



# ADULT CAREER EDUCATION

## STUDENT HANDBOOK

2025-2026



1800 W Ball Road,  
Anaheim, CA 92804



[adults.nocrop.org](https://adults.nocrop.org)  
(714) 502-5904



## **Board of Trustees**

**Annemarie Randle-Trejo**

Board President

Anaheim Union High School District

**Marilyn Buchi**

Vice-President/Clerk

Fullerton Joint Union High School District

**Chris Becerra, Ed.D.**

Brea Olinda Unified School District

**Carrie Buck**

Placentia-Yorba Linda Unified School District

**Marlys Davidson**

Los Alamitos Unified School District

**Chester Jeng, DDS, JD, LL.M.**

Fullerton Joint Union High School District

**Brian O'Neal**

Anaheim Union High School District

## **Leadership Team**

**Dana Lynch**

Superintendent

**Kelly Kennedy, Ed.D.**

Assistant Superintendent, Educational Services

**Michelle Owen, Ed.D.**

Assistant Superintendent, Administrative Services

**Jennifer Pesavento, Ed.D.**

Administrator, Instructional Programs  
Adult Career Education Programs

**Russell Harrison**

Administrator, Instructional Programs

**Ligia Hallstrom, Ed.D.**

Administrator, Instructional Programs

**Marc Trocchio**

Administrator, Instructional Programs

**Thomas Metcalf**

Administrator, Instructional Programs

**Michelle Proulx, ARM, ARM-P**

Manager, Human Resources

**Wil Guevara**

Director, Technology & Data Support Services

**Laura Garcia, MSN, BSN, PHN, RN, BC-**

**CVN, CDCES, CLSSGB**

Director, Nursing Programs

**Hilario Beltran**

Manager, Facilities

## **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 North Muller Street  
Anaheim, CA 92801  
Phone (714) 502-5800

### **Adult Career Education Program Support Staff Hours**

Mondays, Thursdays, and Fridays 8:00 a.m. to 4:30 p.m.  
Tuesdays and Wednesdays – 8:00 a.m. to 6:00 p.m.  
Email: [studentportal@nocrop.us](mailto:studentportal@nocrop.us)

### **North Orange County Regional Occupational Program Career Training Center**

1800 West Ball Road Anaheim, CA 92804

### **Career Training Center Campus Hours**

Monday-Friday 7:30 a.m. to 9:30 p.m.



# TABLE OF CONTENTS

Career Training Center Map .....	<i>Inside Back Cover</i>
Board of Trustees .....	<i>Inside Front Cover</i>
Leadership Team .....	<i>Inside Front Cover</i>
Mission Statement .....	1
Vision Statement.....	1
Accreditation and Course/Training Program Approval.....	1
Message from our Superintendent.....	2-3
Welcome from our Administrator .....	4
About the Student Handbook.....	5
Academic Honesty.....	5
Acceptable Use Policy for Electronic Resources and Technology.....	5-7
Student Portal Information.....	8
Alcohol and Other Drugs.....	8
Campus Disturbances.....	9
Career Education Counseling Services .....	9
Career Education Foundation & Celebration of Success.....	9
Child/Dependent Adult Abuse Reporting Procedures .....	10
Civil Conduct.....	10
Controversial Issues .....	11
Copyrighted Materials.....	11
Curriculum, Instruction, and Assessment .....	12
Evaluation of the Instructional Program .....	12
Freedom of Student Speech and Expression .....	12
Gifts to School Personnel .....	13
Infectious Diseases.....	13
Instructional Planning.....	13
Non-Discrimination/Harassment .....	13-18
Payment and Refund Policy.....	18
Positive School Climate .....	18-19
Questioning and Apprehension by Law Enforcement Personnel.....	19
Release of Directory Information.....	19
Safety.....	19
Search and Seizure .....	20
Selection, Evaluation, and Adoption of Textbooks.....	20
Sexual Harassment.....	20-21
Student Attendance .....	21
Student Awards for Achievement.....	21
Student Conduct .....	21-22
Student Discipline .....	22
Student Dress .....	22
Student Health: Substance Use, Abuse, and Dependency.....	22-23

Student Production of Products and Services.....	23
Student Records .....	23
Student Use of Instructional Materials .....	23
Title IX and Students .....	24
Tobacco-Free Workplace.....	24
Tuition Payment.....	24
Veterans Entitled to Educational Assistance under Chapter 31 and Chapter 33 .....	25
Uniform Complaint Procedures.....	25-26
Vandalism, Theft, and Graffiti .....	27
Withdrawal and Refund Policies .....	27-28
Withholding Student Grades, Credit Information, and Certificates.....	28
Work-Based Learning (WBL) .....	28-29
NOCROP Programs .....	31
Acute Care Certified Nursing Assistant.....	31
Anatomy & Physiology .....	32
Community Health Worker .....	33
Dental Assistant Level I .....	34
Dental Assistant Level II (RDA Preparation).....	35
Medical Assistant: Clinical & Administrative.....	36
Medical Assistant: Clinical & Administrative with Medical Terminology .....	37
Medical Terminology.....	38
Nurse Assistant: Acute Care .....	39
Nurse Assistant: Long-Term Care .....	40
Nurse Assistant: Long-Term Care with Medical Terminology.....	40
Vocational Nurse.....	39
Information Technology (IT) Fundamentals .....	41
Sterile Processing Technician.....	42
Introduction to Automotive Technician .....	44
Computer Technician A+ .....	45
Emergency Medical Technician .....	46
Graphic Design 1 .....	47
Student Acknowledgement Forms .....	48
Emergency Card .....	48
Student Handbook Acknowledgement & Agreement .....	49
Patient Care Training Program Consent & Release Agreement.....	50
Student Use of Electronic Resources & Technology Agreement.....	51
Borrowed Instructional Materials Acknowledgement & Agreement.....	52
ROP Counseling and Resources Empowering Students .....	53-55
NOCROP Career Ready Practices .....	56
Evacuation Map.....	57

# A Message from Our Superintendent

As California's premier Career Technical Education (CTE) provider, Regional Occupational Centers and Programs (ROCs and ROPs) have helped millions of secondary and post-secondary students successfully navigate the world of work for over 50 years! Our high-quality, high-demand training programs, widely recognized as the gold standard for CTE, are taught by instructors recruited from business and industry. ROP instructors bring a unique and valuable perspective to education enhancing students' learning experiences for the following reasons:



**Dana Lynch**  
**North Orange County ROP**  
**Superintendent**

1. **Industry Expertise:** ROP instructors typically come from professional backgrounds in the industries they teach. This direct experience allows them to provide students with up-to-date, real-world knowledge and skills that are highly relevant to the job market. Their industry expertise ensures that the curriculum is aligned with current practices, technologies, and standards, giving students a competitive edge.
2. **Hands-On Training:** ROP instructors emphasize practical, hands-on, project-based learning, which is a cornerstone of CTE. They design and deliver lessons that involve real-world applications, allowing students to practice and refine their skills in a setting that closely mirrors the workplace. This approach helps students retain information better and prepares them more effectively for their future careers.
3. **Industry Connections:** Many ROP instructors maintain strong connections with local businesses and industry leaders. These networks can be invaluable for students, providing opportunities for internships, apprenticeships, and job placements. Instructors can leverage these relationships to bring guest speakers, arrange work site visits, and facilitate mentorship programs, thereby enriching the educational experience.
4. **Focus on Career Ready Practices (CRPs):** While traditional instructors often emphasize academic achievement and college preparation, ROP instructors are dedicated to preparing students for immediate entry into the workforce. They focus on teaching job-specific skills, workplace etiquette, and professional development, ensuring that students are ready to transition smoothly from the classroom to their chosen careers.
5. **Personalized Instruction:** ROP classes often have smaller student-to-teacher ratios compared to traditional academic classes. This setting allows instructors to provide more personalized attention and support, catering to the individual learning styles and needs of their students. It fosters a more engaging and supportive learning environment where students can thrive.
6. **Motivation and Engagement:** Students in ROP programs are typically more engaged and motivated because they see a direct connection between their studies and their future careers. ROP instructors, with their passion for their industries, can inspire students and keep them motivated through hands-on projects, real-world problem-solving, and relevant coursework.
7. **Dual Enrollment and Certifications:** ROP instructors often work with students to help them earn industry-recognized certifications and, in some cases, college credits through dual enrollment programs. These credentials can enhance students' resumes and provide them with a head start in their career paths or further education.

Research indicates that CTE offers significant benefits to students, enhancing both their educational and career prospects. Here are some key findings from various studies and reports:

1. **Improved Academic Outcomes:** Students enrolled in ROP programs often exhibit higher graduation rates compared to their peers in traditional academic tracks. According to the Association for Career and Technical Education (ACTE), the average high school graduation rate for CTE students is 93%, compared to the national average of 85%. ROP provides students with engaging, relevant CTE training programs and career pathway courses that keep them motivated and less likely to drop out.
2. **Enhanced Career Readiness:** ROP programs equip students with practical skills and knowledge that are directly applicable to the workforce. This hands-on experience makes them more attractive to employers. Studies have shown that ROP students are more likely to secure employment after graduation, with some programs boasting employment rates as high as 95% within six months of graduation. The skills learned in ROP programs are aligned with industry needs, making graduates more competitive in the job market.
3. **Postsecondary Success:** ROP students are not only more likely to graduate high school but also to pursue further education. The National Center for Education Statistics (NCES) reports that CTE students are more likely to enroll in postsecondary education within two years of graduation. Additionally, they are often better prepared for college coursework, having already developed critical thinking and problem-solving skills through their ROP learning experiences.
4. **Economic Benefits:** For students, ROP training and certifications can lead to higher earning potential. Research from Georgetown University's Center on Education and the Workforce shows that individuals with technical skills gained from CTE programs can earn salaries competitive with those holding bachelor's degrees, particularly in high-demand fields such as healthcare, information technology, and skilled trades.
5. **Personal Development:** Beyond academic and career benefits, ROP helps students develop essential life skills such as teamwork, communication, and time management. These programs often involve collaborative projects and real-world problem-solving, which are invaluable in any career path.

On behalf of the North Orange County ROP (NOCROP) Board of Trustees, faculty, and support staff, we are so thrilled to be part of your educational journey! We are committed to providing our students with outstanding customer service.

***Thank you for choosing NOCROP!***

P.S. Please help us provide you with a powerful learning experience by providing honest, constructive feedback on student surveys conducted twice a year (December and May). These student surveys are anonymous and provide us with perceptual feedback on instructional practices and student learning. Data gleaned from these surveys will help us celebrate strengths, identify growth areas, and improve the overall educational experience for students. Your voice matters, and we are here to support you every step of the way!

Feel free to email us at [info@nocrop.us](mailto:info@nocrop.us) for any assistance you may need.

## WELCOME FROM OUR ADMINISTRATOR

We would like to take this opportunity to welcome you to the Adult Career Education (ACE) Program at North Orange County Regional Occupational Program (NOCROP). I am delighted to serve as the Administrator of Instructional Programs for Adult Education and look forward to collaborating with students, instructors, staff, and community members to continue offering robust educational programs while adding more course sections to better meet our community's skills, training, and certification needs.

The ACE team has a student-centered focus and understands that any great accomplishment takes a collective team effort based on a shared vision: to equip and empower adult learners. My team looks forward to creating new partnerships while strengthening existing partnerships to provide you with community, educational, and work-based learning support to increase positive outcomes for our diverse student population. The ACE Program team is not only dedicated to our students' successful completion of NOCROP's training programs but also committed to providing continual support through our students' transition into the workforce and continuing education.

We are thrilled that you have chosen NOCROP's ACE Program to pursue training in your career pathway. Our instructors and staff are dedicated to your success. Please use this handbook to learn about our program offerings, information about how to register, and the application process. You are also welcome to reach out to the office or counseling staff via phone or personal visit to the Career Training Center. Let NOCROP's ACE Program be the ace up your career pathway sleeve!



**Jennifer Pesavento, Ed.D.**

Administrator, Instructional  
Programs

Adult Career Education Program

North Orange County ROP

## About the Student Handbook

We want all students to be safe, satisfied, and successful in our ROP classes. This handbook describes the rights and responsibilities of ROP students and staff. It is a valuable reference for students, parents, and staff. Please note that policies and procedures may change between annual publications of this handbook. Total course costs may change without prior notice. For current policies, procedures, costs, and updates, please visit our website at <https://adults.nocrop.org>. If you have any questions, please feel free to contact any ROP staff member— we are here to serve!

## Academic Honesty

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.

## 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. 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:

- Damage, vandalism, or theft of system hardware or software; hacking, i.e., the unauthorized review, duplication, dissemination, removal, damage, and/or 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 restrictions; 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;
- Violation of other users' right to privacy; using another person's name to send or receive messages on the network;
- Access to unauthorized and/or 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 email include, but are not limited to, chain letters, chat rooms, blogs, or social networking websites such as Facebook.com, with the exception of 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 for 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 who do not permit 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 instructor 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](mailto: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](mailto:studentportal@nocrop.us).

## **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.

## 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](mailto:idanova@nocrop.us)  
[idanova@students.nocrop.us](mailto:idanova@students.nocrop.us)  
[counseling@nocrop.us](mailto:counseling@nocrop.us)



## Career Education Foundation & Celebration of Success

The Career Education Foundation (CEF) is a 501(c)(3) non-profit organization (Federal Tax ID 23-7316436), which was founded over forty years ago to reward students who excelled in their ROP classes. To find out how you can get involved or support the CEF, please visit the North Orange County ROP website by clicking on the Career Education Foundation drop-down bar found under About Us.



Celebration of Success is an annual event in which students are recognized for their learning success by North Orange County ROP and awarded scholarships through the CEF. Funds for these scholarships are raised through fundraising and by generous donors, including North Orange County ROP staff, business partners, civic organizations, and families connected with ROP. For more information about CEF, please contact Amy Choi-Won, NOCROP's Partner Engagement Specialist, via email at [achoiwon@nocrop.us](mailto:achoiwon@nocrop.us) or via phone at 714-502-5840.

## Specialty Awards

*The Altrusa International – Anaheim Chapter*

- *Dolores Suter-Crupnick Award*: For ROP high school and adult students who plan to pursue a career in nursing. Students must demonstrate leadership skills and speak out for the rights of others.

## 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.

## **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.

## **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.

## **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 and parents/guardians 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.

## **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.

## **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 BP 5145.3 - 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, a navigation menu has the 'Forms' tab highlighted. The main content area is titled 'Students' and 'Student Forms / 444 Pereraz Nat'. A table lists forms for this student:

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 visible, listing several form options, including 'New NOCROP Refund Request 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.

## 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.

## **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 times.

## **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 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.

## **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 Conduct**

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 that 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);
  - 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-class work 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:

- 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.
- Students will observe all safety standards and practices.
- Students will respect other students and staff and work cooperatively with them.
- Students will observe the highest ethical standards in and outside of the classroom, including confidentiality and integrity.
- Students will use electronic resources and technology in classrooms solely for instructional purposes.
- Students will communicate ideas and concerns in a positive and constructive manner.
- Students will display personal qualities needed on the job, including responsibility, initiative, a positive attitude, and other traits necessary for success.

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

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

## **Student Discipline**

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 good instructional planning, an understanding of each student's needs, and parent involvement when appropriate 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.

## **Student Dress**

Board Policy 5132

Appropriate dress and grooming are important 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, instructors shall establish dress requirements that satisfy safety regulations and are consistent with industry standards for the occupational area taught.

## **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 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 selected training program is due 2 weeks prior to the start of the class, but no later than the start of the class session 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.

Past-due payments may result in transcript/certificate 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.

## **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](mailto: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.

The screenshot shows the Student Portal interface. On the left sidebar, the 'Reference' tab is selected and circled in red. The main content area is titled 'Students' and 'Student Forms / 444 Pereraz Nat'. A table lists the forms:

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, a 'Forms' section is circled in red, listing the following forms:

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

**\*\*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.

## Work-Based Learning (WBL)

Board Policy 5145.7

An umbrella term that covers work experience, work experience education, and other career exploration activities that help students become work-ready. In ROP it may take many forms such as clinical and externships (required for certain training programs, Community Classroom (CC) which is unpaid WBL, or Cooperative Vocational Education (CVE) which is paid WBL. ROP teachers oversee the various aspects of WBL, according to Title V, Sections 10085 and 10106 of the State Department of Education Regulations.

In CC and CVE classes, learning takes place in the classroom and the identified training sites throughout the course. Students must attend a weekly related instruction class. All CC and CVE students have an Individualized Training Plan (ITP) identifying competencies to be developed at individual job training sites and in related classroom instruction. The ITP is tailored to each student's job training requirements and is used to share competencies among instructor, student, and training supervisor. Classroom attendance and training hours are reported to the student's high school and is used to determine credits earned.

## **Externship**

Externships begin only after the theory and skills portions of the class have been completed.

Externship sites must be within a 20-mile radius of the Career Training Center.

Instructors will match students with externship sites. However, if a student has an existing relationship with an externship site that meets NOCROP requirements, the student must consult with their instructor and the site must be approved prior to starting externship. Site approval is at the discrepancy of NOCROP instructor and administrator.

Before the externship can start, there must be:

- Pre-approval from the instructor
- A signed training agreement approved by the Board of North Orange County ROP
- A site agreement
- An individual training plan

***These policies are subject to change at the discretion of the North Orange County ROP Board of Trustees. Please visit our website at [www.nocrop.org](http://www.nocrop.org) to view updates on Board Policies.***

# **NOCROP Programs**

## **Acute Care Certified Nursing Assistant Training Program**

New Acute Care Certified Nursing Assistant courses are offered four times a year.

### **COURSE DESCRIPTION:**

This course prepares students to perform advanced nurse assistant functions in acute care hospital environments. It builds on foundational CNA skills and focuses on patient observations/assessment, acute care procedures, infection control, communication, and teamwork under the supervision of licensed nurses. Students will integrate theoretical knowledge with clinical practice to support patients in medical, surgical, and specialty units through demonstration of advanced patient care skills for acute care environments, apply infection control, safety, and emergency response procedures, communicate effectively with patients, families, and healthcare team members, demonstrate professional ethics teamwork and accountability, recognize and report changes and patient conditions, document observations and care accurately in patients record, and integrate classroom learning into supervised clinical experiences. This course aligns with California CTE Healthcare Science and Medical Technology standards for the Patient Care Pathway.

### **COURSE OUTCOMES & CERTIFICATIONS:**

Students who successfully complete the program will earn a certificate of completion.

### **TOTAL COURSE COST:**

\$2500; \$500 to register. Payment plan available.

### **TOTAL PROGRAM HOURS:**

100 hours + 155 hours of clinical

### **CLASS DAYS/TIMES:**

See the current class schedule

### **PREREQUISITES:**

CNA certification  
Valid CPR/BLS American Heart Association Basic Life Support Card  
Health Clearance  
Background Check

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5904

## **Anatomy and Physiology**

New Anatomy and Physiology courses start six to nine months prior to the subsequent Vocational Nurse Training Program cohort.

This course is intended for students who do not have prior coursework in Anatomy or Physiology or those wishing to refresh their previous coursework. Students interested in the Vocational Nurse Training Program at North Orange County Regional Occupational Program (NOCROP) may take this course prior to admission to the Vocational Nursing Training Program at NOCROP. Coursework must be completed by the time the application window for the program closes.

### **COURSE DESCRIPTION:**

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of the principles of anatomy and physiology and their interrelationships as they pertain to the career of Licensed Vocational Nursing. Coursework includes assessments via quizzes, case studies, role-plays, peer feedback, and practical demonstrations that are specifically focused on human anatomy and physiology. Students should have access to a computer with a functional online browser.

### **COURSE OUTCOMES & CERTIFICATIONS:**

Anatomy and/or Physiology is a prerequisite for the NOCROP Vocational Nurse Training Program. This course meets the prerequisite requirement specific to the NOCROP Vocational Nurse Training Program.

### **TOTAL COURSE COST:**

\$850

### **TOTAL PROGRAM HOURS:**

80 hours

### **CLASS DAYS/TIMES:**

See the current class schedule.

### **PREREQUISITES:**

Basic computer knowledge including Google & Microsoft programs

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## **Community Health Worker Training Program**

New Community Health Worker courses start every Fall, Winter, Spring, and Summer terms.

### **COURSE DESCRIPTION:**

This course is designed to prepare and certify students for careers as Community Health Workers in healthcare and social service settings. Community Health Workers are frontline public health workers who primarily provide outreach and supportive services to underserved communities. Through a combination of classroom instruction, in-class labs, and 120-160 hours of externship experience, students will learn public health principles, communication and advocacy skills, health system navigation, case management, and community outreach and engagement. Students who complete the program will be able to work respectfully with healthcare teams, individuals, and communities to promote and support positive health outcomes.

### **COURSE OUTCOMES & CERTIFICATIONS:**

Students who successfully complete the program will earn a Community Health Worker Certificate that qualifies them to bill for services through an enrolled supervising provider under Medi-Cal CPT Code 98960, CPT Code 98961, & CPT Code 98962.

### **TOTAL COURSE COST:**

\$1600; \$500 to register. Payment plan available.

### **TOTAL PROGRAM HOURS:**

80 hours + 120-160 hours of externship

### **CLASS DAYS/TIMES:**

See the current class schedule

### **PREREQUISITES:**

Basic computer knowledge including Google & Microsoft programs  
Valid CPR/BLS American Heart Association Basic Life Support Card

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5904

## **Dental Assistant Level I**

New Dental Assistant Level 1 courses start every Fall, Winter, Spring, and Summer Term.

### **COURSE DESCRIPTION:**

The Dental Assistant Level I program consists of 24 weeks with a total of 220 hours in theory and clinical practicum plus 120-160 externship hours. Students will learn the basic skills needed to satisfy requirements in starting a career in Dental Assisting. Students will learn hands-on techniques, as it relates to chairside dental assisting and current dental practice aligned with the Dental Board of California. After completion of all the Dental Board of California RDA state requirements (Dental Assistant RDA Prep) and 15 months of verifiable work experience, you may qualify to take the RDA state board examination. Students should have access to a computer with a functional online browser.

All course materials will be provided in order to support and prepare students for success.

### **COURSE OUTCOMES & CERTIFICATIONS:**

- California Dental Board California Dental X-Ray Certification
- California Dental Board 8-hour Infection Control Certification
- California Dental Board 2-hour Dental Practice Act Certification

### **TOTAL COURSE COST:**

\$4,100; \$500 to register. Payment plan available.

### **TOTAL PROGRAM HOURS:**

220 hours + 120-160 hours of externship

### **CLASS DAYS/TIMES:**

See the current class schedule

### **PREREQUISITES:**

Basic computer knowledge including Google & Microsoft programs  
Valid CPR/BLS American Heart Association Basic Life Support Card

### **EXTERNSHIPS:**

Externships begin only after the theory and skills portions of the class have been completed.

Externship sites must be within a 20-mile radius of the Career Training Center.

Instructors will match students with externship sites. However, if a student has an existing relationship with an externship site that meets NOCROP requirements, the student must consult with their instructor and the site must be approved prior to starting externship. Site approval is at the discrepancy of NOCROP instructor and administrator.

Before the externship can start, there must be

- Pre-approval from the instructor
- A signed training agreement approved by the Board of North Orange County ROP
- A site agreement
- An individual training plan

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or CALL (714) 502-5834

## **Dental Assistant Level II (RDA Preparation)**

New RDA Preparation courses start every Summer Term.

### **COURSE DESCRIPTION:**

The Dental Assisting (RDA) Preparation Level II program prepares students for a job as a Registered Dental Assistant. Upon completion of this 66-hour program and 15 months of verifiable work experience, graduates may be eligible to take the Registered Dental Assistant state exam. This 11-week course includes classroom, lab, clinical, and pre-clinical hours. Students will learn Coronal Polish, Pit and Fissure Sealant, and RDA functions as they relate to the RDA State Board exam. Students should have access to a computer with a functional online browser.

### **COURSE OUTCOMES & CERTIFICATIONS:**

- Dental Board of California Coronal Polish Certificate
- Dental Board of California Pit & Fissure Sealants Certificate
- Eligible to sit for Registered Dental Assistant Exam after completion of 200+ hours of verifiable work experience

### **TOTAL COURSE COST:**

\$1,750; \$500 to register. Payment plan available.

### **TOTAL PROGRAM HOURS:**

66 hours

### **CLASS DAYS/TIMES:**

See the current class schedule

### **PREREQUISITES:**

Students enrolled in Dental Assistant Level II (RDA Prep) need the following:

Completion of Dental Assisting Level I

OR

8-hour Dental Board Approved Infection Control Certificate

2-hour Dental Board Approved Dental Practice Act

Dental Board Approved Radiation Safety Program

Valid CPR/BLS American Heart Association Basic Life Support Card

Basic computer knowledge including Google & Microsoft programs

## **Medical Assistant: Clinical & Administrative**

New Medical Assistant: Clinical & Administrative courses start every Fall, Winter, Spring, and Summer Term.

### **COURSE DESCRIPTION:**

North Orange County ROP Medical Assistant Training Program provides students with the skills and the experience necessary to gain confidence in a rewarding career as a Medical Assistant. Students will learn the basic functions and duties within an administrative and clinical setting in preparation for the Medical Assistant certification examination through the National Center for Competency Testing. The program consists of 24 weeks, including a total of 220 hours in theory and 120 to 160 hours of externship experience. Externships are provided within the Orange County Region. After completing the Medical Assistant Training Program along with 120-160 hours of work-related experience, the student will be eligible to take the Medical Assistant certification exam through the National Center for Competency Testing (NCCT). All course materials will be provided in order to support and prepare students for a successful career in Medical Assisting. Students should have access to a computer with a functional online browser.

### **COURSE OUTCOMES & CERTIFICATIONS:**

Students who complete this course, including 120-160 hours of clinical externship are eligible to take the Medical Assistant certification exam through the National Center for Competency Testing (NCCT).

### **TOTAL COURSE COST:**

\$3,350; \$500 to register. Payment plan available.

### **TOTAL PROGRAM HOURS:**

220 hours + 120-160 hours of externship

### **CLASS DAYS/TIMES:**

See the current class schedule

### **PREREQUISITES:**

Successful completion of Medical Terminology, or equivalent course  
Basic computer knowledge including Google & Microsoft programs  
Valid CPR/BLS American Heart Association Basic Life Support Card  
NCCT Medical Assistant Certification requires a high school diploma or GED

- \*For those who do not have a high school diploma or GED, a Medical Assistant certification examination is available through the California Certified Board for Medical Assistants (CCBMA), for approximately \$145

### **EXTERNSHIPS:**

Externships begin only after the theory and skills portions of the class have been completed.

Externship sites must be within a 20-mile radius of the Career Training Center.

Instructors will match students with externship sites. However, if a student has an existing relationship with an externship site that meets NOCROP requirements, the student must consult with their instructor and the site must be approved prior to starting externship. Site approval is at the discrepancy of NOCROP instructor and administrator.

Before the externship can start, there must be

- Pre-approval from the instructor
- A signed training agreement approved by the Board of North Orange County ROP
- A site agreement
- An individual training plan

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or CALL (714) 502-5834

## **Medical Assistant: Clinical & Administrative with Medical Terminology**

### **COURSE DESCRIPTION:**

In addition to the content of Medical Assistant: Clinical and Administrative course, this program also includes the required Medical Terminology prerequisite course. These classes may be taken concurrently. Please see the Medical Terminology description on the next page for more information about the Medical Terminology component of this program.

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## **Medical Terminology**

New Medical Terminology courses start every Fall, Winter, Spring, and Summer Term.

### **COURSE DESCRIPTION:**

This course is designed to introduce students to medical vocabulary and the terminology of body systems. The fundamentals of word stem, prefixes, and suffixes used in medicine, as well as anatomical and physiological terms, are taught. Using hybrid instruction, learning takes place through a combination of traditional and online classroom instruction. Students receive direct instruction and complete the applied requirements of the course inside the classroom while learning course content outside the classroom via an online learning system. Students should have access to a computer with a functional online browser. Students should have access to a computer with a functional online browser.

### **COURSE OUTCOMES & CERTIFICATIONS:**

Medical Terminology is a prerequisite for the Medical Assistant Training Program and Vocational Nurse Training Program

### **TOTAL COURSE COST:**

\$700

### **TOTAL PROGRAM HOURS:**

64 hours

### **CLASS DAYS/TIMES:**

See the current class schedule

### **PREREQUISITES:**

Basic computer knowledge including Google & Microsoft programs

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## **Nurse Assistant Training Program**

New Nurse Assistant Training Program courses start every Fall, Winter, Spring, and Summer Terms.

### **COURSE DESCRIPTION:**

This course is designed to prepare students for a career in nursing. Students learn about basic nursing care, emergency procedures, communication, and how to work effectively as a member of a healthcare team. In order to participate in clinical experience and to qualify for the National Nurse Aid Assessment Program (NNAAP) examination, students must do the following: receive a passing grade; possess and present a valid, government-issued photo ID and Social Security card or Individual Tax Identification Number (ITIN); have a negative TB test and physical exam; complete CPR training; and have a clear fingerprint/background check. Students must successfully complete a minimum of 60 hours of classroom instruction and a minimum of 100 hours of clinical experience and pass the NNAAP CNA examination which is approximately \$130.00 for the written and manual skills portions (retakes are an additional charge). A passing score on this exam is required for state certification. Students should have access to a computer with a functional online browser.

### **COURSE OUTCOMES & CERTIFICATIONS:**

Students who successfully complete this course may sit for the NNAAP CNA Examination. An additional fee will apply.

### **TOTAL COURSE COST:**

\$2,150; \$500 to register. Payment plan available.

### **TOTAL PROGRAM HOURS:**

178 hours

### **CLASS DAYS/TIMES:**

See the current class schedule

### **PREREQUISITES:**

Successful completion of Medical Terminology, or equivalent course  
Basic computer knowledge including Google and Microsoft  
Valid CPR/BLS American Heart Association Basic Life Support Card

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## **Nurse Assistant Training Program with Medical Terminology**

### **COURSE DESCRIPTION:**

In addition to the content of Nurse Assistant course, this program also includes the required Medical Terminology prerequisite course. Please see the Medical Terminology description on the page 35 for more information about the Medical Terminology component of this program.

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## **Vocational Nurse Training Program**

New Vocational Nurse Training Program cohorts start once each year.

### **COURSE DESCRIPTION:**

The North Orange County ROP is proud to offer training to become a licensed vocational nurse. A Vocational Nursing certificate provides you with the knowledge and skills necessary to become a licensed vocational nurse. VNs must pass their state license exam to become licensed vocational nurses (LVNs) to work in the field and work under the direct supervision of a registered nurse, doctor, or dentist. Licensed vocational nurses provide emotional support for patients, and may work in acute care hospitals, long-term care facilities, home health agencies, or residential care facilities. Some tasks performed by an LVN can include checking blood pressure, performing wound care, administering artificial feedings, helping bathe and/or dress patients, helping to deliver, care for, and feed patients of all ages, administering medication, collecting samples for diagnostic testing, and much more. To be successful, LVNs must be compassionate and caring individuals. With a certificate in Vocational Nursing from North Orange County ROP, you will be well prepared to take your state licensure exam and enter the workforce as an LVN. Students should have access to a computer with a functional online browser.

### **COURSE OUTCOMES & CERTIFICATIONS:**

Students who successfully complete the program will be assisted in the process of taking the National Council Licensure Examination for Practical Nurses (NCLEX-PN)

### **TOTAL COURSE COST:**

\$20,300; \$3,060 to register. Payment plan available.

### **TOTAL PROGRAM HOURS:**

1,560 hours

### **CLASS DAYS/TIMES:**

See the current class schedule

### **PREREQUISITES:**

Current/valid government photo ID indicating prospective student is 18 years of age or older

Valid Social Security card

Official, sealed transcript(s) indicating possession of a high school diploma or equivalent. All foreign transcripts must be translated and evaluated for US equivalency by an official US service prior to submission

Medical Terminology Course or equivalent with grade of C or better

Anatomy & Physiology Course or equivalent with grade of C or better

Basic computer knowledge including Google & Microsoft programs

Valid American Heart Association Basic Life Support (BLS) for Healthcare Providers card. Certification must stay current throughout the program

Cumulative score of 70% or higher on the HESI Admission Assessment Exam. Opportunities for testing will be available during the admission process

Once selected for admission into the VN Training Program, students will be required to pay for, complete, and clear a background check, drug test, and physical examination/labtests/titers/immunizations

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## **Information Technology (IT) Fundamentals**

### **COURSE DESCRIPTION:**

This is a regional course that combines adult and high school students. Students should have access to a computer with a functional online browser.

This course is designed as an introduction to a career in Information Technology (IT) support. This course will prepare you to take the IT Fundamentals Certification Exam.

Upon completion of this course, you will be able to:

- Identify and explain the basics of computing and IT infrastructure.
- Set up computer workstations, establish basic network connectivity, and install and use basic software applications.
- Explain the functions and types of devices used within a computer system.
- Perform computer maintenance and support.
- Describe the basic principles of software and database development.
- Configure computers and mobile devices to connect to home networks and the Internet.
- Identify security issues affecting the use of computers and networks.
- Identify and prevent basic security risks.

Students should have access to a computer with a functional online browser.

### **COURSE OUTCOMES AND CERTIFICATION:**

Upon completion of this course, you will be able to:

- Qualify for IT Fundamentals Certification

### **TOTAL COURSE COST:**

\$995

### **TOTAL PROGRAM HOURS:**

160 Hours

### **CLASS DAYS/TIMES:**

See the current class schedule

### **PREREQUISITES:**

Basic computer knowledge including Google & Microsoft programs

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## **Sterile Processing Technician**

New Sterile Processing Technician courses start every Fall term.

### **COURSE DESCRIPTION:**

Become an essential part of medical teams by ensuring surgical instruments and equipment meet the highest standards of cleanliness and safety. Our Sterile Processing Technician Training Program provides hands-on learning in infection control, sterilization techniques, surgical instrument handling, and regulatory compliance.

This course equips individuals with the necessary knowledge and skills to ensure the safe and efficient processing of medical instruments and equipment.

The topics include:

- Infection Control Procedures - Learn best practices to prevent contamination.
- Sterilization & Decontamination Techniques – Master cleaning methods that ensure patient safety.
- Medical Terminology & Microbiology – Develop a strong foundation in healthcare language and microbial science.
- Surgical Instrument Handling & Storage – Understand how to properly maintain medical tools.
- Regulatory Compliance Standards – Stay up to date with healthcare protocols and industry regulations.

Students should have access to a computer with a functional online browser.

### **COURSE OUTCOMES AND CERTIFICATION:**

The Sterile Processing Technician training program prepares students for the Certified Registered Central Service Technician (CRCST) national certification exam, ensuring they are fully equipped to enter the workforce with confidence. Students who successfully complete the program will earn a certificate for the Sterile Processing Technician Course, along with a 400-hour externship at a high-quality inpatient facility, giving them hands-on experience and a competitive edge in the job market.

### **TOTAL COURSE COST:**

\$3,750.00; \$500 to register. Payment plan available.

### **TOTAL PROGRAM HOURS:**

240 hours + 400 hours of externship

### **CLASS DAYS/TIMES:**

See the current class schedule

### **PREREQUISITES:**

Basic computer knowledge, including Google & Microsoft programs  
Valid CPR/BLS American Heart Association Basic Life Support Card

## **EXTERNSHIPS:**

Externships begin only after the theory and skills portions of the class have been completed.

Externship sites must be within a 20-mile radius of the Career Training Center.

Instructors will match students with externship sites. However, if a student has an existing relationship with an externship site that meets NOCROP requirements, the student must consult with their instructor and the site must be approved prior to starting externship. Site approval is at the discrepancy of NOCROP instructor and administrator.

Before the externship can start, there must be

- Pre-approval from the instructor
- A signed training agreement approved by the Board of North Orange County ROP
- A site agreement
- An individual training plan

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## **Introduction to Automotive Technician**

### **COURSE DESCRIPTION:**

This is a regional course that combines adult and high school students. This course may take place on a high school campus separate from the NOCROP Career Training Center. Please see the current course schedule for more information. Students should have access to a computer with a functional online browser.

In this course, you will learn to diagnose, maintain, and repair vehicles using Automotive Service Excellence (ASE) standards primarily on Maintenance, Maintenance & Light Repair (G1), as well as Brakes (A5), Engine Repair (A1), Engine Performance (A8), Suspension & Steering (A4), and more.

### **COURSE OUTCOMES AND CERTIFICATION:**

Upon completion of this course, you will be able to:

- Qualify for Automotive Service Excellence (ASE) Student Certification

### **TOTAL COURSE COST:**

\$995

### **TOTAL PROGRAM HOURS:**

168 hours

### **CLASS DAYS/TIMES:**

See the current class schedule.

### **PREREQUISITES:**

Basic computer knowledge, including Google & Microsoft programs

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## **Computer Technician A+**

### **COURSE DESCRIPTION:**

This is a regional course that combines adult and high school students. Students should have access to a computer with a functional online browser.

This course is designed as an introduction to a career in Information Technology (IT) support. This course will prepare you to take the Information Technology (IT) Fundamentals Certification exam.

### **COURSE OUTCOMES AND CERTIFICATION:**

Upon completion of this course, you will be able to:

- Identify and explain the basics of computing and IT infrastructure.
- Set up computer workstations, establish basic network connectivity, and install and use basic software applications.
- Explain the functions and types of devices used within a computer system.
- Perform computer maintenance and support.
- Describe the basic principles of software and database development.
- Configure computers and mobile devices to connect to home networks and the Internet.
- Identify security issues affecting the use of computers and networks.
- Identify and prevent primary security risks.

### **TOTAL COURSE COST:**

\$995

### **TOTAL PROGRAM HOURS:**

168 hours

### **CLASS DAYS/TIMES:**

See the current class schedule

### **PREREQUISITES:**

Basic computer knowledge, including Google & Microsoft programs  
Information Technology (IT) Fundamentals course or equivalent with a grade of C or better

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## **Emergency Medical Technician**

### **COURSE DESCRIPTION:**

This is a regional course which combines adult and high school students. This course may take place on a high school campus separate from the NOCROP Career Training Center. Please see the current course schedule for more information. Students should have access to a computer with a functional online browser.

Emergency Medical Responder trains students as emergency personnel who provide immediate care to an ill or injured person and assist emergency medical service (EMS) providers. This course will train students to recognize emergencies, maintain personal safety, and provide primary emergency care, including CPR and First Aid, disease transmission prevention, and an understanding of ethical and legal considerations. This course will prepare students interested in a career as a firefighter, law enforcement officer, emergency medical technician, or paramedic. This course is also suggested for those interested in lifeguard positions, fire service, and various health-related fields as required by Title 22.

### **COURSE OUTCOMES AND CERTIFICATION:**

Upon completion of this course, you will be able to:

- Qualify for certification as an Emergency Medical Technician

### **TOTAL COURSE COST:**

\$995

### **TOTAL PROGRAM HOURS:**

185 hours

### **CLASS DAYS/TIMES:**

See the current class schedule.

### **PREREQUISITES:**

Basic computer knowledge, including Google & Microsoft programs  
Valid Social Security card  
Government-issued photo ID

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## **Graphic Design I**

### **COURSE DESCRIPTION:**

This is a regional course which combines adult and high school students. This course may take place on a high school campus separate from the NOCROP Career Training Center. Please see the current course schedule for more information. Students should have access to a computer with a functional online browser.

Graphic Design I trains students in the essentials of professional graphic design software for electronic and print-ready artwork. Students learn digital layout, design, and illustration through project-based learning. Topics include foundational principles and elements of design, concept development, color theory, and typography. Current graphics software is used and assessed to verify proficiency in skills and concepts.

### **COURSE OUTCOMES AND CERTIFICATION:**

Upon completion of this course, you will be able to:

- Qualify for Adobe Certification Exam

### **TOTAL COURSE COST:**

\$995

### **TOTAL PROGRAM HOURS:**

165 hours

### **CLASS DAYS/TIMES:**

See the current class schedule.

### **PREREQUISITES:**

Basic computer knowledge, including Google & Microsoft programs

A desktop or laptop computer is required to participate in this class due to software requirements; Chromebooks are not compatible.

FOR MORE INFORMATION, EMAIL [studentportal@nocrop.us](mailto:studentportal@nocrop.us) or call (714) 502-5834

## EMERGENCY CARD

North Orange County Regional Occupational Program \* Accredited by Western Association of Schools and Colleges  
385 N. Muller Street \* Anaheim, Ca 92801-5445 \* Dana Lynch, Superintendent

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HIGH SCHOOL, IF CURRENTLY ENROLLED:

COURSE TITLE:

CLASS DAYS: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

EMERGENCY CONTACT:

1. Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

2. In the case of a medical emergency contact:

3. Name of Physician: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

4. In case of an emergency, the student may be released to:

5. Medications\*:

\*Students required to take prescribed medication during class time must have written authorization from both the physician and parent/guardian.

(Education Code 49423)

6. Allergies:

7. Information: Do you have any health or limiting conditions?

### CONSENT FOR TREATMENT

I, the undersigned, student/parent/guardian (check one of the following boxes)  DO  DO NOT authorize any emergency X-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the Medical Practice Act.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California and will remain in effect until revoked in writing. I will be responsible for the cost of any care/treatment provided.

A current court decree has been provided to NOCROP which restricts access to my child.

Student Signature

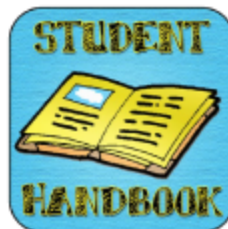
Date

Parent/Guardian Signature (required of student is a minor)

Date



## STUDENT HANDBOOK ACKNOWLEDGMENT AND AGREEMENT



*My signature acknowledges that I have not only read and understand the information found in North Orange County ROP's Student Handbook, but also agree to abide by all policies and procedures set forth by my school, district, and ROP. I understand that this signed form will be kept on file by my instructor for the school year.*

Printed Name of Student: \_\_\_\_\_  
Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Students under the age of 18 must also have the signature of a parent/guardian who has reviewed this agreement.

*My signature acknowledges that I have read and understood the information found in North Orange County ROP's Student Handbook. I understand that this signed form will be kept on file by my student's instructor for the school year.*

Printed Name of Parent/Guardian: \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## STUDENT MEDIA AND PUBLICITY CONSENT AND RELEASE AGREEMENT

North Orange County ROP is known for its high-achieving students, instructors, and programs and likes to publicize these achievements. Because events and interviews are often needed on the spur of the moment, we are requesting your permission to photograph or film students in advance.

Please check one of the boxes below indicating whether or not you permit North Orange County ROP, and organizations, consortiums, and associations connected with it to represent the student named below, in photograph(s), video recordings, and with interview comments for use in educational, promotional, and publication purposes. These items may be distributed to individuals, groups, and the news media and published in, but not limited to, advertisements, catalogs, class schedules, news releases, newsletters, slide shows, video presentations, social media, and the Internet. Please return this form to the ROP instructor to keep on file for one year.



Yes. I do give my permission.  No. I do not give my permission.

Printed Name of Student: \_\_\_\_\_  
Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Students under the age of 18 must also have the signature of a parent/guardian who has reviewed this agreement.

Printed Name of Parent/Guardian: \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## PATIENT CARE TRAINING PROGRAMS CONSENT AND RELEASE AGREEMENT

This form pertains to instruction in certain Patient Care Career Pathway courses and training programs. Please read, complete, and return this form to the ROP instructor to keep on file for one year.

*I understand that this course may require students to perform certain activities that include, but are not limited to: blood withdrawal, capillary puncture, injections, electrocardiograms, considerable standing, heavy lifting (50 lbs.), as well as repetitive hand and arm motions that may cause or exacerbate any pre-existing auto-immune, muscular, joint, cardiovascular, neurological and/or orthopedic conditions. Knowing the risks of such activities, I hereby agree to assume those risks and to indemnify, hold harmless, and release the North Orange County Regional Occupational Program; it's employees, officers, representatives, and students from liability related to the student's enrollment and participation in the Patient Care Career Pathway courses and training programs.*



Printed Name of Student: \_\_\_\_\_  
Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Students under the age of 18 must also have the signature of a parent/guardian who has reviewed this agreement.

Printed Name of Parent/Guardian: \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## PHYSICAL CONTACT AND GRAPHIC IMAGES CONSENT AND RELEASE AGREEMENT

This form pertains to instruction for certain Biotechnology, Emergency Response, Law Enforcement, and Patient Care career pathway courses and training programs. Please read, complete, and return this form to the ROP instructor to keep on file for one year.

- I understand that participation in this course will require physical activity, including physical contact between students, instructors, or other participants. Such physical contact may be required for demonstrations and training activities. I consent to such contact as required for this course and/or state training program.*
- I understand that physical contact related to the course should not occur outside the presence of an instructor or a designated supervisor.*
- I understand that some units in this course may require the viewing of instructional or training videos and other materials containing graphic images, including, but not limited to: substantial bodily injury, human anatomy including reproductive systems, sexually transmitted diseases related to bloodborne pathogens, and similar images. I consent to the viewing of such images as part of this course and/or state training program.*
- Based on my full understanding and acknowledgment of the above statements, I agree to indemnify, hold harmless, and release the North Orange County Regional Occupational Program, its employees, officers, representatives, and students from liability related to my/my student's enrollment and participation in this course.*



Printed Name of Student: \_\_\_\_\_  
Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Students under the age of 18 must also have the signature of a parent/guardian who has reviewed this agreement.

Printed Name of Parent/Guardian: \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## STUDENT USE OF ELECTRONIC RESOURCES AND TECHNOLOGY AGREEMENT

Students may have access to ROP electronic resources and technology only if a signed copy of this agreement is on file. Instructors should keep this document on file for one year or longer depending upon the length or requirements of the training program.



### STUDENT CONSENT

*As a student in the North Orange County ROP, I acknowledge that I have read the ROP's Acceptable Use Policy, understand that the ROP computer system is designed for educational purposes and will abide by the policy. I acknowledge that the ROP may review the electronic (email) files of messages sent or received using the ROP's computer equipment or networks.*

Printed Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Students under the age of 18 must also have the signature of a parent/guardian who has reviewed this agreement.

### PARENT OR GUARDIAN CONSENT

*As the parent/guardian of this student, I have read ROP's Acceptable Use Policy and understand that the ROP electronic resources and technology are designed for educational purposes and that to use it, my student must abide by the policy. I understand that it is impossible for North Orange County ROP to restrict access to all controversial materials, and I will not hold the ROP responsible for materials acquired on the network by my student. I also agree to report any misuse of the information system to the ROP system administrator or the course instructor. Misuse can come in many forms but can be viewed as any messages sent or received that indicate or suggest harassment, bullying, pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for ROP to issue an account or provide access to electronic resources and technology for my child and certify that the information contained on this form is correct.*

Printed Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



# BORROWED INSTRUCTIONAL MATERIALS ACKNOWLEDGMENT AND AGREEMENT



Listed below are instructional materials that have been loaned to:

\_\_\_\_\_

(Printed Name of Student)

Description	Value
Total	

*I understand that the above materials have been loaned to me until \_\_\_\_\_. I understand that these materials must be returned in acceptable condition OR their full cost reimbursed to North Orange County ROP for me to receive a certificate or transcript. I also understand that I will not be allowed to enroll in any further North Orange County ROP classes unless and until these materials are returned, or the ROP is reimbursed for their cost.*

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Student's Home School of Attendance: \_\_\_\_\_

Note: Students under the age of 18 must also have the signature of a parent or guardian who has read this agreement.

*I understand that the above materials must be returned in acceptable condition for my student to receive a transcript or certificate in this class. I further understand that if these materials are not returned, I am responsible for replacement costs.*

Printed Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

All Students School-wide Intervention	Academic	Student Conduct	Attendance
Counseling Department	<b>Student Orientation</b> <ul style="list-style-type: none"> <li>➢ Counselor Introduction</li> <li>➢ Study Skills presentation</li> <li>➢ Time Management &amp; Goal Setting</li> </ul>	<b>Student Orientation</b> <ul style="list-style-type: none"> <li>➢ Stress Management presentation</li> </ul>	<b>Student Online Orientation</b> <ul style="list-style-type: none"> <li>➢ Time Management &amp; Goal Setting presentation</li> </ul>
	<b>Academic Monitoring</b> <ul style="list-style-type: none"> <li>➢ Preventative grade reporting (Bi-weekly) to identify students falling below desired performance standard</li> </ul>	<b>Conduct Monitoring</b> <ul style="list-style-type: none"> <li>➢ Build positive relationships with students</li> </ul>	<b>Attendance Monitoring</b> <ul style="list-style-type: none"> <li>➢ Preventative attendance reporting (Bi-weekly) to identify students falling below desired attendance standard</li> </ul>
Inside The Classroom	<b>Handbook Policy</b> <ul style="list-style-type: none"> <li>➢ Review of Syllabus, ACE Handbook, and/or specific Training Program Handbook by Instructor</li> <li>➢ Signed acknowledgement forms by student first day of course                             <ul style="list-style-type: none"> <li>• Patient Care Consent &amp; Release</li> <li>• Physical Contact &amp; Graphic Images Consent</li> </ul> </li> </ul>	<b>Handbook Policy</b> <ul style="list-style-type: none"> <li>➢ Review of Syllabus, ACE Handbook, and/or specific Training Program Handbook by Instructor</li> <li>➢ Signed acknowledgement forms by student first day of course                             <ul style="list-style-type: none"> <li>• Borrowed Materials &amp; Acceptable Use Policy</li> </ul> </li> </ul>	<b>Handbook Policy</b> <ul style="list-style-type: none"> <li>➢ Review of Syllabus, ACE Handbook, and/or specific Training Program Handbook by Instructor</li> <li>➢ Signed acknowledgement forms by student first day of course                             <ul style="list-style-type: none"> <li>• Media &amp; Publicity Consent</li> </ul> </li> </ul>
	<b>Classroom Management</b> <ul style="list-style-type: none"> <li>➢ Differentiated Instructional Support</li> <li>➢ Scholarship nominations</li> <li>➢ Utilize Universal Design for Learning</li> </ul>	<b>Classroom Management</b> <ul style="list-style-type: none"> <li>➢ Nominate students for CRP Students of the Month</li> <li>➢ Build positive relationships with students</li> <li>➢ Facilitate activities to foster student ownership</li> <li>➢ Post agenda daily</li> </ul>	<b>Classroom Management</b> <ul style="list-style-type: none"> <li>➢ Monitor student attendance, enter daily, &amp; make contact immediately when absent</li> </ul>
Outside The Classroom	<b>Engaging Climate</b> <ul style="list-style-type: none"> <li>➢ Build a sense of community and engaging school climate amongst all staff and students</li> <li>➢ Good academics recognized</li> </ul>	<b>Engaging Climate</b> <ul style="list-style-type: none"> <li>➢ Establish positive and engaging school climate amongst all staff and students</li> <li>➢ Good student conduct recognized</li> </ul>	<b>Engaging Climate</b> <ul style="list-style-type: none"> <li>➢ Positive relationships with students</li> <li>➢ Good attendance recognized</li> </ul>
Data Analysis	<b>Analysis</b> <ul style="list-style-type: none"> <li>➢ Grade report data analyzed to determine effectiveness of interventions (Bi-weekly)</li> <li>➢ Identify and address common barriers</li> </ul>	<b>Analysis</b> <ul style="list-style-type: none"> <li>➢ Grade and attendance reports data analyzed to determine effectiveness of interventions (Bi-weekly)</li> <li>➢ Identify and address common barriers</li> </ul>	<b>Analysis</b> <ul style="list-style-type: none"> <li>➢ Attendance report data analyzed to determine effectiveness of interventions (Bi-weekly)</li> <li>➢ Identify and address common barriers (i.e. transportation)</li> </ul>

Rev [7/9/2025]

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.



Some Students Targeted Intervention	Academic	Student Conduct	Attendance
Counseling Department	<b>Academic Monitoring</b> <ul style="list-style-type: none"> <li>➢ Grade reporting (bi-weekly) on targeted students below performance standard</li> </ul>	<b>Conduct Monitoring</b> <ul style="list-style-type: none"> <li>➢ Address any faculty referrals if applicable</li> </ul>	<b>Attendance Monitoring</b> <ul style="list-style-type: none"> <li>➢ Attendance reports (bi-weekly) on targeted students</li> </ul>
	<b>Student Contact</b> <ul style="list-style-type: none"> <li>➢ Appointment and follow up with the student</li> <li>➢ Develop individual action plan</li> <li>➢ Study Skills workshop</li> <li>➢ Tutoring referral as needed</li> <li>➢ Recognize improved grades</li> </ul>	<b>Student Contact</b> <ul style="list-style-type: none"> <li>➢ Social/emotional health supported with individual meetings as needed</li> <li>➢ Time Management workshop</li> <li>➢ Outside resource referral as needed</li> </ul>	<b>Student Contact</b> <ul style="list-style-type: none"> <li>➢ Appointment and follow up with the student</li> <li>➢ Develop individual action plan</li> <li>➢ Time Management workshop</li> <li>➢ Outside resource referral as needed</li> <li>➢ Recognize improved attendance</li> </ul>
Inside the Classroom	<b>Classroom Instruction</b> <ul style="list-style-type: none"> <li>➢ Continued Tier 1 supports</li> <li>➢ Classroom visit and evaluation by Instructional Coach as needed</li> </ul>	<b>Classroom Instruction</b> <ul style="list-style-type: none"> <li>➢ Continued Tier 1 supports</li> <li>➢ Classroom visit and evaluation by Instructional Coach as needed</li> </ul>	<b>Classroom Instruction</b> <ul style="list-style-type: none"> <li>➢ Continued Tier 1 supports</li> <li>➢ Classroom visit and evaluation by Instructional Coach as needed</li> </ul>
	<b>Student Contact</b> <ul style="list-style-type: none"> <li>➢ Teacher / student informal communication and documentation</li> <li>➢ Assess any underlying cause for underachievement</li> <li>➢ Encourage student to track their own grades and progress</li> <li>➢ Instructor, Student, &amp; Counselor Individual Action/Academic Plan</li> </ul>	<b>Student Contact</b> <ul style="list-style-type: none"> <li>➢ Teacher / student informal communication and documentation</li> <li>➢ Assess any underlying cause for student conduct</li> <li>➢ Encourage student to track their own behavior patterns</li> <li>➢ Instructor, Student, &amp; Counselor Individual Action/Academic Plan</li> </ul>	<b>Student Contact</b> <ul style="list-style-type: none"> <li>➢ Teacher / student informal communication and documentation</li> <li>➢ Assess any underlying cause for absences</li> <li>➢ Encourage student to track their own attendance and makeup hours</li> <li>➢ Instructor, Student, &amp; Counselor Individual Action/Academic Plan</li> </ul>
Outside the Classroom	<b>Academic Remediation</b> <ul style="list-style-type: none"> <li>➢ After-hours academic support with NOCE or OC Public Library tutoring, and/or student required to makeup assignments as pertains to specific Training Program</li> </ul>	<b>Student Conduct Remediation</b> <ul style="list-style-type: none"> <li>➢ Maintain positive and engaging school climate amongst all staff and students</li> <li>➢ Improved student conduct recognized</li> </ul>	<b>Attendance Remediation</b> <ul style="list-style-type: none"> <li>➢ Students required to attend makeup hours being offered or complete makeup assignments as pertains to specific Training Program</li> </ul>
Data Analysis	<b>Analysis</b> <ul style="list-style-type: none"> <li>➢ Grade report data analyzed to determine effectiveness of interventions (Bi-weekly)</li> <li>➢ Identify potential barriers that are still common despite supports in Tier 1</li> </ul>	<b>Analysis</b> <ul style="list-style-type: none"> <li>➢ Grade and attendance reports data analyzed to determine effectiveness of interventions (Bi-weekly)</li> <li>➢ Identify potential barriers that are still common despite supports in Tier 1</li> </ul>	<b>Analysis</b> <ul style="list-style-type: none"> <li>➢ Attendance report data analyzed to determine effectiveness of interventions (Bi-weekly)</li> <li>➢ Identify potential barriers that are still common despite supports in Tier 1</li> </ul>

Rev [7/8/2025] If student exhibits frequent high-intensity and/or dangerous behaviors, consider moving straight to Tier 3 with approval of the administrator.

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.



Few Students Individualized Intervention	Academic	Student Conduct	Attendance
Counseling Department	<b>Academic Monitoring</b> <ul style="list-style-type: none"> <li>➢ Grade reporting (weekly) on individual students below performance standard</li> </ul>	<b>Conduct Monitoring</b> <ul style="list-style-type: none"> <li>➢ Address any faculty referrals</li> <li>➢ Conduct monthly review of student conduct and individual action plan with faculty</li> </ul>	<b>Attendance Monitoring</b> <ul style="list-style-type: none"> <li>➢ Attendance reports (weekly) on individual students</li> </ul>
	<b>Student Contact</b> <ul style="list-style-type: none"> <li>➢ Weekly outreach</li> <li>➢ Progress on individual action plan reviewed at least twice monthly with student</li> </ul>	<b>Student Contact</b> <ul style="list-style-type: none"> <li>➢ Weekly outreach</li> <li>➢ Progress on individual action plan reviewed at least twice monthly with student</li> </ul>	<b>Student Contact</b> <ul style="list-style-type: none"> <li>➢ Weekly outreach</li> <li>➢ Progress on individual action plan reviewed at least twice monthly with student</li> <li>➢ Follow up on each absence</li> </ul>
Inside the Classroom	<b>Classroom Instruction</b> <ul style="list-style-type: none"> <li>➢ Direct support for the Instructor by Instructional Coach or Administrator</li> </ul>	<b>Classroom Instruction</b> <ul style="list-style-type: none"> <li>➢ Direct support for the Instructor by Instructional Coach or Administrator</li> </ul>	<b>Classroom Instruction</b> <ul style="list-style-type: none"> <li>➢ Direct support for the Instructor by Instructional Coach or Administrator</li> <li>➢ Continued mandatory makeup hours</li> </ul>
Outside the Classroom	<b>MTSS Team</b> <ul style="list-style-type: none"> <li>➢ Counselor, Instructor, Instructional Coach, Administrator, Student</li> <li>➢ Individual action plan reviewed and expanded</li> </ul>	<b>MTSS Team</b> <ul style="list-style-type: none"> <li>➢ Counselor, Instructor, Instructional Coach, Administrator, Student</li> <li>➢ Individual action plan reviewed and expanded</li> </ul>	<b>MTSS Team</b> <ul style="list-style-type: none"> <li>➢ Counselor, Instructor, Instructional Coach, Administrator, Student</li> <li>➢ Individual action plan reviewed and expanded</li> </ul>
	<b>Review Board (VN Students)</b> <ul style="list-style-type: none"> <li>➢ If no improvement with the action plan, student may be referred to the Review Board</li> <li>➢ Possible dismissal from the program depending on program policies</li> </ul>	<b>Review Board (VN Students)</b> <ul style="list-style-type: none"> <li>➢ If no improvement with the action plan, student may be referred to the Review Board</li> <li>➢ Possible dismissal from the program depending on program policies</li> </ul>	<b>Review Board (VN Students)</b> <ul style="list-style-type: none"> <li>➢ If no improvement with the action plan, student may be referred to the Review Board</li> <li>➢ Possible dismissal from the program depending on program policies</li> </ul>
Data Analysis	<b>Data Analysis</b> <ul style="list-style-type: none"> <li>➢ Grade report data analyzed to determine effectiveness of interventions (weekly)</li> <li>➢ Identify any additional needed services</li> </ul>	<b>Data Analysis</b> <ul style="list-style-type: none"> <li>➢ Grade and attendance reports data analyzed to determine effectiveness of interventions (weekly)</li> <li>➢ Identify any additional needed services</li> </ul>	<b>Data Analysis</b> <ul style="list-style-type: none"> <li>➢ Attendance report analyzed to determine effectiveness of interventions (weekly)</li> <li>➢ Identify any additional needed services</li> </ul>

Rev [7/9/2025]

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.













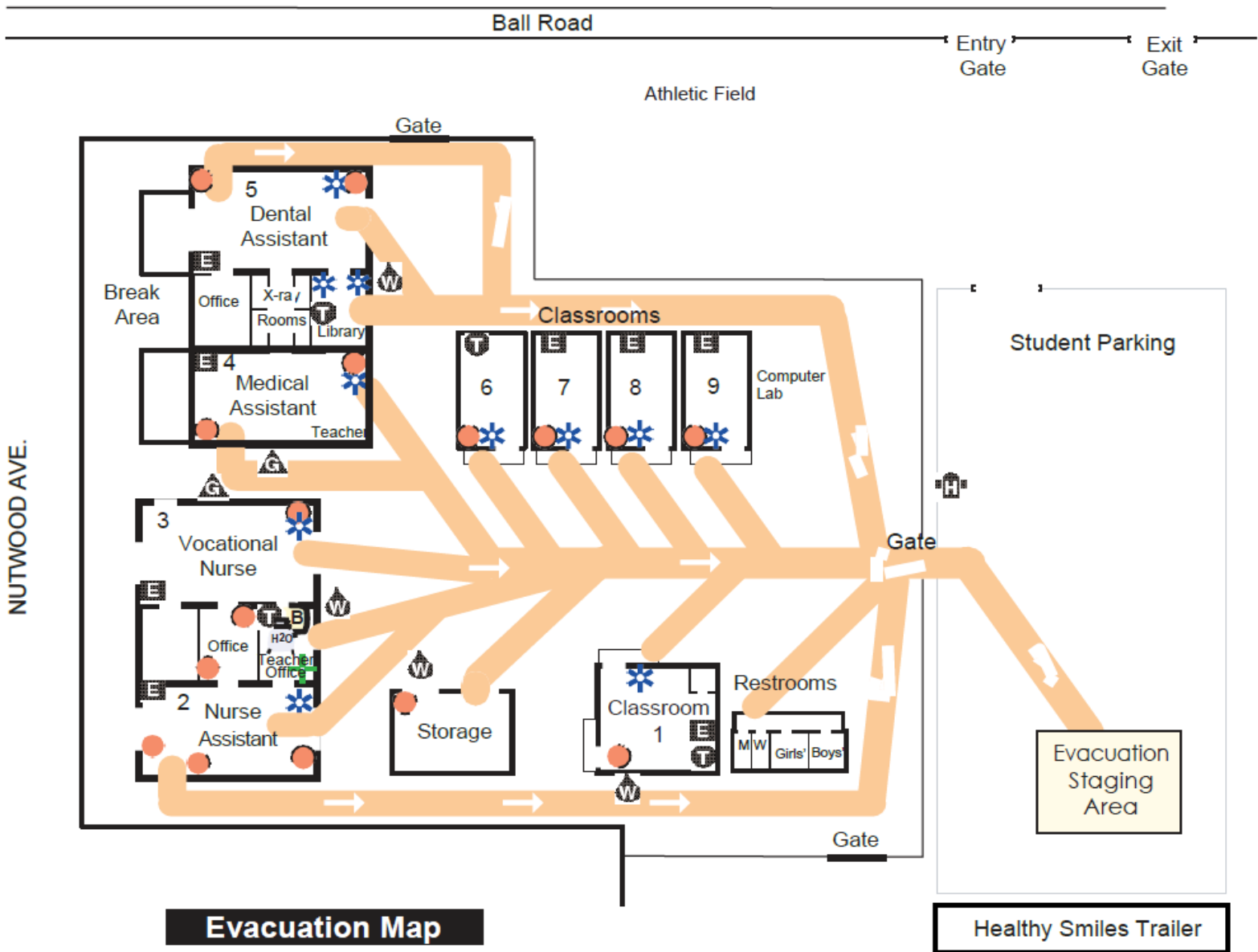
# North Orange County ROP CAREER READY PRACTICES

<p>Apply appropriate <b>TECHNICAL SKILLS</b> &amp; academic knowledge</p> <p><b>1</b></p> 	<p><b>2</b></p> <p>Communicate <b>CLEARLY, EFFECTIVELY,</b> and with <b>REASON</b></p> 	<p>Develop an <b>EDUCATION &amp; CAREER PLAN</b> aligned with personal goals</p> <p><b>3</b></p> 
<p><b>APPLY TECHNOLOGY</b></p> <p><b>4</b></p> <p>TO ENHANCE <b>PRODUCTIVITY</b></p> 	<p>Utilize <b>CRITICAL THINKING</b> to make sense of problems and persevere in solving them</p> <p><b>5</b></p> 	<p><b>6</b> PRACTICE PERSONAL <b>HEALTH AND UNDERSTAND FINANCIAL LITERACY</b></p> 
<p><b>ACT AS A RESPONSIBLE CITIZEN</b></p> <p><b>7</b></p> <p><b>IN THE WORKPLACE AND THE COMMUNITY</b></p> 	<p><b>MODEL INTEGRITY, ETHICAL LEADERSHIP, &amp; EFFECTIVE MANAGEMENT</b></p> <p><b>8</b></p> 	<p>Work <b>PRODUCTIVELY</b> in teams</p> <p><b>9</b></p> <p>while integrating <b>CULTURAL AND GLOBAL Competence</b></p> 
<p>Demonstrate <b>CREATIVITY &amp; Innovation</b></p> <p><b>10</b></p> 	<p>Employ valid &amp; <b>RELIABLE RESEARCH</b> strategies</p> <p><b>11</b></p> 	<p>Understand the <b>ENVIRONMENTAL SOCIAL &amp; ECONOMIC</b> Impacts of Decisions</p> <p><b>12</b></p> 

# Career Training Center 1800 W. Ball Road, Anaheim, CA 92804



- Fire Extinguisher 
- First Aid Kit 
- Security Alarm 
- Fire Hydrant 
- Gas Shut-off 
- Electrical Panel 
- Telephone Panel 
- Water Shut-off 
- Disaster Barrel 
- Emergency Drinking Water Barrel 



**Evacuation Map**

**Healthy Smiles Trailer**

# ADULT CAREER EDUCATION STUDENT HANDBOOK

2025-2026



ADULT CAREER EDUCATION

## SUCCESS STARTS HERE!