



Vocational Nurse Training Program
(VNTP)
Handbook
2026/2027

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Instructor

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Instructor

Florian Cases, LVN
Instructor

Mission Statement

North Orange County Regional Occupational Program specializes in career exploration and training guided by industry experts, providing students with essential skills, hands-on experience, recognized certifications, and the confidence to thrive in the workforce

Vision Statement

North Orange County Regional Occupational Program envisions shaping a future where Career Technical Education seamlessly integrates into all levels of schooling, equipping every learner with the knowledge, skills, and real-world experiences needed to discover their purpose, unlock their potential, and achieve lifelong success.

Accreditation and Course/Training Program Approval

Accreditation is a critical part of selecting a quality secondary or post-secondary institution. Institutions that earn accreditation must meet standards set forth by an independent accrediting agency that is recognized by both the California and United States Department of Education.

North Orange County ROP is fully accredited by the Western Association of Schools and Colleges. Certain career training programs offered by North Orange County ROP are also approved or licensed by respective state and county agencies.

North Orange County Regional Occupational Program Education Center

385 N. Muller Street Anaheim, CA 92801
Phone (714) 502-5800

Adult Career Education Program Support Staff Hours

Mondays, Thursdays, and Fridays 8:00 am to 4:30 pm
Tuesdays and Wednesdays 8:00 am to 6:00 pm
Email: studentportal@nocrop.us

North Orange County Regional Occupational Program Career Training Center

1800 West Ball Road, Anaheim, CA 92804
Monday- Friday 7:30 a.m. to 9:30 p.m.



Vocational Nurse Training Program Philosophy

North Orange County Regional Occupational Program equips and empowers tomorrow's innovative, civic-minded professionals through career technical education.

In accordance with the philosophy of NOCROP, staff help to meet the needs of a culturally diverse community by providing a post-secondary nurse training program specifically focused on local health care needs. This will encourage the student to achieve self-motivation in the pursuit of higher education.

Incorporated into this philosophy are inherent beliefs and concepts relevant to the nursing profession, which includes the concepts of person, nursing, health, and environment. Using a “Concept-Based” approach, the subject matter progresses from a simple core curriculum into a more complex framework. The nursing faculty encourage an eclectic approach towards learning by implementing and guiding curriculum standards.

NOCROP believes that utilizing various learning styles will increase the depth and breadth of knowledge acquisition and foster creative learning that will guide the student well into the future. NOCROP believes the quality of nursing is dependent upon the motivation and intellectual maturity of the vocational practitioner and is reflective of moral and ethical values evidenced by the student's behavior.

Active participation by students and faculty will empower students to develop to their highest potential. NOCROP incorporates a variety of settings to facilitate knowledge and application of skills, from simple to complex. NOCROP encourages active collaboration between industry and education in order to deliver quality experiences for both students and the community partner. NOCROP's goal is to produce a beginning level practitioner with the necessary knowledge, skills, and attitudes to promote optimum nursing care in today's society.

Vocational Nurse Training Program Organizational Chart

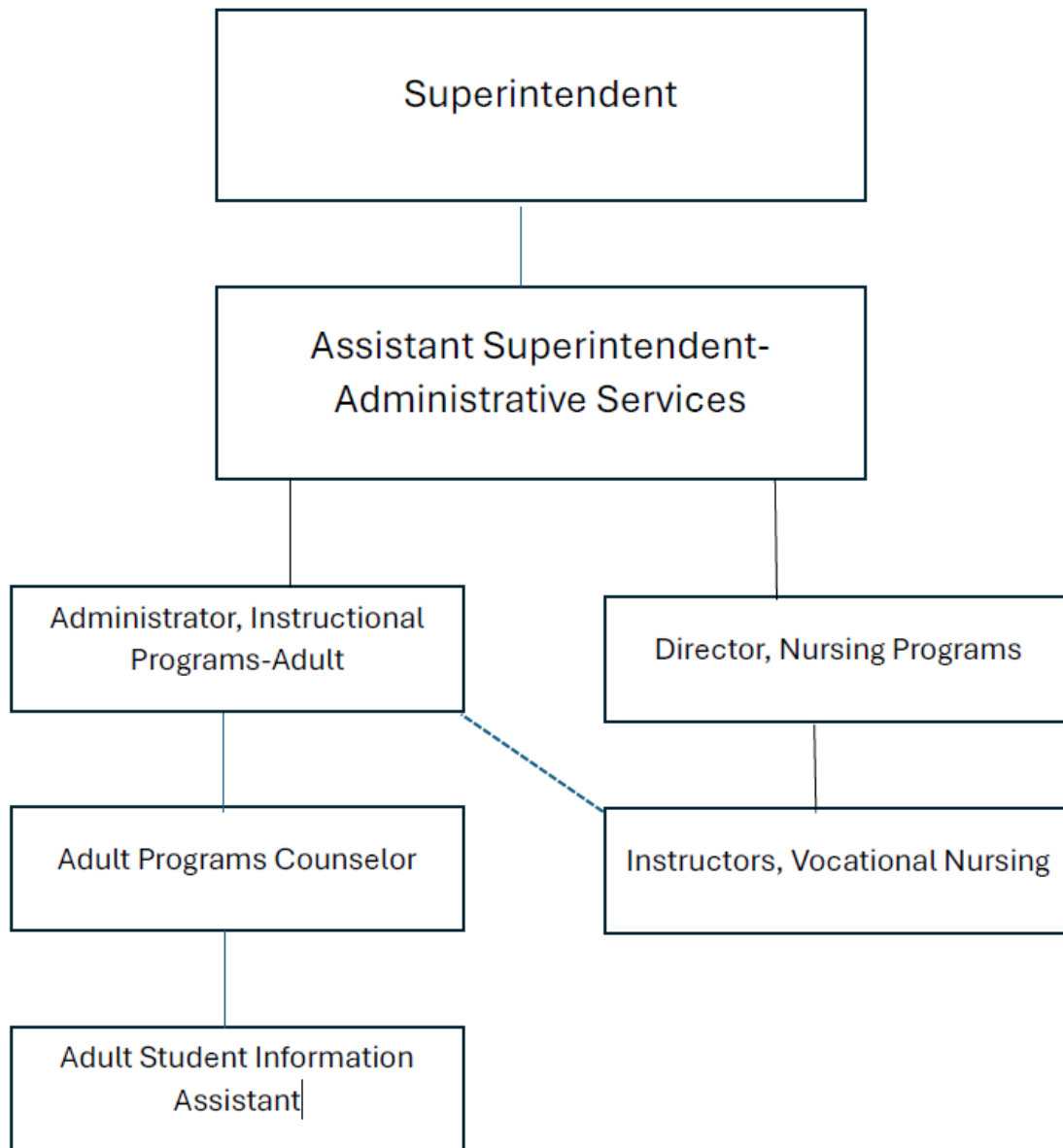


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Accreditation

North Orange County ROP is accredited by the Western Association of Schools and Colleges (WASC) and is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Academic Honesty Policy

Board Policy 5131.9

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty.

Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive educational climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to ROP discipline rules up to, and including dismissal from the program.

Academic Leave

A student shall not be dismissed from the Vocational Nursing Program until the student has been notified verbally and in writing from the NOCROP Administrative Staff. In some cases, it may be in the best interest of the student to dis-enroll.

To remain in the Program, the student shall:

1. Be in good health without restrictions.
2. Abide by the Program Attendance Policy.
3. Attain at least the minimum grade of C (75%) as described in the Program Grading Policy.
4. Perform at a satisfactory level within the clinical area as defined in the Grading Policy.
5. Refrain from the commission of any illegal, immoral, or unsafe act while in attendance and from willfully mistreating any member of the educational agency, health facility, students, or patients.
6. Abide by all the procedures, regulations, and policies of the Program, as stated in this Student Handbook and North Orange County Regional Occupational Program's Student Handbook (issued each school year).
7. Will practice academic integrity, ensuring all tests, examinations and assignments are completed entirely by the student (or with proper reference notated) and in accordance to academic honesty policy at all times.

Failure to comply with any of the policies will be sufficient cause for a Review Board session and possible dismissal from the Program. At that time, the student will be advised of a plan of action that should be followed.

Acceptable Use Policy for Electronic Resources and Technology

Board Policy 6185

The Governing Board intends that technological resources provided by the ROP be used in a safe, responsible, and appropriate manner in support of the instructional program and for the advancement of student learning.

The Board desires to protect students from access to inappropriate matters on the Internet. To that end, the ROP shall ensure that all ROP computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, pornographic, or otherwise harmful to minors and that the operation of such measures is enforced. The ROP shall also implement rules and procedures designed to restrict student access to harmful or inappropriate matters on the Internet and to protect the safety and security of students and student information when using electronic communication. The ROP shall further ensure student safety through age-appropriate instruction regarding the ROP's acceptable use policy and the safe use of social networking sites and other Internet services, including the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats.

Student use of ROP computers shall be limited solely to instructional purposes. Access to social networking sites is prohibited and punishable under ROP policy; and, to the extent possible, access to such sites shall be blocked on ROP computers with Internet access. Staff shall supervise students while they are using online services and may ask teacher aides, student aides, and volunteers to assist in this supervision.

The ROP shall notify students and parents/guardians about authorized uses of district computers, user obligations, and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with ROP regulations and the ROP's Acceptable Use Policy (Exhibit 6185). Before using the ROP's technological resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Policy specifying user obligations and responsibilities.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures to help ensure that the ROP adapts to changing technologies and circumstances.

I. Purpose

The Governing Board recognizes that it is important for students to have access to electronics-based research tools and resources and to master technology skills for their application to learning, problem-solving, production of work, and presentation of information. The Board also recognizes that while these extraordinary learning opportunities and enriching educational materials, they also provide persons with illegal or unethical motives the avenues for reaching students, teachers, parents, and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are either confidential, have restricted access, or are inappropriate to the classroom or workplace. It is the purpose of this policy to outline acceptable behavior with respect to the use of ROP technology and electronic resources.

Personal Responsibility

Access to electronic resources requires students to maintain consistently high levels of personal responsibility, as delineated in ROP's student conduct policy.

Acceptable student use of ROP electronic resources includes respect for and protection of password/account code security, as well as restricted databases, files, and information banks. Personal passwords/account codes will be created for students and employees using electronic resources to conduct research or complete work. These passwords/account codes shall not be shared with others, nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The strict control of passwords/account codes protects employees and students both from misuse and from wrongful accusations of misuse of electronic resources in violation of ROP policy or state/federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the violation.

Access to electronic research is an expensive and time-intensive resource. Students are allowed to conduct electronic network-based activities that are classroom or workplace-related. Personal activities interfere with the educational/professional computer time and use for which the hardware and software are intended.

II. ACCEPTABLE USE

The use of North Orange County ROP technology and the ROP's electronic network system is a privilege that may be revoked at any time. Behaviors that shall result in revocation of access shall include, but will not be limited to the following:

1. Damage, vandalism, or theft of system hardware or software; hacking, i.e., the unauthorized review, duplication, dissemination, removal, damage, and alteration of files, passwords, computer systems, programs, or other property obtained through unauthorized means; electronic vandalism, i.e., any malicious attempt to alter, harm or destroy

equipment or data of another user, the ROP information service, or the other networks that are connected to the internet; alteration of system software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restriction obtaining, downloading, viewing or otherwise gaining access to materials that may be deemed unlawful, harmful, abusive, obscene, pornographic, harassing/demeaning of others, threatening, descriptive of destructive devices, or otherwise objectionable under current ROP policy or legal definitions;

2. Violation of other users' right to privacy; using another person's name to send or receive messages on the network; access to unauthorized and inappropriate sites; sending or receiving personal messages; and use of the network for personal gain or to engage in political activity.

Use of Email

Access to electronic mail (email) is a privilege intended to assist students in efficiently communicating with others and in conducting work or school activities. The ROP email system is designed solely for educational and work-related purposes, and all email files are subject to review by ROP and school personnel. Unauthorized uses of the email include, but are not limited to, chain letters, chat rooms, blogs, or social networking websites such as Facebook.com, except for those bulletin boards, chat groups, or blogs created by teachers for specific instructional purposes.

Each student who receives a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Copyright

Students may not claim personal copyright privileges over files, data, or materials developed in the scope of their instructional program, nor may students use copyrighted materials without the permission of the copyright holder. The connections represented by the Internet allow users access to a wide variety of media; students shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Consequences of Violations of Acceptable Use Policy

The consequences of violating the NOCROP Acceptable Use Policy include but are not limited to one or more of the following:

- Suspension or revocation of ROP network privileges;
- Suspension or revocation of Internet access;
- Suspension or revocation of computer access;
- Suspension or expulsion from the school program; and
- Referral to legal authorities for prosecution.

III. Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. Users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. Users are expected to use appropriate language; vulgarities or obscenities, libelous language, and/or other inappropriate references will not be tolerated.
3. Users shall not reveal their personal addresses or telephone numbers or the addresses or telephone numbers of others during email transmissions.
4. Users shall not use the ROP's electronic network in such a manner that would damage, disrupt or prevent the use of the network by other users. This includes the use of streaming audio or video files unless required in specific work-related communication.
5. Users should assume that all communications are public. The ROP and school district system administrators may access and read email on a random basis.

IV. Security

The Governing Board recognizes that security on ROP's electronic network is an extremely high priority. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system. The account codes and passwords provided to each user are intended for the exclusive use of that person. Any problems that arise from a user sharing his/her password/account are the responsibility of the account holder. Any misuse of an account, including the use of an account by someone other than the registered holder, may result in the suspension or revocation of account privileges.

Users are to report immediately any observed abnormality in the system to the classroom faculty or ROP system administrator.

V. Access to Services

While the ROP provides access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The ROP may not be held responsible for any damages suffered by any person while using these services. These damages include loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The ROP specifically denies any responsibility for the accuracy of information obtained through Internet services.

The ROP reserves the right to remove files, limit or deny access, and/or refer students violating the Board policy for other disciplinary action.

Student Portal Information

NOCROP adult students will utilize their Student Portal, Orbund, throughout the duration of their course. Features of this interactive portal include:

- Online, 24/7 course registration
- Access to course Learning Management System (LMS) for assessments, assignments, discussion boards, and more
- Counseling resources such as the Job Board and Events page
- Transcript requests
- Refund requests
- Payment history and schedule

Replacement ID Cards:

- Replacement ID cards can be requested by emailing studentportal@nocrop.us with the subject line: "Replacement ID card".
- Replacement cards are subject to a \$5 replacement fee. For questions regarding the NOCROP Adult Student Identification Card, please email studentportal@nocrop.us.

Accidents

1. If a student is injured on campus, the student must report to the faculty immediately, and appropriate measures will be taken. The student may be sent to their private provider for care. A significant personal injury may warrant immediate attention.
2. Accidents that are emergent involving personal injury to the student in the clinical area must also be reported immediately. The injured student may be treated in the emergency room setting if needed and available. In some cases, EMS may be called.

3. If it is non-emergent, the student will be directed to go to the NOCROP designated occupational clinic for assessment and treatment.
4. Students who are injured as a result of the NOCROP VN Training Program during a clinical rotation are covered by Workers' Compensation Insurance and will require a medical release to return to clinical or the classroom setting.

Alcohol and other Drugs

Board Policy 5131.6

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve educational success, is physically and emotionally harmful, and has serious social and legal consequences. The Board resolves to keep ROP classes free of alcohol and other drugs and desires that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step toward preventing violence, promoting safety, and creating a disciplined environment conducive to learning.

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

The Board expects staff to conduct themselves in accordance with the ROP philosophy related to alcohol and drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive, educational climate.

Students possessing, using, or selling alcohol or other drugs or related paraphernalia at ROP facilities, school campuses, or at an ROP-sponsored event shall be subject to disciplinary procedures including suspension or expulsion in accordance with law, Board policy, and administrative regulations.

The Vocational Nursing program has an additional Alcohol and Other Drug Policy which must be followed in addition to the above Board Policies referenced which is outlined later within this handbook.

Attendance

Board Policy 5112

Consistent school attendance is essential to a student's success in ROP and employment. To facilitate students' successful transition from school to work or continued education, it is necessary that student attendance in ROP classes meet workplace attendance expectations. Attendance standards shall be incorporated into all instructional programs. The Vocational Nursing program has Attendance requirements in addition to the referenced Board Policy and is outlined later within this handbook.

The student must complete the required clinical and classroom hours for the program to satisfactorily meet the established objectives and requirements set forth by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The Vocational Nursing program is a “**clock hours**” program which means every minute is counted toward the total number of hours required. The *minimum* hours requirement for the BVNPT is 1530 (576 theory, 954 clinical). The current program consists of 1553 clock hours; excellent attendance is essential. Students are expected to be present and on time for all classroom and clinical experiences. **Excessive absences and/or tardies may result in a referral to the Program Director, the Review Board and/or dismissal from the program.**

Classroom Attendance

Punctual attendance for classroom and clinical activities is vital for the development of self-discipline, appropriate work habits, necessary to derive maximum benefits from the learning experience, and essential to meet course objectives.

1. Students must call or email their theory instructor at least one hour prior to the start of lecture if they will be late or absent from the classroom.
2. Classroom hours are generally 8:00 am – 3:00 pm for day programs and 5:00 pm to 10:00 pm for evening programs. Student support appointments will be held directly after or before class.
3. Should any student have an extended illness lasting 3 days or longer (ex: surgery, illness or injury lasting three or more days), the student, before returning to the classroom or assigned clinical rotation, must present a signed provider’s release for re-admittance. If the student has an unforeseen illness or event that requires continued absence for greater than two weeks, **withdrawal or a Leave of Absence from the program is required.**
4. If a student becomes pregnant or injured during the school year, a written release from their provider is needed with a full release for activities before return to the classroom or clinical setting.
5. Attendance in theory and clinical is mandatory to continue in the VN program.

Clinical Attendance

1. Students are expected to attend all scheduled clinical days.
2. Clinical hours are generally 6:45 am to 3:15 pm for 8-hour day shifts; 6:45 am to 7:15 pm for 12-hour day shifts; 2:45 pm to 11:15 pm for evening shifts. Occasionally, in order to meet the needs of the program and facility availability, alternative hours may be needed such as evening or weekend. If the cohort is assigned alternative clinical hours, the program will solicit volunteers prior to assigning students to fill the remaining open slots. Notice will be given in advance so arrangements by the student may be made. **Students who arrive late to clinical will not be admitted and will receive an absence for the day.**

3. It is the responsibility of the student to contact the faculty at least 1 hour prior to start of clinical for clinical day rotations or by 1:00 pm for clinical evening rotations when they will not be attending clinical.
4. If you have an obligation on a clinical day, ***you will not be allowed to leave early or come late.*** Eight/twelve hours will be deducted from your attendance for clinical days if you are absent. ***Partial days do not earn clinical hours.*** If a student must leave prior to the end of the clinical day, they must make up the full clinical day based on facility/instructor availability.
5. Do not leave messages with hospital staff.
6. It is not acceptable to tell another student to report your absence to the faculty.
7. Students must adhere to facility rules and regulations including rest/break areas and designated parking. If the student violates any of the rules, this may result in removal from the facility necessitating re-assignment, and disciplinary action up to dismissal from the program.
8. The school shall not be held liable for parking infractions/tickets. This is the sole responsibility of the student nurse.

It is your responsibility to keep the faculty's contact number in the event you need to be absent from class/clinical. If unable to call the faculty by these times due to catastrophic events beyond your control, be sure to notify the Director of Nursing and faculty as soon as possible during the regular clinical day, or you will be considered a No Call, No Show (NCNS). NCNS is unprofessional behavior and is not acceptable. The following procedure will be followed for an NCNS:

1. First NCNS, the student will be given a verbal warning by the faculty, and it will be reported to the Director of the Vocational Nurse Training Program.
2. Second NCNS, the student will meet with the faculty, Director of the Vocational Nurse Training Program, and an Academic Support Referral will be initiated. The student will be required to meet with the Counselor to develop a plan for success. The plan will be placed in the student's file.
3. A third NCNS will result in dismissal from the program.

When a pattern of excessive absenteeism/tardiness occurs, the student will follow the procedure as stated above for NCNS. If the student does not conform and follow all plans, policies, and procedures, the student will meet with the Review Board composed of the North Orange County ROP Administrative Staff, and the Vocational Nurse Training Program Director. Students may be placed on academic probation or dismissed from the program. The Review Board will determine the resulting action.

A student who misses any time is responsible for all material presented during the absence and must make up hours to meet the attendance requirements of the Program and the BVNPT. The

maximum time allowed for makeup hours is **40 hours** for the **entire** program. Makeup receipts/forms must be completed at the time the makeup activity occurs and must be signed and dated by the instructor overseeing the makeup hours. Students will be required to present their copy should any discrepancies in makeup hours occur. Makeup time must be completed within 2 weeks of the missed day. It is the responsibility of the student to reach out to their instructor for make-up assignments.

Appropriate makeup hours are as follows:

1. Theory – satisfactory grade, completion of requirements to equate to the number of hours absent, and correlated to current theory. Examples of possible makeup assignments are concept mapping, electronic medical record or textbook assignments, research, and/or assessments to assure that the objectives have been met. The assignment must be accompanied by the Absence Make Up Sheet for Theory/Clinical which includes the assignment to be completed, must be signed by the instructor and turned in to the Director of Nursing.
2. Clinical – clinical hours, with rare exception, must be made up in the clinical setting. Occasionally they may be made up in the skills lab using simulated experiences, electronic medical record assignments, and/or scenario-based information to demonstrate proficiency in the stated objectives. On very rare occasions, make up hours may be done in a volunteer setting appropriate to the concepts being covered. The assignment must be accompanied by the Absence Make Up Sheet for Theory/Clinical which includes the assignment to be completed and must be signed by the site director, and instructor and turned in to the Director of Nursing.

For makeup hours to be granted, the makeup hours sheet must be completed with the assignment written by the instructor and approved by the Director. All makeup time must be made up in the course in which the student was absent. *Absences that are not made up will prevent the student from moving to the next term. All absences must be made up before participating in graduation.*

Assessment (Testing)

Assessments will be developed according to the concept and supplemental material covered during lecture. The assessments may include questions based on assigned texts and resource material presented during class. Some assessments may include the use of Elsevier Adaptive Quizzing (EAQ) or Digital Clinical Experience (DCE) assignments. EAQ's/DCE's will help students prioritize their studies based on areas where they are the weakest. Adaptive technology can help to quickly identify these areas so staff can help the student. These quizzes/experiences are a great

way to identify personal areas for growth as the quizzing tool is continuously adapting to the competency of the student.

Throughout the Vocational Nursing course of study, predictive testing will be completed and serves the purpose of informing the instructor and student of strengths and weaknesses in areas requiring further focus. ROP uses the Health Education Systems, Inc (HESI) suite of products for pre-program assessment, concurrent assessment and exit assessments. HESI is designed to measure students' abilities to apply concepts related to specific clinical nursing content areas, while ensuring students are prepared to confidently pass the (National Council Licensure Examination-Practical Nursing) NCLEX-PN. Through remediation, meaningful insights, and more, HESI prepares you for the NCLEX-PN exam.

HESI testing will be done during Nursing Fundamentals, Pharmacology, Mental Health, OB/PEDs and Medical-Surgical Nursing and upon exit. NOCROP does not use "high stakes" testing practices-meaning a student will not be prevented from moving on to the next module based upon their score of the HESI.

HESI tests are completed by all students. Remediation after each initial HESI exam is required for all students and is their "ticket" to the retake HESI exam. All students, regardless of score on the first attempt must complete remediation and must retake the HESI exam. Failure to complete the required remediation will result in a "0" on their HESI exam and could result in a failing grade for the module.

Assessment Policy

The following procedures will be followed in all vocational nursing classes during written/computer examinations. Students will:

1. Arrange their answer sheet or computer screen, so it is not visible to other students.
2. Do their own work. This means no talking, looking at others' work, or using notes of any kind.
3. Raise your hand if you have a question during the assessment, and the faculty will come to you.
4. Refrain from using earbuds or earphones of any sort during testing.
5. Remain in the room until the instructor indicates the end of the testing period or unless directed to do otherwise.
6. Remove any electronic watches.
7. Report fellow students cheating on examinations to faculty or assistants.
8. Sit in the assigned seat (special accommodations must be pre-arranged with instructor/staff).

9. Sit quietly at their desk with answer sheets turned over or computer screen closed until all students are finished or the faculty indicates the time for the exam has expired.
10. Turn phones off and place them in an area away from the desk.
11. Backpacks/purses out of reach at the front of the room
12. Use only non-programmable calculators when approved
13. If the faculty identifies cheating during the exam, the student will receive a “0” on the exam and will be referred to the Program Director for further action

Campus Disturbances

Board Policy 5131.4

The Governing Board recognizes that all ROP staff must be prepared to cope with campus disturbances and to minimize the risks they entail. Staff should be especially sensitive to conditions that foster racial conflict, student protests, or gang intimidation and confrontations. The Superintendent or designee shall establish at each ROP campus a disturbance response plan for curbing disruptions that create disorder. Students who participate in disturbances shall be subject to disciplinary action.

Career Education Counseling Services

North Orange County ROP’s Counseling Department is here to help you create, successfully navigate, and achieve your career and educational goals.

SERVICES AVAILABLE:

- Academic and career counseling
- Evaluating transcripts from previous colleges/universities
- Goal setting
- Monitoring student progress
- Upcoming career events
- Online job board
- Ongoing support and community services as needed
- Career Education Pathway Planning

Contact Information

Irina Danova
 Adult Career Technical
 Education Counselor
Monday-Friday (times vary as
 needed)

Career Training Center
 1800 W. Ball Rd.,
 Anaheim CA 92804
 Phone: (714) 502-5869

Email: idanova@nocrop.us
idanova@students.nocrop.us
counseling@nocrop.us



Child/Dependent Adult Abuse Reporting Procedures

Board Policy 5141.4

The Governing Board recognizes that the ROP has a responsibility to protect students by facilitating the prompt reporting of known or suspected incidents of child abuse and/or dependent adult abuse neglect. The Superintendent or designee shall establish regulations for use by ROP employees in identifying and reporting such incidents.

ROP employees are obligated to report all known or suspected incidents of child abuse and/or

dependent adult abuse and neglect in accordance with the law, Board policy, and administrative regulation. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating, and prosecuting cases of child abuse and neglect.

Parents/guardians may file a complaint against the ROP or any person whom they suspect has engaged in abuse of a child or dependent adult at an ROP campus site. The Superintendent or designee shall provide parents/guardians information about reporting procedures in accordance with the law. The Superintendent or designee shall provide training to ROP employees regarding the reporting duties of those mandated by law to report suspected child and/or dependent adult abuse and neglect.

Civil Conduct

Board Policy 1251

Members of the North Orange County ROP staff will treat students, parents, and other members of the public with respect and expect the same in return. The ROP is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering ROP facilities and classrooms. This policy promotes mutual respect, civility, and orderly conduct among employees, students, parents, and the public. This policy is not intended to deprive any person of the right of freedom of expression, but to maintain to the extent possible and reasonable, a safe harassment-free workplace for our students and staff. The Governing Board encourages positive communication and discourages volatile, hostile, or aggressive actions. Public cooperation is requested in this endeavor. The Superintendent or designee will maintain administrative regulations to resolve disruptions and safety and security concerns.

Clinical Facilities Sites for Vocational Nurse Training Program Class of 2026

Clinical Facility sites are subject to change without notice based on availability and administration approval. The list below is the current list of contracted facilities with whom NOCROP has contracts. Placement at facilities is based on clinical objectives and progress in program. Not all facilities are appropriate for all terms. Students are assigned based on random selection. It is the intent of the program to provide various clinical experiences for the student, thus, clinical sites are rotated throughout each term.

<p>Coventry Court Nursing Center 2040 S. Euclid Street Anaheim, CA 92801 714-636-2800</p>	<p>Terrace View Care Center 201 E Bastanchury Rd. Fullerton, CA 92835 714-870-0060</p>	<p>Anaheim Union High School District-HOPE School Various Schools in AUHSD Anaheim, CA 92801</p>
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<p>St. Catherine’s Health Care Center 245 E. Wilshire Ave. Fullerton, CA 92832 714-871-6020</p>	<p>Harbor Villa Care Center 861 S Harbor Blvd. Anaheim, CA 92805 714-635-8131</p>	<p>Obria Clinic 2001 E First St Santa Ana, Ca 92705 714 516-9045</p>
<p>Friends of Family 501 S Idaho St. Ste #260 La Habra, Ca 90631</p>		

Conduct-Student

Board Policy 5131 and Administrative Regulation 5131

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct at all times and does not infringe upon the rights of others or interfere with the educational mission of the ROP.

Behavior is considered appropriate when students are diligent in study, professional in appearance, careful with ROP property, and courteous and respectful towards their instructors, other staff, other students, and volunteers. Prohibited student conduct includes but is not limited to:

1. Behavior that endangers other students and/or staff;
2. Behavior that disrupts the orderly classroom or school environment;
3. Harassment of any kind toward other students or staff, including verbal, physical, psychological, and/or sexual, such as derogatory remarks or gestures, unwanted sexual remarks or actions, bullying, and/or other intimidating behaviors;
4. Damage to or theft of property belonging to the ROP, staff, or other students;
5. Possession, use, or sale of alcohol, tobacco, or other drugs;
6. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27);
 - a. Prior to bringing a laser pointer on school premises, students shall first obtain written permission from their instructor. The instructor shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.
7. Profane, vulgar, or abusive language;
8. Plagiarism or dishonesty in classwork or on tests;
9. Inappropriate dress; and
10. Tardiness and unexcused absence from class.

North Orange County ROP students are expected to adhere to professional standards of conduct, including the following:

1. Students will arrive punctually and be prepared to go to work in the classroom. This includes being dressed and groomed appropriately, bringing proper supplies, completing all assigned work on time, and turning off all electronic media and cell phones during attendance in NOCROP classes.
2. Students will observe all safety standards and practices.
3. Students will respect other students and staff and work cooperatively with them.
4. Students will observe the highest ethical standards in and outside of the classroom, including confidentiality and integrity.
5. Students will use electronic resources and technology in classrooms solely for instructional purposes.
6. Students will communicate ideas and concerns in a positive and constructive manner.
7. Students will display personal qualities needed on the job, including responsibility, initiative, a positive attitude, and other traits necessary for success.

To maintain a safe, supportive, and professional classroom workplace, the NOCROP has a **zero-tolerance policy for the following behaviors:**

1. Abuse of electronic media privileges, including inappropriate Internet use
2. Plagiarism
3. Cheating
4. Destruction or theft of school or students' personal property
5. Harassment of any kind, including physical, psychological, sexual, and verbal, such as derogatory remarks, bullying, unwanted sexual remarks, actions, etc.
6. Possession of weapons
7. Use, abuse, or possession of controlled substances, drug paraphernalia, and alcohol
8. Vandalism
9. Violating the rights of others.

Infractions of any of the above will result in immediate referral to the Director of Nursing and may result in receiving a failing grade in the class or dismissal from the program.

Controversial Issues

Board Policy 6144

The Governing Board believes that students should have opportunities to discuss controversial issues that have political, social, or economic significance and that the students are mature enough to investigate and address them. The study of a controversial issue should help students learn how to gather and organize pertinent facts, discriminate between fact or fiction, draw intelligent conclusions, and respect the opinions of others.

The Board expects teachers to exercise caution and discretion when deciding whether or not a particular issue is suitable for study or discussion in any particular class. Teachers should not spend class time on any topic that they feel is not suitable for the class or related to the

established course of study.

The Board also expects teachers to ensure that all sides of a controversial issue are impartially presented, with adequate and appropriate factual information. Without promoting any partisan point of view, the teacher should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on the issue as long as its expression is not malicious or abusive towards others.

Teachers sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic, or social views or shall take active steps to neutralize whatever bias has been presented.

Copyrighted Materials

Board Policy 6161

It is the intention of the Governing Board to adhere to all provisions of Federal copyright laws as well as current guidelines and interpretations with respect to these laws.

All employees of the North Orange County Regional Occupational Program will observe the legal restrictions of the copyright laws for all printed materials and for all non-print materials including software programs, videocassettes, and broadcasted programs.

The legal or insurance protection of the District shall not be extended to employees who violate copyright laws.

Procedures for the implementation of this policy will be developed and provided to all staff members. In-service will be given to the staff on an as-needed basis to ensure compliance with applicable laws.

Counseling Process

Board Policy 6164

The Program recognizes that career-counseling services are an integral and necessary part of the instructional program. The Program shall provide student support services as follows:

Academic Support

If a student is experiencing difficulty meeting the required course objectives, academic support may be requested in the following ways:

1. Students may initiate support from their instructor verbally. The Instructor should determine how to best support their students in the classroom.
2. Students must maintain a 75% in all courses. If a student's grade in the course falls below 78%, instructors and faculty will complete a Student Academic Plan.

3. This form will be shared with the counselor so the counselor can set Counselor-led goals as part of the Student Academic Plan. Student will need to sign off on the Plan stating whether or not they would like to participate in the recommended support. Evaluation of the Academic Plan will be held no more than 2 weeks after the student acknowledgement. A recommendation will be made after review of student progress. Students may also initiate support individually from the Career Education Counselor by calling 714-502-5869.

Non-Academic

If a student needs non-academic support (i.e., career or college readiness support, referral to resources, course pathway planning, etc.), this may be requested in the following ways:

1. Students may initiate support from the Career Education Counselor by calling 714-502-5869.
2. Instructors may fill out a [Faculty Referral Form](#) using their Orbund Student Portal. This form can be found under References > Forms. The counselor will receive this form and reach out to the student directly.
3. The student can meet with the Faculty member for additional help or ideas to be successful. This can be done by appointment.

Curriculum, Instruction, and Assessment

All courses offered through North Orange County ROP are adopted by the Board of Trustees which consists of seven members from the five participating school districts' Boards of Trustees. Each career pathway's business and industry advisory board members review course outlines, textbooks, materials, and equipment to verify that they meet industry standards. This process ensures that when ROP students gain the skills needed for the job market.

ROP's curriculum and instruction are focused on matching community needs with the finest student career technical education possible. Instruction is provided by teachers who are credentialed by the State of California, and who must have a minimum of three years of current industry experience. Additionally, ROP instruction includes learning experiences inside and outside the traditional classroom, with an emphasis on hands-on learning. Most students will start performing activities involved in the profession within about three weeks of beginning class. All instruction integrates California's academic and career technical education content standards, including English and mathematics. As a WASC-accredited institution, North Orange County ROP emphasizes student achievement as outlined in the *Standards for Career Ready Practice (CRPs)*. Assessment of student learning takes many forms, such as performance-based, project-based, skills-based, and traditional written exams and quizzes.

Evaluation of the Instructional Program

Board Policy 6180

The Board of Trustees recognizes that assessment of student achievement and program effectiveness is essential to maintain quality instruction. Courses shall be reviewed annually. Decisions to continue, modify, or suspend instructional programs are clarified by the use of systematically gathered data.

Freedom of Student Speech and Expression

Board Policy 5145.2 and Administrative Regulation 5145.2

The Governing Board believes that free inquiry and exchange of ideas are essential parts of a democratic education. The Board respects students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular.

Students shall have the right to exercise freedom of speech and of the press including but not limited to the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications.

Student expression on ROP Internet websites and online media shall generally be afforded the same protections as print media.

Students' freedom of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the ROP community.

Students are prohibited from making any expressions or disturbing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or substantial disruption of the school's orderly operation.

The use of "fighting words" or epithets is prohibited if the speech is abusive and insulting rather than a communication of ideas, and the speech is used in an abusive manner in a situation that presents an actual danger that it will cause a breach of the peace.

The Superintendent or designee shall not discipline any student solely on the basis of speech or other communication that would be constitutionally protected when engaged in outside of the ROP but may impose discipline for harassment, threats, or intimidation unless constitutionally protected.

Off-campus student expression, including but not limited to student expression on off-campus Internet websites, is generally constitutionally protected but shall be subject to discipline when such expression poses a direct threat to the safety of students or ROP personnel.

Conduct by a student outside of class which for any reason materially disrupts classwork or involves substantial disorder or invasion of the rights of others is not protected by the constitutional guarantee of free speech.

Discipline-Student

Board Policy 5144

Fostering self-discipline and personal responsibility is essential in preparing students for responsible citizenship. Board policies and administrative regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. The Governing Board believes that proper instructional planning, and an understanding of each student’s needs can minimize the need for disciplinary action. Staff shall use positive conflict resolution techniques to enforce disciplinary rules fairly and consistently, without regard to race, color, religion, national origin, gender, or disability. Employees shall be given all reasonable support with student discipline in order to maintain a safe and orderly environment.

Dress Code Policies

Board Policy 5132

Appropriate dress and grooming are essential for success in employment. Furthermore, safety regulations require specific types of clothing and/or personal protective equipment in many occupational areas. Employer dress and hygiene expectations, safety regulations, personal protective equipment, and other related requirements shall be incorporated into instruction in ROP courses. When necessary, faculty shall establish dress requirements that satisfy safety regulations and are consistent with industry standards for the occupational area taught.

The following applies to all students in the Vocational Nurse Training Program:

Dress Code Policy	Theory	Clinical & Skills Lab
1. Uniform clinical-white, from NOCROP approved vendor. Skirt-white-knee length (if student desires). Uniform pants must extend to the top of shoes and not drag on the floor-no elastic ankles	No	Yes
2. Uniform theory-Caribbean blue, from NOCROP approved vendor. Skirt-white-knee length (if a student desires). Uniform pants must extend to the top of shoes and not drag on the floor-no elastic ankles	Yes	No
3. Undergarments-should be non-patterned and not be visible through the uniform (white or nude color recommended)	At student’s discretion	Yes
4. White socks/stockings, no colors or patterns. Must be above the ankle such as crew/knee socks	Yes	Yes
5. White shoes (no canvas). Must be able to clean	Yes	Yes

6. Wearing clinical uniforms outside after clinical day (uniform is considered contaminated)	No	No
7. Bows, large clips, ponytails, wet hair	No	No
8. Caps, hats, stocking caps not allowed except for religious purposes	No	No
9. Cosmetics-minimal	Yes	Yes
10. Ear plugs-large hoop earrings	No	No
11. Earrings-one stud in each ear	Yes	Yes
12. Facial hair-neatly trimmed close to face	Yes	Yes
13. Facial jewelry or piercings except for religious purposes	No	No
14. Gum chewing	No	No
15. Hair-Clean, natural color, neat, no mats, off the collar	Yes	Yes
16. Hygiene-attend to your personal care	Yes	Yes
17. Jacket with pictures, logos, or print	No	No
18. Jacket-white or black only. Plain, no logos	Yes	Yes
19. Jeans or stretch pants	No	No
20. Jewelry-other	Yes	No
21. Nails-1/4 inch from the end of the fingertip	Yes	Yes
22. Nails-acrylics or polish (best to prevent the spread of infection)	No	No
23. Name badge on right side	Yes	Yes
24. NOCROP patch sewn on the left side of the chest on uniform and jacket if purchased	Yes	Yes
25. Personal cell-silenced and put in belongings bag. If cell phone misconduct remains an issue after 2 separate warnings from the instructor, then all students will store their cell phones in the self wall pocket for theory and skills in the classroom. Cell phones will be available for emergencies, and on breaks.	Yes	Yes
26. Rings-wedding ring	Yes	Yes
27. Scented body sprays or lotions (some are allergic to these)	No	No
28. Shoes-clogs or opened toed	No	No
29. Slippers	No	No
30. Tattoos must be covered with appropriate attire (approved jacket or sleeve if on arms)	Yes	Yes
31. T-shirt or undershirt-no print or logos, white short or long sleeve	Yes	Yes
32. Washing uniforms daily as they are contaminated (iron when needed)	Yes	Yes
33. Watch with a second-hand capability	Yes	Yes
34. Equipment-stethoscope, blood pressure cuff, pen light, bandage scissors	No	Yes

Emergency Procedures

1. Student and staff safety is critical at North Orange County Regional Occupational Program. In the event of an emergency in the classroom such as fire, exit at the nearest safe exit and dial 911.
2. Familiarize yourself with all exits and locations of all fire extinguishers.
3. Whether in the classroom or clinical, do not leave the area as the faculty must account for your location.
4. Follow the direction of the faculty, and in the clinical areas, staff and students will follow facility procedures for emergencies and disasters. Safety is everyone's responsibility.

Expectations of the Nursing Program

1. The nature of nursing requires good judgment, high morals, a mature approach to responsibility, and respect for various beliefs. Students are expected to adhere to all of these.
2. Personal and confidential information received during your performance of duties must remain with you and must not be passed on to family and friends. Do not discuss patients in the cafeteria or other public places. Identify patients by initials when writing care plans or case studies. Do not remove any medical records from the hospital setting. It is unethical to accept any sort of tip or gift from patients. Do not share your phone number with patients or staff of the hospital for any reason.
3. It is against the law for a nursing student to practice nursing outside the confines of the school curriculum. Students who work as health care providers (aka CNAs, Mas, etc.) may only perform the duties within their scope of practice in that position. Students may not administer medication; perform treatments or nursing procedures unless this is an acceptable policy of your employer. It is also against the law to represent yourself as a licensed nurse before you have acquired a license.
4. Student's uniforms should not be worn while working as a healthcare worker, nor should it be worn in public places due to contamination after clinical work.
5. Inappropriate behavior and/or lack of proper supervision in the clinical area can result in unsafe patient care that, in turn, can result in civil liability, loss of clinical facilities, loss of Program accreditation, or loss of licensure. The faculty has the unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct and performance.
6. As future Vocational Nurses, you will be mandated reporters and are required to report unprofessional conduct by fellow employees to their respective Board. It is important to remember: A licensee's failure to report instances of unprofessional conduct by a licensed coworker is grounds for disciplinary action. In light of this mandate by the Board, you will

be accountable for reporting the unprofessional conduct of fellow students to the Instructor or Director. Failure to report instances of unprofessional conduct is grounds for disciplinary action.

7. All illegal infractions can affect future licensing by the Board of Nursing. Contact the BVNPT for details or for any questions regarding legal issues.
8. Examples of unprofessional conduct include, but are not limited to, the following:
 - a. Withholding prescribed care for a patient,
 - b. Cheating on tests/examinations,
 - c. Having sexual contact with a patient
 - d. Caring for patients while under the influence of drugs or alcohol.

Gifts to School Personnel

Board Policy 5133

The Governing Board believes that feelings of appreciation can be expressed in many ways. The Board discourages students from giving gifts to staff members and instead encourages them to write personal notes of appreciation. When accepting gifts, staff should be sensitive to the feelings of other students and use discretion if gifts are opened in front of others.

Grading Policy

1. The student is expected to maintain a minimum grade average of C (75%) throughout the Vocational Nursing Program.
2. Evaluation of student’s progress through a course may be measured by means of written tests, projects, reports, written papers, virtual simulations and case studies. The final grade is a composite of all evaluative measures. The student will have, in writing, criteria for successful completion of course work and any evaluative measures used for grading.

Theory Grades

Letter/Numerical Grade		Grade Point Analysis
A=	91-100 %	4 Outstanding chance for successful employment
B=	84-90 %	3 Good chance for successful employment
C=	75-83 %	2 May succeed with employment
D=	70-74 %	0 Not issued in VN program
NC=	Below 70%	0 Not issued in VN program
F=	Below 70 %	0 May not succeed with nursing employment

At the completion of each course, a theory grade is assigned.

1. A theory grade will be computed from the average of the score obtained on assignments, quizzes, and final exams taken during the classroom sessions and may be weighted based on the significance of the project/exam/assignment. The grade may also include scores awarded on special projects, field trips, or any other educational exercise required by the faculty.
2. Students are expected to maintain a grade of C (75%) or better in every nursing term and on the final exam.
3. Exams are given at the end of each concept and are included as part of the average for the term grade.
4. All assignments, projects, quizzes, and tests must be completed and turned in by the assigned due date. Late work will not be accepted for points and will result in a '0' for the project or assignment with rare exception. All assignments must be complete, regardless of point assignment, to move on to the next module.
5. Students will be tested on clinical competency skill tests prior to performing in the clinical setting.
 - a. Students who do not pass the course competencies will be required to attend remediation with a clinical instructor/faculty until they are deemed competent. If a student fails to obtain a competent level of performance after remediation, dismissal from the program may be recommended

Grade Average-Course

A student performing below 78% during a theory course will follow the counseling procedure. If a student is unable to complete the objectives on time or elevate the grade to passing, including a 75% on the final exam and/or the course, the student will meet with, or records will be evaluated by, the Review Board composed of the North Orange County ROP Administrative Staff, Vocational Nurse Training Program Director, and Vocational Nursing Instructional Staff and may be placed on probation or dismissed from the program. The Review Board will determine the appropriate action. The student may be asked to take a second version of the final exam in order to obtain a 75%. If the student fails to obtain a 75% on the final, but has a cumulative grade of higher than 75%, the student file will be presented to the Review Board for final recommendation on advancement into the next module.

Clinical Grades

Grades are assigned as follows:

1. S = Satisfactory
2. NI = Needs Improvement
3. U = Unsatisfactory

Clinical grades are based upon the following:

1. Demonstration of fundamental nursing skills in the skills lab prior to entering the clinical area
2. Clinical grades will be assigned based on a clinical scoring rubric and instructor notes of student performance when in the clinical setting.
3. Students will be provided frequent formal and informal clinical evaluations throughout the clinical assignments.
4. If a student receives a NI on formal or informal clinical evaluations, the student will be required to remediate until they are deemed competent. If the instructor indicates continued incompetency after remediation, recommendation for dismissal may be made.
5. The inability to meet clinical objectives with two “Needs Improvement” (NI) or one “Unsatisfactory” (U) overall on a clinical evaluation will result in a student referral to the Review Board. *See Review Board Process*

Make-Up Assessments (Exam, Quizzes, Skills Test)

1. The final assessment must be taken on the day and time scheduled.
2. If a student is absent on the day of an assessment without prior authorization, the student will earn a maximum of 75% on the final grade when the assessment is taken or project turned in.
3. A student who knows they will be absent on a day when an assessment is scheduled must notify the faculty prior to the quiz/exam.
 - a. Students will need to arrange to take the assessment with an available instructor no later than the following week of the class session in which the exam was missed. Assessment may be taken prior to the scheduled exam if a student knows they will be absent.
 - b. In class assignments must be completed and the student will be marked with a “0.”

Medication Administration Policy

1. Students are allowed to administer medications only after the successful completion of pharmacology and only with the faculty or the faculty’s approval.
2. Students are pre-assigned the task of administering medications and are responsible for bringing their medication cards, drug books, knowing about the medication and applying the *Rights* of medication administration.
3. All medications are to be prepared, supervised, and co-signed (when applicable) by the clinical faculty and/or nursing staff throughout the entire program.
4. All medications will be administered according to hospital standards and any accrediting body (ex: TJC, DHS, or other accrediting associations).

5. Adherence to standard precautions, when applicable during medication administration, is mandatory.
6. All sharps must have the safety engaged and be disposed of in containers marked specially for sharps.
7. Gloves must be worn for all injections, gastric tube (G-tube) medications, nasogastric tube (NGT) medications, administration of eye drops, topical ointments/creams, and anytime there is a chance that you will touch blood/body fluids or mucous membranes.
8. Medications such as, but not limited to, Heparin, Lovenox, Epoetin, Coumadin, and Insulin will *always* be supervised throughout the program and require the signatures of two licensed personnel (pouring, mixing, administering) per hospital protocol.
9. Students must identify all client allergies prior to administering any medications.
10. Discontinuance of intravenous lines or the removal of a contaminated needle or catheter from a client requires the students to wear gloves and be supervised by faculty.
11. Any violation of the Rights of Medication Administration and other basic pharmacology principles when administering medications to clients will necessitate the completion of a medication error report and facility incident report if the error reaches the patient. This report will become a part of the student's file. Medication errors will be investigated and can result in dismissal from the vocational nursing program.
12. Blood glucose monitoring must be performed by a student under the supervision of the faculty or designee. The results must be shown on the glucose monitor to the faculty, the team leader, the nurse, and then recorded.
13. A math competency test will be administered in VN 300 (Pharmacology) and the student must pass with 85% in order to pass medication in the clinical setting. Multiple attempts may be allowed at the instructor's discretion.

Remediation Policy

Academic

If a student is having trouble meeting the required course objectives, academic support may be requested in the following ways:

1. Students may initiate support from their instructor verbally. The instructor should determine how to best support their students in the classroom.
2. If a student's grade at any time in the course drops below 78%, the lead theory instructor will complete a Student Academic Plan with the student which may include a referral to the Adult CTE counselor, additional instruction in a 1:1 setting with an instructor, additional referrals for support or all of the above. Instructors and faculty members can also submit a request for student support by filling out a referral in Orbund.
3. After completion of remediation, if the student is still having difficulty maintaining 75%, the Student Academic Plan Process will be re-examined and may include the involvement

of the Administrator of the Adult CTE Program, the Counselor, and/or the Program Director.

4. Students may also initiate support individually from the CTE Counselor by filling out a Self-Referral Form or completing a referral through their Orbund account.
5. In the event the student continues to perform below grade level work after focused remediation per the Academic Plan, a referral to the review board will be completed and the student will be required to meet with at least one member of the review board to discuss their continued enrollment in the VN program.
6. Students must follow the approved remediation plan.

Remediation steps are as follows:

1. Theory or Clinical Instructor discusses performance with the student (below 75% for theory or Needs Improvement or Unsatisfactory for clinical).
2. After the above, if no improvement, Academic Plan is drafted by the lead theory instructor or Program Director and includes performance, interventions and plan to date.
3. The Program Director reviews the Academic Plan for appropriateness and may meet with the student to discuss. The student will then follow the plan as written or modified. If continued lack of progress, then:
 - a. The student will meet with the Program Director and/or will be referred to the Review Board for recommendations/next steps which may include further remediation or dismissal from the program
 - b. If the Review Board recommends dismissal from the program, a phone call to the student by the Program Director and/or Administrator, Instructional Programs will be done. An email of the certified dismissal letter will be sent with “Read Receipt” option and mailed to the student and placed in student records. The dismissal notification may take place face-to-face at which time the dismissal letter will be handed to the student and kept in the student’s file.

Final Exam

1. If a student fails a final exam in a course, the student will be required to remediate with an available clinical or theory instructor, and an additional assessment will be given. The student must achieve at least 75% on the retake of the final examination.
 - a. Remediated students who do not score 75% or higher on the alternate written and/or practical examination will be referred to the Review Board composed of the Administrator, the Vocational Nurse Program Director, the Adult CTE Counselor and may be placed on probation or dismissed from the program.

Clinical

1. Clinical deficiencies may be remediated with an instructor and may be arranged in the clinical setting, lab, or via simulation. Clinical skills to be remediated will be detailed on the Student Academic Plan completed by the clinical instructor.

2. Clinical grades of Needs Improvement or Unsatisfactory will be based on the inability to meet the clinical objectives.
3. Inability to meet clinical objectives with two “Needs Improvement” (NI) or one “Unsatisfactory” (U) overall on a clinical evaluation will result in a referral to the Review Board composed of the Administrator, Director, and a faculty member/or Adult CTE Counselor and may be placed on probation or dismissed from the program. The Review Board will determine which action will be followed by the situation.

Non-Academic

If a student needs non-academic support (i.e., career or college readiness support), this may be requested in the following ways:

1. Students may fill out a Self-Referral Form.
2. Instructors may fill out a Faculty Referral Form.
3. Student may make an appointment with the Student Information Assistant in the office

Infectious Diseases

Board Policy 5141.22

The Governing Board recognizes its dual responsibility to protect the health of students from risks posed by infectious diseases and to uphold the right of students to appropriate education.

For purposes of this policy, infectious diseases shall include all those listed by the State Department of Health Services and county health departments.

All applicable education and health codes will govern and guide administrative decisions regarding students with identified infectious diseases.

The Superintendent shall ensure that all student rights to confidentiality are strictly observed in accordance with the law and policy governing the confidentiality of student records.

Instructional Planning

Board Policy 6156

The Board of Trustees affirms the importance of providing all students with quality instruction designed to teach life skills that demonstrate the value of work and lead to employment or prepare students for advanced training for employment.

Collaborative planning with staff, district, community, and industry representatives is necessary to identify school and community needs. This collaboration supports well-coordinated instructional programs that reflect industry standards and practices

NCLEX Review

Upon completion of course VN 900 (Leadership), there will be a mandatory NCLEX review. All students must attend; no exceptions.

Non-Discrimination/Harassment

Board Policy 5145.3 and Administrative Regulation 5145.3

The Governing Board desires to provide a safe learning environment that allows all students equal access and opportunities in the ROP's academic, extracurricular, and other activities. The Board prohibits bullying based on the student's actual or perceived age, ancestry, color, ethnic group, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, military status, national origin, nationality, parental status, physical or mental disability, political beliefs, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics or identification, or discriminatory harassment or intimidation. Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above.

Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

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

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing ROP's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of ROP's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in ROP. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent a recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

The ROP designates the individual(s) identified below as the employee(s) responsible for coordinating the ROP's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the ROP's non-discrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at:

Assistant Superintendent, Educational Services
385 North Muller Street Anaheim, CA 92801
714-502-5877 ucp@nocrop.us

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at ROP sites or in ROP activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the ROP's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them on the ROP's website and other prominent locations and providing easy access to them through ROP-supported social media, when available.
2. Post information in a prominent and conspicuous location on the ROP website regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following:

- a. The name and contact information of the ROP's Title IX coordinator, including the phone number and email address
- b. The rights of students and the public and the responsibilities of the ROP under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the websites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
- c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
 - 1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
 - 2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's website
 - 3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office.
3. Provide a handbook to students that contains information that clearly describes the ROP's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
4. Annually notify all students and parents/guardians of the ROP's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory learning environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the ROP's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the ROP will address any individual student's interests and concerns in private.
5. The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the ROP's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.
If 15 percent or more of students enrolled in a particular ROP school speak a single primary language other than English, the ROP's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the ROP shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.
6. Provide students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the ROP's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the ROP may use to provide a discrimination-free environment for all ROP students, including transgender and gender-nonconforming students.
7. At the beginning of each school year, inform ROP employees that any employee who

witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so.

8. At the beginning of each school year, inform each administrator or designee of the ROP's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

Enforcement of ROP Policy

The Superintendent or designee shall take appropriate actions to reinforce BP5145 -Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
2. Disseminating and/or summarizing the ROP's policy and regulation regarding unlawful discrimination
3. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the ROP's response plan to unlawful discrimination or harassment
4. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of ROP policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true

Any student who feels that he/she has been subjected to unlawful discrimination described above or in ROP policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or administrator, whether or not the alleged victim files a complaint.

Any ROP 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 or administrator within one school day, whether or not the alleged victim files a complaint.

Any ROP 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 verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by an administrator or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer 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 learning 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 an administrator, compliance officer, 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.

Transgender and Gender-Nonconforming Students

The gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of his/her gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth.

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student is a student whose gender expression differs from stereotypical expectations.

Transgender student is a student whose gender identity is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited. Examples of the types of conduct which are prohibited in the ROP and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to his/her gender identity
4. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
5. Use of gender-specific slurs
6. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The ROP's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include but are not limited to, the above list, as well as improper rejection by the ROP of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's

transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the ROP shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the ROP shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the ROP has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the ROP shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the ROP pursuant to 34 CFR 99.31. Any ROP employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a ROP employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the ROP's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults. The ROP shall refer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her gender identity unless ROP personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.

3. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. However, at the written request of a student or, if appropriate, his/her parents/guardians, the ROP shall use the student's preferred name and pronouns consistent with his/her gender identity on all other ROP-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

4. Names and Pronouns: If a student so chooses, ROP personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official ROP record. However, inadvertent slips or honest mistakes by ROP personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying ROP policy.

5. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a ROP site.

Payment and Refund Policy

- Refunds are only granted 14 calendar days before a class is scheduled to start. Any additional course payments after a class starts are not eligible for a refund. If you decide to drop a course, then you are not required to make any future payments.
- If you would like to withdraw from a course before it begins, you must do so by emailing studentportal@nocrop.us or calling (714) 502-5834 at least two weeks before the start date and time of your course. Any withdrawal requests made after this time will not be accepted.
- Payments made with a credit or debit card will have a 4% convenience fee. There are no fees associated with payments using cash or a money order or cashier’s check payable to North Orange County ROP.
- Full payment does not guarantee that the course will start. If the minimum number of students necessary to hold the course is not met and the course is canceled, you will be issued a full refund.
- To complete the Refund Request Form, sign into the Student Portal and the form will be located under the Reference tab on the left, under Forms.

See example:

The screenshot shows the Student Portal interface. On the left sidebar, the 'Reference' tab is selected and circled in red. Below it, the 'Forms' sub-tab is also circled in red. The main content area displays 'Student Forms / 444 Pereraz Nat' with a table of form instances. A table with the following data is shown:

FORM INSTANCE ID	FORM TITLE	SUBMITTED BY	UPDATED	CREATED
76665	Student Self-Referral Form (None of the above / Study and Organization Skills)	(STUDENT)	4/27/2020 3:16 PM	4/27/2020 3:16 PM

On the right side of the interface, a 'Forms' dropdown menu is circled in red, listing the following options:

- New Counseling Post-Assessment
- New Counseling Pre-Assessment
- New NOCROP Refund Request Form
- New Student Self-Referral Form

Refund Processing:

Credit Card Refunds: Qualifying refunds can be processed by completing drop request form. Processing time will vary depending on your bank.

Cashier’s Check, Money Order, or Cash Refunds: Qualifying refunds are processed within 30 days. Students will be contacted to arrange for receipt of applicable funds.

Deferments are on case-by-case basis, depending on the administrator’s approval. A \$45.00 fee will be administered upon any chargeback for disputed claims.

All students must acknowledge and agree to the terms and conditions above prior to registering for any NOCROP adult course. A signature acknowledging agreement will be required at the time of

initial payment, as well as any subsequent payments

Physical Examination Requirements

Completed at the student's expense

Nursing is a practice discipline, with cognitive, sensory, affective and psychomotor performance requirements. Students entering the North Orange County ROP program need to demonstrate the following Core Performance Standards identifying eligibility requirements for participation in the nursing program.

Functional Abilities:

- Standing and/or walking most of a shift
- Bending or crouching several times per hour
- Lifting and carrying a minimum of 30 pounds several times an hour
- Lifting and moving up to 300 lbs. With the assistance of 1-2 persons
- Reaching overhead above the shoulder 90 degrees
- Utilizing eyesight to observe clients and manipulate equipment under various illumination levels
- Have adequate hearing to communicate with the client and healthcare team
- Manipulating medical equipment and accessories, including but not limited to switches, knobs, buttons, keyboards, client lines and tubes, utilizing fine and gross motor skills
- Performing the assigned job responsibilities with the intellectual and emotional functions necessary to ensure client safety and exercise independent judgment and discretion
- Utilizing sufficient verbal and written skills to effectively communicate in English with the client and healthcare team
- Utilizing the above standards/functions to respond promptly to the client's needs and/or emergency situations

Physical Examination:

1. Students are required to have a physical examination with necessary lab work prior to the start of the Program. A physical form will be given to each student. The completed physical form and a copy of the lab report to include proof of immunity by submitting titers/vaccines for:
 - Hepatitis B vaccine series or titer-Students entering the VN program are at a high risk for exposure to Hepatitis B. For this reason, the Hepatitis B vaccine series is a requirement. The vaccination series will be at the student's expense. If the student refuses or has reason to believe that the vaccine is contraindicated for her/him, the student must sign a declination form acknowledging the risk of Hepatitis B infection in a healthcare setting.

- Measles, Mumps and Rubella Immunization or Titers-students must provide proof of two MMR immunizations or one immunization within the last two years or a positive immunity titer
 - Varicella Immunization or Titer-students must provide proof of a varicella immunization or a titer demonstrating immunity. Previous illness will NOT be accepted as proof of immunity. You will be required to get an immunity titer, if titer is negative, you will need to get the vaccination.
 - Influenza Vaccine-Students must provide proof of current seasonal influenza vaccine or if the student refuses or has reason to believe that the vaccine is contraindicated for her/him, the student must sign a declination form acknowledging the risk of influenza infection in a healthcare setting. Be advised that by declining the influenza vaccine a facility may deny access and/or may have specific restrictions on entering their facility (this may result in the student not being able to meet the objectives of the course)
 - TDAP Immunization-students must provide proof of current TDAP immunization.
 - Students will be required to show proof of COVID vaccination and applicable boosters. Additionally, facilities may require weekly COVID testing even with proof of vaccination.
2. Freedom from Active Tuberculosis Examination-the initial health examination shall include students to submit proof of a negative TB screening examination, which indicates freedom from active TB. Initial TB screening consists of submitting one of the following (demonstrated by immunization record OR lab report OR physician verification of results on school form):
- Negative T-spot (aka Quantiferon Gold) OR
 - Two negative (two-step) tuberculosis skin tests administered 2 weeks apart within 3 months prior to entering the program OR
 - Clear chest x-ray and TB questionnaire

Both TB skin test results must be negative, indicating freedom from active TB. Initial test MUST be 2-step, but 1-step can be done annually thereafter. The renewal date will be set for one year from the date of the most recent skin test.

If a TB test is positive, you MUST complete the following steps:

1. Submit documentation of a clear chest x-ray (demonstrated by immunization record OR lab report OR physician verification of results on school form).
2. Complete an annual TB Questionnaire (provided by the school).

*The student will incur all costs of physical exam and any necessary immunizations and/or titers.

Positive School Climate

Board Policy 5137

The Governing Board desires to provide an orderly, caring, and non-discriminatory learning environment in which all students can feel comfortable and take pride in their educational attainments.

The Board encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interaction in the classroom among students from diverse backgrounds. The ROP shall provide instruction designed to promote positive racial and ethnic identity, help students understand and appreciate diversity, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways.

ROP course instruction shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills. Staff shall receive training which implements and supports conflict resolution techniques.

Probation Policy

A student may be placed on probation due to the outcome of the Review Board Process (see Review Board) and will serve as a warning of unsatisfactory behavior. Reasons for probation include:

1. Failure to meet theory objectives.
2. Failure to meet clinical objectives.
3. Failure to conform to school policies.
4. Failure to conform to attendance requirements.

The student will receive written notification as to the reasons, conditions, length of probation, goals, and objectives for compliance within 48 hours after the Review Board. Failure to comply may result in further probationary status or possible dismissal from the program

Personal Drop

If a student drops before the completion of a course, the student must make an appointment with the Adult CTE Counselor to discuss dis-enrolling. A student may request a transcript from Adult CTE Counselor upon exiting. The student may request to return by sending an email to counseling@nocrop.us or calling 714-502-5869 and request to re-enroll. The Counseling

Department will submit a request to the Director of Nursing to determine a re-entry plan. The Counselor will then schedule a conference call with the student, counselor, and Director of Nursing to determine a start date and provide additional details about the course.

Withdrawing from the Program

A student may withdraw from the program for academic or personal reasons. To withdraw from the program, the student must contact the Vocational Nurse Training Program Director and the Adult CTE Counselor and state, in writing, why they will be withdrawing from the program and identify a withdraw date. The student has the option of re-entering per school policy. Of note, once a student is dismissed or withdraws for a second time, they are no longer eligible to complete the program at NOCROP.

Re-Admission Policy

1. If a student is dismissed from the program due to academic performance, the student may return on a space-available basis. Depending on the length of time away from the program, they may be required to meet all pre-requisites including pre-placement testing and may be required to repeat terms/courses regardless of amount of hours previously completed (i.e. if fails any course within the term, the term must be repeated regardless of theory/clinical hours attended). Generally, students who have a lapse of more than 18 months will need to repeat the entirety of the program.
2. Students who were either dismissed or withdrew from the program may re-apply to the next scheduled cohort. The student should maintain contact with the Adult CTE Counselor for cohort updates. The Counseling Department will submit a request to the Director of Nursing to determine a re-entry plan. The Counselor will then schedule a conference call with the student, counselor, and Director of Nursing to determine a start date, re-entry point and provide additional details about the course
3. If a medication error was the reason for the dismissal, pharmacology must be repeated. Any previous terms that were passed do not need to be repeated; however, current course fees will need to be paid. Clinical placement will be on a space-available basis.

Questioning and Apprehension by Law Enforcement Personnel

Board Policy 5145.11

Law enforcement officers have the right to interview and question students on school premises. When such an interview is requested, the instructional administrator or designee shall ascertain the officer's identity, official capacity, and the authority under which he/she acts. If the officer needs to interview or question the student immediately, the instructional administrator or designee shall accommodate the process in a way that causes the least possible disruption to the ROP class, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities.

Except in cases of child abuse or neglect, the instructional administrator or designee shall notify the

parent/guardian of a minor student when a law enforcement officer requests an interview on school premises.

At the law officer's discretion and with the student's approval, the instructional administrator or designee may be present during the interview.

If the law officer finds it necessary to remove the student from school, the instructional administrator or designee shall first ascertain the reason for such action. Upon releasing a student who is a minor, the instructional administrator or designee shall immediately attempt to inform the student's parent/guardian.

Personnel responsible for releasing a student from school custody shall exercise extreme diligence to prevent such release to any unauthorized or unidentifiable person.

Release of Directory Information

Board Policy 5125.1

The Superintendent or designee may authorize the release of student directory information to representatives of the news media, prospective employers, military, or nonprofit organizations as provided by law. Unless prohibited by the parent/guardian in accordance with the law, directory information that ROP officials may disclose consists of the following: student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, certificates, and awards received.

Safety

Board Policy 5142

The Governing Board believes priority should be given to safety and the prevention of student injury. ROP facilities shall be designed and equipment shall be selected to minimize the risk of harm to students.

Staff shall be responsible for the conduct and safety of students during class hours and ROP-sponsored activities.

Instructors shall establish class rules consistent with law, Board policy, and administrative regulation for the safe and appropriate use of ROP equipment and materials for student conduct. Instructors shall train students in safety procedures, shall provide ongoing safety instruction as appropriate, and shall administer a safety test to each student. Copies of class rules shall be sent to parents/guardians and be readily available at the ROP class at all time.

Search and Seizure

Board Policy 5145.12

As necessary to protect the health, safety, and welfare of students and staff, ROP officials may search students, their property, and/or ROP property under their control and may seize illegal, unsafe, and prohibited items. The Governing Board requires that discretion, good judgment, and common sense be exercised in all cases of search and seizure.

Individual Searches

ROP officials may search individual students, their property, and ROP property under their control when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the ROP or the school. Employees shall not conduct strip searches or body cavity searches of any student.

Searches of individual students shall be conducted in the presence of at least two ROP employees. The program administrator or designee shall notify the parent/guardian of a minor student subjected to an individualized search as soon as possible after the search.

Selection, Evaluation, and Adoption of Textbooks

Board Policy 6162

Textbooks shall support and enhance course objectives. Textbooks being considered for adoption by the Board will be reviewed and evaluated by appropriate certificated staff. Content validity, inclusion of Career Technical Education and academic standards, current technology, and appropriateness for a diverse student population shall be considered in the selection.

Sexual Harassment

Board Policy 5145.7

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees, or other persons in ROP classes, or at ROP-sponsored or ROP-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process established in accordance with this policy and administrative regulation.

Any student who engages in sexual harassment of anyone at the ROP or at an ROP-sponsored or ROP-related activity is in violation of this policy and shall be subject to disciplinary action. Disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

The Superintendent or designee shall ensure that all ROP students receive instruction and information on sexual harassment. Such instruction and information shall include the following:

1. The acts and behavior that constitute sexual harassment, including the fact that sexual harassment can occur between people of the same gender;
2. A clear message that students do not have to endure sexual harassment;

3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained; and
4. Information about the person(s) to whom a report of sexual harassment should be made.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other ROP employee. An ROP employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to their supervisor or administrator. Any ROP employee who observes any incident of sexual harassment toward any student shall similarly report this observation to his/her supervisor or administrator, whether or not the victim files a complaint. If the alleged harasser is a supervisor or administrator, the employee may report the complaint or his/her observation of the incident to the non-discrimination coordinator or the Superintendent or designee, who shall investigate the complaint. The supervisor or administrator to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the supervisor or administrator finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The supervisor or administrator shall also advise the victim of any other remedies that may be available. The supervisor or administrator shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where requested.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the ROP to monitor, address, and prevent repetitive harassing behavior in its classes.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

Student Awards for Achievement

Board Policy 5126

The Governing Board recognizes excellence as a goal for all students and wishes to publicly recognize students for unique or exemplary achievements. The purpose of such awards shall be consistent with ROP goals.

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, a public ceremony, a trophy, a gift, a plaque, or a cash gift.

Student Health: Substance Use, Abuse, and Dependency

Board Policy 5141

The Governing Board recognizes that substance use, abuse, or dependency can interfere with student behavior, learning, and development. The ROP will act in an appropriate manner to ensure the safety of all students and staff and to preserve the integrity of the educational environment.

Although the responsibility for the treatment of health problems lies with the student and the student's family, the ROP recognizes that early intervention in the disease process will be of maximum benefit. The ROP shall endeavor to provide information regarding qualified substance abuse counseling agencies to students who demonstrate signs of substance use, abuse, or dependency.

Student Criminal Background Checks and Urine Drug Screening for Nursing Program

The Joint Commission for Hospitals requires that all staff members, students, instructors, and volunteers meet standards related to criminal background checks and freedom from drugs.

Criminal Background Screening

The North Orange County ROP maintains contractual agreements with clinical agencies used in the education of nursing students. These agencies require criminal background checks for all employees, students and volunteers. Current and prospective nursing students must always, meet applicable hospital security standards for placement in mandatory clinical rotations at selected hospitals.

The background check is not a requirement for application to the nursing program and will be completed after an invitation for admission is received at the students' expense. Nursing students must have a clear criminal background to participate in placement in clinical facilities, which is part of the nursing board requirements.

If the background check indicates criminal behavior, the student may not be cleared for clinical agencies and therefore may be dismissed from the program. Background check histories are considered on a case-by-case basis (court minutes will have to be obtained by the student to prove compliance with court orders.) The initial background check satisfies this requirement during continuous enrollment in the program. A student must have a social security number as it is required on the background check form.

- Every student offered space in the program will be required to submit to a background screening (at the student's expense) as part of his/her clinical requirement for admission
- Every student that has had a break in nursing education must re-submit to a new background screening
- A history of felony conviction (s) or any bar, exclusion or other ineligibility for federal program participation could render a student ineligible for clinical placement as determined by the clinical agencies
- In the event a student has a positive criminal background and is denied placement at a clinical agency, the program has no responsibility for arranging alternate clinical placements and as such the student may not be accepted or may be dismissed based on no clinical placement available.
- If a student cannot obtain a background clearance, the space will be forfeited
- The student is given an opportunity to receive a copy of the screening report and has the right to dispute the accuracy of the report
- Access to student background checks information is limited to the Director and Administrator of the nursing program or an appointed designee. Background information will remain confidential

Policy for Reporting a Change in Criminal Background

Any change in background status (i.e. DUI, arrest or conviction) must be reported to the Program Director/Administrator immediately.

Any student with a pending misdemeanor or felony charge must report his or her status to the program director. This action will allow the director to refer the student to the BVNPT for information and policies as well as allows the student to begin planning for additional BVNPT application requirements

Failure to report any changes in criminal background, immediately, may result in dismissal from the North Orange County ROP Vocational Nursing program.

Drug and Alcohol Testing

Students must clear a urine drug test. If the drug test results are labeled dilute, the student will be allowed only one retest. If the student fails the second test, the student will not be admitted to the program.

Nursing students must be drug and alcohol-free at all times while attending the North Orange County Regional Occupational Nursing Program. Student nurses who abuse alcohol and/or other

drugs endanger their own well-being as well as the health and safety of the consumer. A drug test is required and must be clear before participation in the clinical setting. Students may be asked to submit to a drug/alcohol test, at the student's expense, any time there is reasonable suspicion that the student is impaired. Refusal to submit to the testing that day may result in immediate dismissal.

Incoming and currently enrolled students with verified positive test results for alcohol, any illegal drug, or abuse of prescribed or over-the-counter medications or mind-altering substances will be given reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists, incoming students will not be admitted to the program and currently enrolled students will not be allowed to participate in the clinical activities; thus, they may not meet the objectives required for successful completion of the nursing program. Testing will be required once for the 13-month program and twice (annually) for programs longer than 13 months.

Drug and alcohol screening shall be requested whenever the instructor or Director feels there is reasonable suspicion that a student is under the influence of alcohol or drugs. "Reasonable suspicion" is a belief or judgment based on observations or other information that a student is under the influence of drugs or alcohol. Observations may include, but are not limited to:

1. Dilated or constricted pupils or nystagmus
2. Alcohol odor on the breath
3. The use of breath-mints, mouthwash, gum, etc. To cover the odor of alcohol on the breath
4. Alterations in mental alertness
5. Attendance problems
6. Mood swings, especially inappropriate anger, paranoia, or agitation
7. Poor performance
8. Accident proneness
9. Poor attitude
10. Errors in judgment
11. Inconsistent quality of work
12. Accident in the work-based learning setting

The instructor or Director shall request that the student go for immediate monitored drug and alcohol testing. The Director will arrange for the student to be transported to the testing site by a school representative, or by taxi, or by other appropriate transportation. Post-testing transportation must be arranged by the student. Student will NOT be allowed to drive from the testing facility. The Director shall notify the testing facility of the student's impending arrival and request testing. This testing will be done at ROP's expense. The instructor shall then document, in writing, the observations or information which led to the request and submit the report to the Program Director. The Director shall proceed according to the North Orange County ROP policy.

Students are responsible for all costs associated with a criminal background check and drug screening.

Student Production of Products and Services

Board Policy 5134 and 6165

The production of products and services by students learning specific job skills is an essential aspect of ROP instructional activities. The Governing Board endorses the concept that such activities should closely simulate actual business and industry practices. Student-produced products and services may be sold in accordance with the legal codes of the State of California and local codes regulating the sale of products and services. These products and services may not be used to support or defeat any ballot measure or candidate, including, but not limited to, any candidate for election to a district governing board. Student products and services will be charged at cost, with a reasonable service charge added to offset administrative expenses. The cost of materials for student-made products used by other courses or departments will be credited to the course that produced the product.

The Superintendent or designee shall develop appropriate operating procedures to control and account for such sales and services, provide for the abatement of expenditures, and assure the collection and payment of required sales and use taxes.

Student Records

Board Policy 5125

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The Superintendent or designee shall establish administrative regulations governing the identification, description, and security of student records, as well as timely access for authorized persons. All persons other than those designated by law must have written permission from students, parents/legal guardians of minors, or dependent adults to review such records. These regulations shall ensure the parental rights of minors and dependent adults to review, inspect, and copy student records and shall protect the student and the student's family from the invasion of privacy.

The Superintendent or designee shall designate an employee to serve as custodian of records, with responsibility for student records. The custodian of records shall be responsible for implementing Board policy and administrative regulations regarding student records.

Student Use of Instructional Materials

Administrative Regulation 6161.2

- Students have access to non-consumable instructional materials at no cost.
- Instructors may, with permission of their instructional administrator, 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 an understanding of their responsibility for reimbursement of lost or damaged materials.
- The instructional administrator may, at his/her discretion, waive the requirement for reimbursement in circumstances deemed clearly beyond the control of the student.

Should the student or parent/guardian not reimburse the ROP for the 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 the student, and parent/guardian (for high school students) 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

Title IX and Students

Based on federal and state law, no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of actual or perceived sex, sexual orientation, and gender (including gender identity, gender expression, marital status, parenting, pregnancy, childbirth, false pregnancy, termination of pregnancy or related medical condition. Male and female students have the right to equal learning opportunities in their schools and must be treated the same in all District educational activities and programs, including:

- Athletics
- Physical education
- The classes they can take
- The way they are treated in the in educational programs and activities
- The kind of counseling they are given
- The extracurricular activities, programs, and clubs in which they can participate
- The honors, special awards, scholarships, and graduation activities in which they can participate

Students who feel that their rights are being violated have the right to take action and should not be afraid of trying to correct a situation by speaking to a school administrator, Title IX/Bullying Complaint Manager, psychologist, counselor, or trusted adult at school, or filing a

complaint (see Uniform Complaint Procedures). Students are encouraged whenever possible to try to resolve their complaints directly at the school site. Any student who believes he or she is being discriminated against in violation of Title IX has the right to file a complaint. For further information or assistance, contact your school's administrator or NOCROP Assistant Superintendent, Educational Services, 385 N. Muller Street, Anaheim, CA 92801, (714) 502-5877.

Tobacco-Free Workplace

Board Policy 4025

The Governing Board believes that the maintenance of a tobacco-free workplace is essential to ROP operations. The ROP will maintain a tobacco-free workplace. The use of tobacco products shall be prohibited in all buildings, property, facilities, service areas, and satellite centers of the ROP. A tobacco-free workplace is essential to maintain the safety and efficiency of ROP operations and the health and safety of employees, students, and the public.

Tuition Payment

Full payment does not guarantee that the course will be held. If the minimum number of students necessary to hold the course is not met, the course will be canceled, and you will be issued a full refund.

Tuition for the program selected is due a minimum of 2 weeks prior to the start of the class unless prior arrangements have been made with the Student Information Assistant. Payment may be made with a credit card, debit card, money order made payable to North Orange County ROP, or cash. Payments may be submitted electronically on our secure student portal or presented in person to the Student Information Assistant during regular office hours.

Failure to pay tuition prior to, or on the scheduled due date, may result in dismissal from the program. Please make payment arrangements with the Student Information Assistant. Past-due payments may result in transcript holds and may also lead to financial suspension (dismissal) from the program. Students who have been dismissed for financial reasons, or dismissed due to academics with an overdue payment, will be required to pay past-due balances in full as well as the first payment due for the upcoming course in order to re-enroll.

Uniform Complaint Procedures

Board Policy 1312.3

Community Relations

The Governing Board recognizes that ROP has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. ROP shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures. The Superintendent or designee shall develop

regulations which permit the public to submit complaints against ROP employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved. The Board encourages the early, informal resolution of complaints at the site level whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

ROP shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in ROP programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education.

Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six (6) months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct. Complaints unrelated to unlawful discrimination, harassment, intimidation, or bullying must be filed no later than one year from the date the alleged violation occurred. Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the ROP's Williams uniform complaint procedure (AR 1312.4).

Uniform complaint procedures shall also be used to address any complaint alleging:

1. Prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, and special education programs. North Orange County Regional Occupational Program UNIFORM COMPLAINT PROCEDURES ROP BP 1312.3 Revised: February 12, 2025 and February 10, 2021, Adopted: March 21, 2007, BP 1312.3 (b)
2. Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in ROP programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender identity, gender expression, or genetic information, or any other characteristics identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR4610).
3. Bullying in ROP programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry,

- nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics.
4. ROP noncompliance with the requirement to provide reasonable accommodation to a lactating student on the school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222).
 5. ROP noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610).
 6. Retaliation against any complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The ROP will not investigate anonymous complaints unless it so desires. The ROP shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the Uniform Complaint Procedures is included in a Uniform Complaint Procedures complaint, the ROP shall refer the non-Uniform Complaint Procedures allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the Uniform Complaint Procedures-related allegation(s) through the ROP's Uniform Complaint Procedures.

The Superintendent or designee shall provide training to ROP staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

Student Grievance Procedure

If a student believes his/her rights have been violated, he/she should use the following procedures:

Step 1 – Informal Process

Contact the ROP instructional administrator. If unresolved, then file a complaint (see Step 2).

Step 2 – Formal Process

Send a written complaint to the Assistant Superintendent, Educational Services at 385 N. Muller Street, Anaheim, CA 92801. For information call (714) 502-5877. If unresolved, the formal process continues (see Step 3).

Step 3 – Investigation/Decision

ROP investigates the complaint. A decision is given to the student within sixty (60) calendar days of receiving the written complaint from Step 2 unless extended by written agreement with the complainant. If unresolved, file an appeal (see Step 4).

Step 4 – Appeal to the Board of Trustees

Send a written appeal to the North Orange County ROP Board of Trustees through the ROP Superintendent within five (5) business days of receiving the decision from Step 3. A decision is given to the student within sixty (60) days of receiving the written complaint from Step 2. If unresolved, file an appeal within thirty (30) calendar days of receiving the Board of Trustees' decision (see Step 5).

Step 5 – Appeal to the State Superintendent

Send a written appeal to the California Department of Education within thirty (30) calendar days of receiving the Board of Trustees' decision from Step 4

Vandalism, Theft, and Graffiti

Board Policy 5131.5

The Governing Board considers vandalism a very serious matter. Vandalism includes the writing of graffiti and the negligent, willful, or unlawful damage to or theft of any ROP real or personal property.

Any ROP student who commits an act of vandalism shall be subject to disciplinary action by the ROP and also may be prosecuted through other legal means. If reparation of damages is not made, the ROP may withhold the student's grades, certificates, and/or transcripts in accordance with the law.

Veterans Entitled to Educational Assistance under Chapter 31 and Chapter 33

North Orange County ROP permits any covered individual* to attend and participate in courses beginning on the start date as long as the individual provides the campus Student Information Assistant or Director of Nursing Programs a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

NOCROP will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Note that this policy applies to the portion of tuition and fees expected to be paid for the program or course under Chapter 31 or 33. Covered individuals whose educational assistance eligibility under Chapter 31 or 33 is less than the full amount billed for tuition and required fees may be required to remit payment or make other satisfactory arrangements to pay the difference between the amount of the student's financial obligation and the amount of the expected VA education benefit disbursement.

*For purposes of this disclosure, a covered individual is any enrolled student who is entitled to educational assistance under Chapter 31, Veteran Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 **GI Bill® benefits.

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

Withdrawal and Refund Policies

Tuition Refund Policy

Students have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount the student owes for the time attended, students in all programs shall be deemed to have withdrawn from the program when any of the following occurs:

- Notify NOCROP of withdrawal in writing of the actual date of withdrawal; or
- NOCROP terminates enrollment due to academic or attendance issues

Students are charged each payment period for the tuition, fees, books, and/or supplies attributable to the courses scheduled for the payment period. Note that the payment period for all programs may vary. Individual course payment dates are pre-determined based on the course start date.

There are no refunds for course fees if a student withdraws or is dismissed from the program. If a student withdraws from a course 14 or more days prior to a course start date, NOCROP will remit any required refund within 45 days following the withdrawal. Supplies issued to students and books purchased through NOCROP are not refundable. If a student, who is in good standing with their payment plan, completes less than 50% of the course or program of study at the time of withdrawal, that student will not be required to make any remaining payments for their training program.

Students who completed more than 50% of the course during the payment period are liable for 100% of the tuition for the course, module, or Term, and fee charges for all courses scheduled for the payment period at the time of withdrawal, as well as books and supplies purchased through NOCROP for the payment period.

Determination of the Withdrawal Date

The student’s withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who takes an institutional leave of absence is the last date of attendance prior to the leave.

Process for Withdraw/Refund Request

If a student wants to withdraw from the course before it begins, they must do so by emailing studentportal@nocrop.us or calling (714) 502-5834 at least 2 weeks before the start date and time of their course. Any withdrawal requests made after this time will not be accepted.

To complete the Refund Request Form, sign into the Student Portal and the form will be located under the Reference tab on the left, under Forms.



****Note:** All students must acknowledge and agree to the terms and conditions above prior to registering for any NOCROP adult course. A signature acknowledging the agreement will be required at the time of initial payment, as well as any subsequent payments.

Withholding Student Grades, Credit Information, and Certificates

Board Policy 5125.2

The ROP has the authority to withhold grades, credit information, or certificates, or any combination thereof, from any student who is in possession of ROP property.

California Board Vocational Nursing and Psychiatric Technicians (BVNPT)

The BVNPT requires that the following be made available to all students in Vocational Nursing and Psychiatric Technician Schools:

1. General information:
 - a. Copies of laws, rules and regulations governing practice of licensed vocational nurses and psychiatric technicians and preparate of vocational nurse and psychiatric technician students are available at each accredited school. The VN nurse practice act can be accessed via the BVNPT website:
http://bvnpt.ca.gov/about_us/laws.shtml
 - b. The aim of these laws, rules and regulations is delivery of safe and effective care to patients by licensees and students
 - c. The BVNPT accredits the vocational nurse and psychiatric technician programs
 - d. The BVNPT establishes and enforces standards to maintain high quality education for students
 - e. The BVNPT licenses vocational nurses and psychiatric technicians
 - f. The BVNPT holds bimonthly public meetings; students are welcome to attend
 - g. The BVNT will accept for review and consideration any concerns students may have regarding school matters
 - h. The BVNPT expects students to seek resolution of concerns through appropriate school channels before presenting a complaint regarding program concerns to Bureau's office
2. Student complaint procedure
 - a. Collect all pertinent facts
 - b. Document steps, which have been taken in an attempt to resolve the problem. Include in the documentation the dates of events, placed in chronological sequence
3. Submit all information to the Executive Secretary. Upon receipt of the complaint, a staff member from the Board of Vocational Nursing office will contact the student to advise action to be taken.
4. Students may contact the BVNPT at the below address:

**Board of Vocational Nursing and
Psychiatric Technicians**
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2919
(916) 263-7800
<http://www.bvnpt.ca.gov>

Student Handbook Signature Page

This page is to be signed by the student after receiving and reading North Orange County Regional Occupational Program Vocational Nurse Training Program Handbook. The original will be kept in the student file and a copy will be provided to the student.

I realize it is my responsibility to read the North Orange County Regional Occupational Program Vocational Nurse Training Program Handbook and clarify any questions or concerns that I have with the Program Direction of Vocational Nursing or Administrative Staff. My signature indicates that I have read, understand and agree to adhere to the requirements as stated in North Orange County Regional Occupational Program Vocational Nurse Training Program Handbook

Name of Student (Print)

Signature of Student

Date