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TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

Prepares students for College AND Careers!

ADULT STUDENT HANDBOOK

Policies and
Regulations



10800 Ben Avon Street, Bldg. E
Whittier, CA 90606
(562) 698-9571

www.tricitiesrop.org



Division of Educational Services Career Technical Education

Adult Student Handbook Policies and Regulations

Our Mission

Tri-Cities ROP prepares students for college AND careers by offering excellent career technical education leading to employment, industry certification, or post-secondary education.

Tri-Cities Regional Occupational Program

Dr. John Smith, Superintendent
Mr. Daniel Barajas, Director of Adult Programs

Governing Board

Ms. Esther Mejia, President
Mr. Jaime Lopez, Vice President
Ms. Irma Rodriguez Moisa, Clerk
Mr. Kevin Jamero, Member
MR. Hector LaFarga, Member

Please address inquiries and correspondence to:

Tri-Cities ROP Educational Services

10800 Ben Avon St., Bldg. E
Whittier, CA 90606
(562) 698-9571
www.tricitiesrop.org



Western Association for Schools and Colleges

533 Airport Blvd, Suite 200
Burlingame, CA 94010
(650) 696-1060
www.acswasc.org



Welcome to Tri-Cities Regional Occupational Program (TCROP). When it comes to charting your career path, you want an experienced partner that you can trust. We are a public not-for-profit organization motivated by your success in the world of work. There are countless reasons why you should choose TCROP – here are four:

1: Regional Employer Relationships: Because education should lead to employment

Our relationship with employers means that we have our pulse on their hiring needs and understand the skills needed to be successful in the world of work

2: Affordable Quality: Education is within your reach

Advancing your education and workplace skills should not translate to a lifetime of debt and financial struggle. Compared to private schools, TCROP is incredibly affordable

3: Real-World Industry Experience: Instructors matter

Our state-approved credentialed instructors are leaders within their respective industry sectors with years of real-world industry experience, giving students the competitive advantage in connecting to a prosperous future in today's tough job market

4: Accredited Not-for-Profit Status: We are not motivated by profits but by the success of our students

Because we have a 50-year-long history as a Regional Occupational Program (ROP) that is accredited by the Western Association of Schools and Colleges (WASC), students can trust that our school has their best interest for succeeding in the world of work and pursuing their career goals



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About Tri-Cities ROP

Welcome to Tri-Cities Regional Occupational Programs

Established in 1974 under a Joint Powers Agreement between El Rancho Unified School District and Whittier Union High School District, Tri-Cities Regional Occupational Program (“TCROP”) offers students a rigorous and relevant career technical education that prepares them for both college AND careers.

We are proud of our many successes over the years, and yet, we will not rest on our laurels. We know all too well that complacency has no place in today’s working world, and so we remain committed to building upon our successes and improving in all areas when and where growth is needed. How we get there is an ongoing process that requires input from all our stakeholders. Our stakeholders actively participate in our ongoing self-evaluation process in various ways throughout the year, including surveys, meetings, and meaningful discussions. We ask the tough questions: Are our students more successful because of our actions and the services we provide? How do we know that our students are learning? Sometimes, we receive the positive answers we expect; other times, we hear where we may be off target and can do better. Either way, we take the comments and feedback seriously and weigh the options when considering where to go next. Our self-evaluation and honest reflection are what guide us along the path to becoming the premier career technical education provider in this community.

We have aligned our action plan with the state’s Career Technical Education plan which is currently being revised and includes the 11 elements of a high-quality career technical education program. We are also focused on the work of the State Board of Education in California that is further developing the College and Career Indicator, specifically, the “Well Prepared” elements.

We are dedicated to enriching and enhancing our students' lives and future successes by offering a wide variety of meaningful, relevant course choices that lead to employment, industry certification, or post-secondary education.



Admission Information

Registration

To register for a TCROP course visit our website at www.tricitiesrop.org

Payment in Full/Payment Plan: Pay total class fees using a Debit Card, Visa, MasterCard, Discover, or American Express. All courses must be paid in full at time of registration, or half when registering and balance before first day of class.

Payment Assistance: We work directly with America's Job Center, Southeast Area Social Services Funding Authority (SASSFA) to try and support the financial needs of qualifying students. SASSFA is a community organization that supports those with workforce needs. To see if you qualify for their programs, visit their website <http://www.sassfa.org/> or visit our website: www.tricitiesrop.org, for more information. If you currently have an active GAIN case, call LACOE (562) 922-8705 to find out how they can help.

We also accept VA benefits. Students receiving assistance from workforce agencies, veterans' programs, rehabilitation programs, Department of Labor services, and/or individual employers may be eligible for program fee assistance; speak with your caseworker for confirmation. Students may also seek financial assistance through other sources, such as third-party loans, community groups, and private organizations that offer scholarships and special awards.

Student Accounts, Drop and Refund Policy

Drop and Refund Policy

It is the intent of TCROP to have a fair and equitable refund policy. The policy is uniformly administered and published. The following procedures have been established as part of this policy:

Withdrawal/Drop Policy

If a student wishes to withdraw or drop from a program, they must do so before or on the first day of class, NO EXCEPTIONS. Bring your original receipt and fill out a refund form located in the TCROP Office. There will be a processing service charge of \$75.00 deducted from your refund.

Refund Policy

Refunds will be issued for classes or programs canceled by TCROP.

Refunds requested by a student must be requested on or prior to the first-class meeting whether attended or not, NO EXCEPTIONS. There will be a processing service charge of \$75.00 deducted from your refund. No refunds will be issued once classes are in session. Receipt is required for all refunds.

Military Service

A student who is called for active military service shall not incur academic or financial penalties due to performing military services on behalf of our country. Fees will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.

Attendance and Academic Policies

TCROP emphasizes the need for all students to attend classes. Attendance is very important for academic success and prepares students to meet the demands of future employment.

Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in today's competitive job market. Attendance is considered in the evaluation of the student's academic performance according to the guidelines listed below:

1. If any student is absent for more than five consecutive calendar days and no contact by the student has been made during that period, the student will be withdrawn from course and no refund will be given.
2. To maintain satisfactory academic standing, a student must maintain a minimum of 76 percent grade average and 90 percent attendance rate. Minimum hours for program certification will vary by course.
3. TCROP measures progress in clock hours and is, therefore, a non-term program.

Daily Attendance and Absence Reporting

Daily record of attendance will be kept. Students are required to report to class daily. The instructor determines actual attendance recorded through a computerized attendance system.

Tardiness/Early Departure

Students who arrive late for class after the scheduled start time will receive a tardy. Students who depart from class before the scheduled completion time will receive an early departure recorded in the attendance system. All tardy and early departure time is deducted from the course hours per calendar month.

Clinical Externship

Clinical and practicum experience is required in some programs and enables students to gain experience through work-based learning sites or real-world learning while working with patients/clients. An internship and the experience it provides greatly increase a student's chance of attaining gainful employment. Students participating in clinical internships work under the indirect supervision of the instructor. Students assigned to clinical/intern sites are expected to do the following:

1. Meet all site requirements and specific program prerequisites.
2. Turn in timecard/attendance records on a weekly basis to the instructor.
(Tampering with another employee's timecard or falsifying any timecard information is considered fraud and grounds for dismissal from the program.)
3. Dress appropriately and according to industry standards.
4. Wear TCROP name badge while at the clinical/intern training site.
5. Demonstrate appropriate skills, behavior, attitude, and work habits.

Note: Students who cannot be placed at a site during the clinical/intern phase of the training or must be removed from a site because of substandard work habits, dress, or class attendance will be dropped from the course and will not receive a refund.

Missed Coursework Due to Absence

Any make-up assignments, projects, quizzes, or tests will be the responsibility of the student to contact the instructor. The instructor will evaluate whether the student will be permitted to make up work and will decide on the time and nature.

Satisfactory Progress

TCROP monitors daily student attendance and monthly academic progress. Students will be considered to have made satisfactory progress when they:

- Maintain a minimum 75% grade average or the required grade average of the individual program. See individual program information fliers for specific grade average requirements and details.
- Maintain the required minimum 90% attendance rate.

The instructor will evaluate the student's progress toward his/her educational objective at regular intervals.

Repeating Classes/Re-enrollment

A class may be repeated by petition and administrative approval only.

Program Completion Requirements

A student successfully completes the program with 75% or higher in the coursework and has met the required class hours.

Certificate of Training and Occupational Competency List

Students successfully completing the coursework associated with the required class hours receive a Certificate of Completion.

Electronic Devices Policy

Cellular phones, headsets, and other electronic devices cannot be used in the classroom or community site training facility. Abuse of cellular devices with photographic capabilities, use of devices for purposes of photographing test questions, or other notes and materials is prohibited.

Photographing individuals with your cell phone in secured areas such as bathrooms, or other areas where there is a reasonable expectation of privacy, and/or taking photographs of an individual against their will is strictly prohibited. Electronic transmission of photographs of any person without expressed permission is strictly prohibited.

Campus Safety and Security

TCROP considers the personal physical safety of its students, faculty, and staff essential for a successful learning environment. Part of crime prevention is individual safety consciousness and awareness of personal environment.

TCROP suggests the following crime prevention measures, which can contribute to personal safety and security:

1. Do not leave valuable items in your car, including personal items and/or school-related materials.
2. Do not park in isolated areas.
3. When using a personal vehicle, always keep the doors locked. Before entering a vehicle, always look around the vehicle and in the back seat.
4. Keep personal keys in your possession at all times.
5. At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
6. Notice and be aware of suspicious persons and conditions.
7. Leave items of high monetary value at home.
8. Do not leave personal property unattended.
9. Do not carry more cash than necessary and do not advertise what you have.
10. Mark personal items with your name or some other traceable identification.
11. Do not bring any kind of firearm, dangerous weapons, explosives, or lethal materials onto school or career education property.
12. If anything or anyone makes you feel unsafe or threatened, dial **9-1-1**.



Student Records

Official Student Records

Students must fill out the **Request for Student Records** form available in the TCROP office or e-form online at www.tricityscrop.org under the **ADULTS tab, Adults Records Request**.

Because of our limited archives, we can only provide up to 10 years of past records. To best assist you, please complete all required fields. We will first utilize this information to search for your record (Please list all last names/family name/maiden name that you may have used during period(s) of attendance). Please note there is a processing fee for records. If you have questions/concerns, please feel free to call our office at (562) 698-9571 and speak to our data specialist.

We no longer give copies of certificates. A letter of verification will be given in lieu of a certificate to substitute program completion.

Change of Name or Address

Any change of address, phone number, or legal proof of name change must be submitted in writing. To ensure accurate records, students must keep TCROP informed of all changes.

Reports of Progress

Instructors will give students regular progress reports. As a condition of funding assistance to students provided by agency partners, progress reports are routinely requested. Information requested typically includes attendance and performance in the program.

Release of Student Records

The release of all information regarding students is closely monitored and protected. Students, who desire their records to be sent to an institution, employer, etc., must authorize release by first completing the **Release of Information**. Student records will only release student information to the agency/individual designated on the form with student's authorized signature.

Review of Records

TCROP maintains educational records in accordance with state and federal laws. Students have the right to review their own records. Students who are 18 or older and enrolled in a postsecondary program must give written permission for anyone to review their records.

Privacy of Records

By law (1974 Family Educational Rights and Privacy Act or FERPA), student records may not be released without written consent of the student. School officials and teachers having legitimate educational interest are the exception. All others, such as police or officers of the court, must show proper authorization in order to examine student records. Refer to FERPA policy for more specific details and exceptions.

Student Conduct and Discipline Standards

Students in post-secondary career training assume an obligation to conduct themselves in a manner compatible with the school's function as a postsecondary institution and suitable member of a training/academic community. TCROP, therefore, expects its students to conduct themselves as responsible individuals, considerate and respectful of the rights and interests of others. The following rules of conduct will be enforced:

Student Dress Code

All programs have a dress code policy and/or require a uniform. Students are expected to conform to the dress code requirements of the program, because this aligns with employer expectations and helps maintain safe campuses by ensuring students are recognizable. Students are expected to follow industry standards regarding piercings and tattoos. Piercings are limited to ears and tattoos are required to be covered. Students' clothing should not create a safety hazard or be a disruption to the learning process. Refer to the program syllabi for specific requirements for your program.

Health professional students are required to practice work-place appropriate professional appearance, including attire. This policy governs the dress of all health professional students.

Patient trust and confidence in the allied health professions constitute an element essential to successful treatment experiences and outcomes. The message communicated by the care giver through his/her dress and appearance plays a primary role in establishing this trust and confidence.

Throughout the school year, and at graduation, the students experience close contact with patients and affiliate internship sites, and community business partners. It is essential that the appearance of all students be professional, neat, clean, and conservative in style.

The following standards are required while enrolled in the TCROP career technical programs:

Professional Appearance Standards Policy (please refer to course syllabi)

- Careful attention must be given to personal hygiene, (i.e., shower daily & brush your teeth).
- Clothes that smell of body odor, smoke, strong cologne, and perfume are not appropriate.
- Haircuts, hairstyling, and personal grooming must be neat, clean, and conservative.
- Hair must be secured neatly away from the student's face. Culturally required hair covers must be laundered daily.
- The wearing of hats and "hoodies" indoors is not permitted.
- Excessive makeup and obvious false eyelashes are not permitted.
- Visible tattoos and body piercing, such as facial and tongue studs are not permitted.
- Each program will provide specific requirements addressing tattoos and piercings.
- Rings should be low profile and limited to one finger per hand.
- Clean short fingernails must be maintained so they will not penetrate gloves or pose a safety risk or violation of infection control guidelines.
- Artificial nails and colored nail polish are prohibited in some programs. Clear or flesh colored nail polish is acceptable.
- Uniform freshly laundered, no stains and wrinkle free.

Cell Phones

To ensure a positive learning environment, all cell phones must be turned off while in the classroom and during training hours at sites. Cell phones may only be used during break times or after class or site hours. In addition, cell phones must not interrupt test time or skills check off. In extenuating circumstances, students may receive an emergency call with instructor approval.

Unacceptable Behavior

Students are expected to conduct themselves in a manner reflecting the ideals, values, and education in Career Education programs at all times. Therefore, students who engage in any of the following behaviors, including, but not limited to, while on a TCROP campus, participating in any TCROP sponsored activity, or community classroom training site, or going to or coming from any such location, may result in dismissal from your TCROP class as well as disciplinary action:

1. Use of computers, phones, copiers, and fax machines for anything other than employment and educational purposes.
2. Installation/copying of software and modification of computer workstation setups in any way.
3. Deliberate misuse of the facility, destroying property, resources, or equipment.
4. Possession of weapons, alcohol, drugs, or other controlled substances.
5. Appearing to be under the influence of drugs or alcohol.
6. Theft/removal of materials (including books, software, supplies, and equipment) without a school representative's approval.
7. Damage or vandalism to the TCROP classroom or office.
8. Violent, rude, or threatening behavior including physical/verbal abuse, profanity/inappropriate language, arguing, threats, gross misconduct, boisterous or disruptive behavior, and inappropriate gestures.
9. Negative behavior that disrupts training in the classroom.
10. Harassment of any kind.
11. Sleeping during class – especially at an internship site or during workshops.
12. Bringing any adult guest to attend class with them without the instructor's approval. (Liability issues do not allow minors in the classroom or clinical setting.)
13. Cheating, plagiarism, or other forms of academic dishonesty.
14. It is recommended that valuables not be brought to class. TCROP is not responsible for any loss, theft, or destruction of such valuables.

Academic Integrity

Academic integrity, honesty, and ethics are required of all students of the post-secondary career training community. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational goals of TCROP program at all times. All students must display academic integrity and honorable behavior because it is essential to professional behavior that will go beyond graduation and is the foundation for ethical behavior in the workplace.

Actions of workers in the health careers industry are of great importance, as others' lives are dependent on ethical behavior. The general public as well as professional health care organizations and accrediting organizations hold individuals in the healthcare industry to a high ethical standard and therefore expect the TCROP to monitor and work to form professional behavior in their students. As future healthcare professionals, students have a responsibility to follow academic integrity.

Academic integrity requires that work for which students receive credit, be entirely the result of their own effort. Academic dishonesty takes place when a student attempts to gain an unfair advantage over others or undermines the academic integrity of the school. The following list includes some examples of violations:

1. Cheating

- a. Using unauthorized material such as notes, electronic devices, cell phone, or PDA accessories to answer quiz/test questions.
- b. Copying another student's homework, written assignment, worksheets, project, quiz/test, electronic media, or data.
- c. Assisting or allowing someone else to cheat.
- d. Failure to report cheating to an academic official of the school.

2. Plagiarism

- a. Representing the ideas, expressions, or material of another without due credit.
- b. Paraphrasing or condensing ideas from another person's work without proper citation.
- c. Failing to document quotes and paraphrases from books, magazines, or Internet or with proper works cited.

3. Other forms of academic dishonesty

- a. Fraud and the alteration of a grade or official record.
- b. Changing examination solutions/answers after the fact.
- c. Inventing, changing, or falsifying lab and skills check-off form.
- d. Purchasing and submitting written assignments, homework, or examinations.
- e. Reproducing or duplicating images, designs, and web pages without giving credit to the developer, artist, or designer.
- f. Submitting work created for another class without instructor approval.
- g. Selling or providing research papers, coursework, or assignments to other students.

Consequences for violating academic integrity include the following:

1. Failing grade for the assignment.
2. Failure of the course/module.
3. Removal from the course/program.
4. Rescinding of a certificate.

All violations of academic integrity will be reported to administration to investigate. Individual reports will also be evaluated in the context of patterns of dishonesty. The faculty member and Administrator will make the determination of the effect on student status resulting from reports and documentation of violations.

All members of the program including instructors, students, and staff share in the collective responsibility to make known acts of academic dishonesty. Without academic integrity, the achievements and quality of education can be jeopardized.

If in the judgment of the administration of TCROP, a student's conduct does not conform to the above standards, TCROP will follow a course of action deemed appropriate up to and including suspension or dismissal from the course and program.

Tobacco & Drug-Free Environment

TCROP Board Policies 3002 prohibits the use, possession, and distribution of illicit drugs or alcohol products on its property and in all facilities owned, leased, and/or operated by TCROP, whether indoors or outdoors. Violation of Board Policy may result in any or all the following actions:

- Referral to outside agencies for substance abuse assistance.
- Dispatch request and/or report filed with local law enforcement agency.
- Ineligibility for Federal Financial Aid.

Drug Abuse Prevention Program

State of Philosophy and Purpose

It is the intention of the TCROP to provide an environment that maximizes academic achievement and personal growth. TCROP recognizes that alcohol, tobacco, and other drug use or abuse poses a significant threat to the health, safety, and well-being of users and the people around them. Substance abuse also interferes with academic and career interest and can lead to health, personal, social, economic, and legal problems.

Alcohol and other drug abuse, addiction, or dependency is a behavioral/medical problem. Because TCROP's intent is to be helpful, not punitive, programs have been developed to deter alcohol and other drug abuse. First, education is provided. Second, a program of referral is available. Third, disciplinary procedures are applied to uphold TCROP's policy regarding alcohol and other drug use in the Standards of Student Conduct as listed in the Student Handbook.

TCROP's policy is that all use of alcohol and other drugs is prohibited on TCROP's property and at any TCROP's sponsored or related activity regardless of its location. Furthermore, the use of tobacco is prohibited in all TCROP's buildings and grounds.

Health Risks

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee, faculty and students.

Alcohol

In small doses, alcohol has a tranquilizing effect on most people, although it appears to stimulate others. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors; lowered self-control often leads to the aggressive behavior associated with those who drink. Alcohol use can also quickly cause dehydration, coordination problems, and blurred vision. In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause brain damage and a great number of other health, medical, and social issues.

Nondiscrimination/Harassment

For the proper reporting procedure relating to nondiscrimination or harassment of any type, please refer to the Uniform Complaint Procedure. The [**Uniform Complaint Procedure**](#) form can be obtained from the TCROP Human Resource Coordinator.

TCROP and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, ethnic group identification, religion, gender, color, national origin, and physical or mental disability, age, or sexual orientation.

TCROP shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, testing procedures, and other activities. TCROP prohibits intimidation or harassment of any student by any employee, student, or other person. School staff shall carefully guard against segregation, bias, and stereotyping in instruction, guidance, and supervision.

TCROP is committed to providing a nondiscriminatory environment that is conducive to learning. TCROP affirms the right of every student to be protected from harassment or any student conduct which may interfere with another student's ability to participate in or benefit from school services, activities, or privileges.

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed should immediately contact the site administrator, designee, or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether the victim files a complaint.

Sexual harassment of a student by other students, employees, or other persons is prohibited. TCROP also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process. TCROP considers sexual harassment to be a serious offense, subject to disciplinary action, up to and including dismissal. (Education Code 212.5)

Any student who feels that he/she is being or has been harassed by a school employee, another student, or a nonemployee on school grounds or at a school-related activity shall immediately contact his/her instructor for investigating and reporting the complaint in accordance with administrative regulations.

Notice of Nondiscrimination Policy

TCROP is committed to equal opportunity for all individuals in education. TCROP programs shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, or perception of one or more characteristics.

Individuals with Disabilities

TCROP is committed to equal opportunity for all individuals in education. TCROP will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities in accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, and Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as amended, as well as other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability. No qualified individual with a disability shall, based on disability, be excluded from participation in or be denied the benefits of the services, programs, or activities.

Grievance Procedures

The purpose of a student grievance procedure is to provide a process by which student-related issues may be resolved in a fair and efficient manner following due process. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, and the TCROP. For a complaint to be considered a grievance, the action that is alleged must be a violation of federal or state law, and applicable to TCROP policy or procedure. The purpose of the complaint and grievance procedure is to provide an impartial review process and to ensure that the rights of students are properly recognized and protected.

The staff identified below is available to explain complaint and grievance procedures to students and as well as provide appropriate forms.

- Instructors
- Program Manager
- Superintendent

Overview of Grievance

Procedure Step One:

Prior to any formal, written allegation, a student shall contact the appropriate staff member (instructor or other appropriate staff member involved) and attempt, in good faith, to resolve the concern through the consultation process. If the student is dissatisfied with the response or the solution after completing this, the student may elevate this to the next step.

Step Two:

If the issue is not resolved with affected parties, the student may request an informal conference with the Program Manager who shall schedule a meeting within ten (10) school days of receiving the concern. The Program Manager has five (5) school days to investigate the matter, gather pertinent information, and provide a response.

If the student is dissatisfied with the response or the solution after completing Step Two, the student may elevate the process to the next step.

Step Three:

If the issue is not resolved at the informal level, the student may file a formal, written grievance. The student shall direct this letter to the Superintendent of TCOP. The written complaint or the concern must: a) be in writing using the Student Complaint Form; b) describe the nature of the complaint or concern and alleged violation(s); c) describe the steps the student has taken to resolve the matter. Please submit your complaint form to:

Tri-Cities ROP
Attn: Superintendent
10800 Ben Avon St., Bldg. E
Whittier, CA 90606

Within ten (10) school days of receipt of a written request by the affected student, the Superintendent of TCROP will coordinate a formal review of the complaint. Within five (5) school days of the conclusion of the investigation and findings, the division head/designee shall transmit the decision, in writing, to all affected parties.

Step Four:

Questions or concerns that are not satisfactorily resolved by TCROP staff may be brought to the attention of the Superintendent/designee. The student, within five (5) school days of receipt of the written decision, may make a written appeal of the decision to the Superintendent/designee.

The Superintendent/designee may:

- a. Concur with the division head's/designee's decision.
- b. Modify the recommended decision.

In all cases, final appeal shall rest with the Superintendent/designee.



The Family Educational Rights and Privacy Act (FERPA) afford students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) **The right to inspect and review** the student’s education records within 45 days of the day that TCROP receives a request for access. The eligible student should submit to the Data Specialist a written request that identifies the record(s) he/she wishes to inspect. The Data Specialist will make arrangements for access and notify the eligible student of the time and place where the records may be inspected.

- (2) **The right to request amendment** of the student’s education records, that the eligible student believes are inaccurate. Eligible students may ask the Data Specialist to amend a record that they believe is inaccurate. They should write to the Data Specialist; clearly identify the part of the record they want changed and specify why it is inaccurate. If the Data Specialist decides not to amend the record as requested by the eligible student, the school will notify the eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) **The right to consent to disclosures of personally identifiable information** contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

- (4) **The right to withhold directory information.** At its discretion, TCROP may provide “directory information” without the consent of the eligible students in accordance with the provisions of the Act. Directory information may include:

Student Name	Dates of Attendance
Student Address	Date of Birth
Telephone Listing	

- (5) **The right to file a complaint** with the U. S. Department of Education concerning alleged failures by the TCROP to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office, U. S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901 (800) 872-5327

About FERPA

The following information is an excerpt from the U. S. Department of Education website at: <http://www.ed.gov/policy/gen/reg/ferpa/index.html>.

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR-99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them.

Please be advised that although we have received said authorization for the release of information, the TCROP reserves the right to deny the release of all information unless court ordered to do so.



Adult Handbook Signature Page

(It is important that you read each page and understand your rights and responsibilities as an adult student).

By signing below, I am indicating that I have carefully read and reviewed all of the materials in the Student Handbook Policies and Regulations.

My signature below indicates that I thoroughly understand the rules and consequences appropriate to Tri-Cities Regional Occupational Program's guidelines.

Course Enrolled in: _____

Instructor's Name: _____

Signature: _____

_____ Date

Print Name: _____

-----Office use only-----

Received by: _____

Date: _____