug & Alcohol for A Drug-Free Work Place & Campus	8
Equal Opportunity/ Non-Discrimination/Harassment Policy	8
Freedom of Expression	9
Funding Opportunities	5
Grading System	9
Grievance Procedures	9
Holiday Schedules	4
Instructional Facilities	6
Late Enrollment	9
Late Payments	9
Leave of Absence Policy	10
Lost & Found	6
Method of Instruction	5
No Smoking/Tobacco Free Institution	8
Program Make-up Policy	10
Refund/Program Cancellation Policy	10
Release & Review of Student Records	11
Rules of Conduct	11
Satisfactory Academic Progress	12
Security	7
Student Center	4
Student Dress Code	4
Student Services for Individuals with Disabilities	5
Student Services Hours	5
Student Time Commitment	5
Testing & Certification Center	6
Transcripts	13
Transportation	7
Visitors	7
Withdrawal Process	13
Work Based Learning Opportunities	6

HOLIDAY/NO SCHOOL 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:

Mon. 07/04/2022	Mon. – Fri. 11/21-25/2022	Mon. 02/20/2023
Mon. 09/05/2022	Fri. 12/23/22-01/02/2023	Mon. 05/29/2023
Fri. 11/11/2022	Mon. 01/16/2023	Mon. 06/19/2023

See Program Schedule for Spring Break Dates

STUDENT CENTER

Computers and a printer are available in the Student Services Office to complete class assignments, renew skills, conduct research, seek employment, or perform other student related business.

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.

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.

ADMISSION REQUIREMENTS

Students who can benefit from Career Technical Education have an opportunity to enroll in the programs. Interested people 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.

Adult Program Information:

- Most programs are fee-based.
- Successful completion of a basic skills assessment required prior to enrollment. Current government issued photo ID and a social security number (or other right to work document) 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 Nurse Assistant - Certified program.
- A program must have a minimum number of students enrolled or risk cancellation.
- All program fees are paid on-line. Payment plans are available. Connect with Student Services staff for more information.

High School Students Admissions Requirements:

- High School students within Colton, Redlands and Yucaipa school districts may attend adult programs outside of their scheduled school day.
- May use current school year student ID.
- Original Social Security card or Right to Work document required for the Nurse Assistant - Certified program.
- Be in good standing at their high school (i.e. regular attendance and passing grades).
- Must have recommendation to enroll through a CRY-ROP teacher, Career Readiness Specialist, Counselor or School Administrator.

ADMISSION PROCEDURES

Steps to Enroll

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

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)
Transitional Assistant Department (TAD)

Department of Rehabilitation (DOR)
WIOA Youth Programs

Students are also encouraged to apply for scholarships. Information regarding scholarships is available on our website at CRY-ROP.org/Educational_Foundation.

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.

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 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.

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 reasonable accommodations.

**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 office.

- Application and documentation have been reviewed.
- All requested accommodations must be supported by appropriate documentation.

STUDENT SERVICES HOURS

Monday through Thursday: 8:00am - 4:00pm

Friday: 8:00am - 3:30pm

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

TESTING & CERTIFICATION CENTER

CASAS Assessment (For Adult students only. Not required for High School 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 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.

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 section. 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.

WORK-BASED LEARNING OPPORTUNITIES

Clinical/Community Classroom Experience

Students are required to participate in a clinical or community classroom as scheduled by the teacher and the site. Work-based learning opportunities are unpaid, but students will receive hours towards completion of program. Clinical or community classroom 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 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. 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 the guidelines and standards of the clinical site.

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 and Raising Canes.

Each classroom has a capacity for 20-35 students and contains teaching equipment sufficient to meet the needs of the individual programs. Each building is wheelchair accessible and meets ADA requirements.

- **Break Areas:** Outside eating areas are located in front of Building B & C and behind Building A. Building B also has an inside eating area.
- **Parking:** is located near each building. Parking is available to all students and there is ample parking for all. It is strongly recommended students park only in designated parking areas and not in surrounding business' parking spaces. CRY-ROP 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.
- **Restrooms:** are located in each building. Staff in the Student Services office should be notified if there is a special need or disability that requires access to a private facility.

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.

SECURITY

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

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 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.

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 and the I.D will be run through a nationally maintained data bank. CRY-ROP reserves the right to turn away any visitor.

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 a 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. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

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 CRY-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.

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	1 909 932 1069
Alcohol Abuse Treatment Recovery Hotline	1 866 797 4268
Gibson House	1 909 888 6956
Veterans Alcoholic Rehab. Program	1 855 935 1286
Cocaine Anonymous	1 909 347 0101
San Bernardino County Drug/Alcohol Treatment	1 866 762 7088
Riverside City Drug Abuse Program	1 951 782 2400
Narcotics Anonymous	1 855 942 3414
Inland Behavioral Health	1 888 272 2062

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)

EQUAL OPPORTUNITY/NON-DISCRIMINATION/HARASSMENT POLICY

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.

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. 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.

<https://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm>

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.

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 93-100	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

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 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.

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

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 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

Leaves of absence are generally 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. Student must provide a written request to the Director of Student Services stating reason and duration.

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.

PROGRAM MAKE-UP POLICY

Attendance and participation are 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 days' 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: At 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 student.

- **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.

- **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.

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 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, must give written permission for anyone to review their records. Refer to the FERPA policy for more specific details and exceptions.

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 CRY-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) 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%) in their theory coursework. Additionally, students must meet the clinical standards outlined by their corresponding program syllabus.

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.

Program Dismissal

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 Services Office 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 Director of Student Services with five business days of the student receiving a determination of failing to meet SAP.

2. The written appeal will be reviewed by the Director of Student Services, 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:
 - Denied- student may be dropped from the program.

TRANSCRIPTS

Students will receive a transcript upon successful completion of the program. Additional transcripts will be issued upon written request or can be requested online by going to [Student Records Request](#) or visit the Student Service Office. 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 as permanent record.

WITHDRAWAL POLICY

Students who must withdraw must send a written notice or contact your instructor 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: Sandy_Mortensen@cry-rop.org or Tina_Hinojosa@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.

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.

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