

**North Orange County Regional Occupational Program
STUDENT USE OF INSTRUCTIONAL MATERIALS
ROP AR 6161.2**

Administrative Regulation

Instruction

- High school students have access to non-consumable instructional materials at no cost.
- Instructors may, with permission of their Administrator, Instructional Programs, lend non-consumable materials to adult students who are unable to purchase them due to financial hardship.
- Students borrowing materials must sign the appropriate form – E6161.21 or E6161.22 – indicating understanding of their responsibility for reimbursement of lost or damaged materials.
- The Administrator, Instructional Programs, may, at his/her discretion, waive the requirement for reimbursement in circumstances deemed clearly beyond the control of the student.
- Should the student/parent not reimburse the ROP for cost of lost or damaged materials, the student's transcript, certificate, and grade may be withheld from the student, provided timely notification is given to student and parent/guardian (for high school student) and notice of due process is given. Adult students also may be barred from future enrollment in ROP classes until costs are reimbursed or recompensed through alternative means.