



Butte County ROP



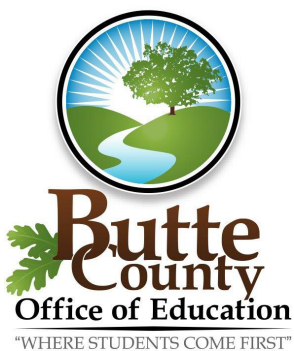
2023-2024 Student Handbook



“Leading Career Education with Excellence”



2491 Carmichael Drive, Suite 100, Chico CA 95928
(530) 879-7462 | email: CTE@bcoe.org
CTE.bcoe.org



Follow us on Social Media! @ButteCountyCTE





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On behalf of the members of the Butte County Regional Occupation Program (ROP), the Butte County Career Technical Education Department (CTE) and the Butte County Office of Education (BCOE), we welcome you to our school and are excited to participate in your acquisition of new skills and knowledge.

The Butte County Career Technical Education (CTE) and Regional Occupational Programs (ROP) have created a legacy of assisting current and past students in gaining the necessary skills to catapult them to prosperity on their chosen career path.

Our instructors are industry experts who, through rigorous and relevant curriculum, will prepare you for your community classroom experience, industry exams, and ability to gain employment. The community classroom will provide each student with the hands-on job experience necessary to meet or exceed the expectations of their industry. This type of preparation grants our students the ability to be prosperous for years beyond their education.

This Student Handbook is meant to be a resource for students as they complete their certificate program. The Butte County CTE website provides additional information, forms and contact information to assist with the successful completion of the program.

Our staff is here to assist you at our office, 2491 Carmichael Drive, Suite 100, by phone at (530) 879-7462 or email at cte@bcoe.org.

Respectfully,
The Butte County ROP/CTE Team

ROP/CTE Administration

Senior Director, *Jennifer Foglesong*
Registrar/ Financial Aid and Student Support Specialist, *Regina Bernard*
Administrator, *MaryRose Lovgren*
Administrator, *Amanda Samons*
Administrator, *Kelli Gordon*
Administrative Assistant, *Mary McCall*

ROP/CTE Faculty

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RDA Instructor, *Colleen Salinas*
RDA Instructor, *Jami Clark*
CVA Instructor, *Jean Parker*
Phlebotomy Technician Instructor, *Jamie Leonard*
Professional Welding Instructor, *Tim Moss*

"WHERE STUDENTS COME FIRST"

An Equal Opportunity
Employer

About Butte County Regional Occupational Program

MISSION

“Deliver high quality career education and employment training that provides students and adults the skills, knowledge and experience that lead to career success.”

GUIDING PRINCIPLE

“Stewards of the Community”

VISION

“Leading career education with excellence”

BUTTE COUNTY ROP

The Butte County CTE Department has been providing Career Technical Education through its ROP Program to Butte County since 1975. ROP programs are taught by instructors with industry skills and knowledge, and each holds a State of California credential authorizing their instruction in their industry area. In cooperation with the local business community, Butte County ROP prepares our students for work by providing them with marketable skills, a strong work ethic, and the hands-on job training needed to build and keep a career.

Butte County ROP Programs are offered at:

2491 Carmichael Drive, Suite 200
Chico, CA 95928
Phone (530) 879-7462
Fax (530) 879-7463

ACCREDITATION

- » Butte County ROP is accredited by the Western Association of Schools and Colleges (WASC) and the Council on Occupational Education (COE) through 2025.
- » Reaffirmation for both COE and WASC was received in the Spring of 2020.



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Student Learner Outcomes

1 - Demonstrate appropriate work ethic through:

- » Punctual, regular attendance
- » Personal integrity, honesty, respect
- » Teamwork, working cooperatively with others
- » Positive attitude, enthusiasm, initiative

2 - Demonstrate appropriate job preparation and search skills through:

- » Assessment, career planning, goal setting
- » Resume, employment application, interview
- » Attainment of course specific competencies

3 - Demonstrate entry level use of industry sector technology/tools through:

- » Adherence to safety procedures, precautions
- » Application of knowledge, skills
- » Integrated use of academic skills and computer literacy skills
- » Workplace Simulation/Community Classroom/ Cooperative Vocational Education

4 - Demonstrate effective communication through:

- » Workplace appropriate verbal, written and listening skills
- » Performance of verbal and written directions
- » Organization of thoughts and use of articulate language

5 - Demonstrate critical thinking skills through:

- » Analysis/evaluation and solution of problems
- » Practical/successful use of community resources/agencies
- » Independent work, self management

6 - Demonstrate professionalism through:

- » Socially appropriate interaction
- » Suitable dress and appearance
- » Confidentiality

Admissions Requirements and Procedures

In this section we will cover Butte County ROP program admission requirements and processes as well as policies around the payment of program fees.

GENERAL BUTTE COUNTY ROP PROGRAM INFORMATION

- Students must be at least 18 years of age.
- All programs require a high school diploma or equivalent.
- Programs may require students to complete a proficiency assessment (Comprehensive Adult Student Assessment System, or CASAS).
- Estimated costs include program fees, instructional materials, textbooks, TB testing, Hepatitis B immunizations, uniforms and state/national exams as required for the program.
- All programs have dress code and/or uniform requirements.
- Butte County ROP accepts payments by money order, credit/debit cards, and cashier's check. Credit and debit card payments may be made in person or by phone.
- Butte County ROP programs utilize a Pass/Fail grading system.

ADMISSION PROCEDURES

Students in Butte County ROP Programs are selected through an application and interview process. Program applications may be accessed online at cte.bcoe.org during program enrollment periods (*see website or Program Information Sheets in the Appendix*).

APPLICATION AND SELECTION PROCESS

1. Locate a program application from the Butte County CTE web page at cte.bcoe.org.
2. Applications must be completed online and submitted by the stated deadline.
3. Submitted applications are reviewed by a screening committee.
4. Each applicant will receive a notification email either (1) to invite the prospective student to an orientation and/or interview OR (2) to inform them that they were not selected. Selected applicants will also receive details containing fees, program schedules, vaccination and other pertinent information.

Please note:

- Submitted applications are not reviewed prior to the deadline.
- Incomplete applications will not be considered. The applicant is responsible to ensure the application is complete and required documentation is included.
- Some Butte County ROP programs require attendance to an orientation. For these programs, applicant **MUST** attend this orientation in order to qualify for the next step in the selection process.
- Some Butte County ROP programs require a reading and/or math skills assessment.

CASAS TESTING

Candidates for Butte County ROP programs may be assessed through CASAS (Comprehensive Adult Student Assessment System) to determine reading comprehension and mathematical proficiency levels. Students who are required to take this assessment will be notified by their respective programs.

PROOF OF HIGH SCHOOL DIPLOMA/EQUIVALENCY

Butte County ROP accepts the following as proof of high school diploma/equivalent:

- Copy of Equivalency Exam
- Official sealed or unofficial high school (or equivalent) transcript
- Copy of high school diploma
- AA Degree or higher: Copy of degree, official sealed transcript or unofficial transcript

Documentation must be uploaded to the program application.

Note: If you are a current senior in high school and are applying for one of our programs, obtain a letter from your school counselor stating you are on track to graduate and the date of your expected graduation. If selected for a program, you will be required to provide proof of graduating immediately after graduation.

TRANSFER/CREDIT POLICY

Butte County ROP does not provide for the transfer of students between programs within the institution, nor the transfer of students from other institutions. Butte County ROP does not issue nor accept college credits. Butte County ROP programs are competency based and conducted as a single comprehensive stand-alone program. Entry into a program is determined through the application/interview process.

PROGRAM CANCELLATION POLICY

Programs may be canceled at any time due to low enrollment at the discretion of Butte County ROP.

PROGRAM FEES

Estimated program fees can be found in our program information sheets on pages 2-5 or on our website at cte.bcoe.org.

PAYMENT OF PROGRAM FEES

Butte County ROP requires students to pay program fees by the published fee deadline. Students experiencing hardship may request that a payment plan be established. The Financial Aid and Student Systems Specialist and/or Administrator will meet with students to determine payment arrangements and develop a Payment Plan. Partial payments are only accepted if student is on an approved payment plan. Payment plans must be approved prior to the published fee deadline. All program fees must be paid before being placed in a clinical training site. Payment delinquency may result in the student being dropped from the program with no refund. Additionally, future enrollment may be denied and educational records may be withheld until all fees are paid in full.

Butte County ROP accepts payments from outside funding sources and community agencies such as California Department of Rehabilitation, CalWORKS, Alliance For Workforce Development (AFWD), Title IV Federal Student Aid and private organizations. Butte County ROP will assist in securing agreements with such agencies for payment of student fees. However, should the outside funding source fail to pay the agreed upon program fee, the individual student is responsible for all fee balances. ***Butte County ROP is not responsible for outside agency follow-up for missed payments.***

REFUND POLICY

The Butte County ROP has a fair and equitable policy for the refund of program fees and other charges. The refund policy is uniformly administered and complies with the regulations published by the Council on Occupational Education (COE) and the U.S. Department of Education. Program fee refunds for students withdrawing prior to completion of a program are issued based on the following refund policy:

» **Program Cancellation**

In the event of program cancellation, all fees will be refunded within forty-five days of the planned start date without requiring a request from the student.

» **Student Withdrawal from the Program PRIOR to the Start of Instruction**

In accordance with the Council on Occupational Education (COE) standards, students withdrawing from a program:

- at least five business days prior to the first day of class will be refunded all fees paid, less any fees for books/supplies/material/equipment that have been issued and not returned unused.
- after the five-day period preceding the program start date will be eligible for a refund of all fees paid, less a non-refundable processing fee not to exceed \$100 and any fees for books/supplies/material/equipment that have been issued and not returned unused.

Eligible refunds will be made within forty-five days of the class start date.

» **Student Withdrawal from the Program AFTER the Start of Instruction**

In accordance with the Council on Occupational Education (COE) standards, students withdrawing from a program:

- during the first three days of a program will be eligible for a refund of the all fees paid, less a non-refundable processing fee not to exceed \$100 and any fees for books/supplies/material/equipment that have been issued and not returned unused.
- after the third day of the program will not be issued a refund.

Eligible refunds will be made within forty-five days of the withdrawal date.

Butte County ROP will follow guidelines similar to the Return to Title IV process found at the end of the Financial Aid section of this handbook for private pay students who are eligible for a refund.

For the purposes of determining the amount a student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- The student notifies the school of withdrawal or the actual date of withdrawal
- The school terminates the student's enrollment
- The student fails to meet the Satisfactory Academic Progress policy

» **Student Withdrawing for 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.

» **Refunds for Students Enrolled Prior to Visiting the Institution**

Students who have not visited the Butte County ROP campus prior to enrollment will have the opportunity to withdraw without penalty within three days following attendance at a regularly scheduled orientation or following a tour of the campus and inspection of the equipment.

» **Refunds to Students Receiving Community or Organizational Funding**

If students are receiving funding from another source, the refund policy stated applies. If students do not follow the agreed upon rules of the funding agency, the student will be responsible to pay Butte County ROP any unpaid fees.

WITHDRAWAL POLICY

If a student wishes to withdraw from a program, they must contact Butte County ROP administration for confirmation either by email or in writing.

- If by email, send to: cte@bcoe.org
- If in writing, mail to: 2491 Carmichael Drive, Suite 100, Chico CA 95928

Student must then check out in the ROP office and/or with their instructor. The student will be responsible for outstanding program fees.

LATE PAYMENTS

Two consecutive late payments may result in a student being dropped from the program.

- A written request may be made to the ROP administrator to address hardship situations.
- A meeting will be held to consider the student's request. If alternate payment arrangements are approved, the student will be required to sign and follow the terms set forth in the payment agreement.

DROP/ADD PERIOD

Butte County ROP may allow students late entry to a program during the first three days of class provided room is available in the program and students meet admission requirements (see Admissions Policy). Students may drop at any time during training; however, Butte County ROP adheres to the Refund Policy. Prior to the program starting, students have the opportunity to schedule a tour and to meet school staff.



Financial Aid

In this section we will explore financial aid, including the types of aid available and what determines eligibility.

FUNDING SOURCES

Butte County ROP students may seek financial assistance through a variety of sources including:

- » Alliance For Workforce Development (AFWD) – Butte Community Employment Centers
- » California Department of Rehabilitation
- » California Department of Employment and Social Services - CalWORKS
- » California Employment Development Department - CalJOBS
- » Corporate/Employer Tuition Assistance Plans
- » California Indian Manpower Consortium, Inc.
- » Local Scholarships
- » Private Agencies
- » Title IV Federal Student Aid

TITLE IV FEDERAL STUDENT AID

The following Butte County ROP programs are approved for Federal Student Aid:

- Medical Assistant
- Registered Dental Assistant
- Certified Veterinary Assistant

All Title IV funds are awarded based on eligibility. Eligibility can be determined by filing a Free Application for Federal Student Aid (FAFSA). The application can be found online at studentaid.gov. Students must be fully enrolled at Butte County ROP before any Title IV aid will be disbursed on their behalf. All information regarding Student loans and Parent PLUS loans will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders and institutions determined to be authorized users of the data system.

CLOCK HOUR MEASUREMENT

Butte County ROP's academic calendar is based upon clock hours. A clock hour equals 60 minutes of training, of which 10 minutes are allowed for a student break. All breaks are designated by the instructor. An academic year is defined as 900 hours and 26 weeks. If a program is greater or less than the academic year, it shall be measured in clock hours for Title IV program payments as follows:

>> Medical Assistant: Academic Year One = 1,080 hours / 38 weeks

- Pell will be disbursed within clock hours 1-450, 451-900 and 901-1080
- Direct Loans will be disbursed within clock hours 1-450 and 451-900

>> Registered Dental Assistant: Academic Year One = 980 hours / 34 weeks

- Pell will be disbursed within clock hours 1-450, 451-900 and 901-980
- Direct Loans will be disbursed within clock hours 1-450 and 451-980

>> Certified Veterinary Assistant: Academic Year One = 600 hours / 24 weeks

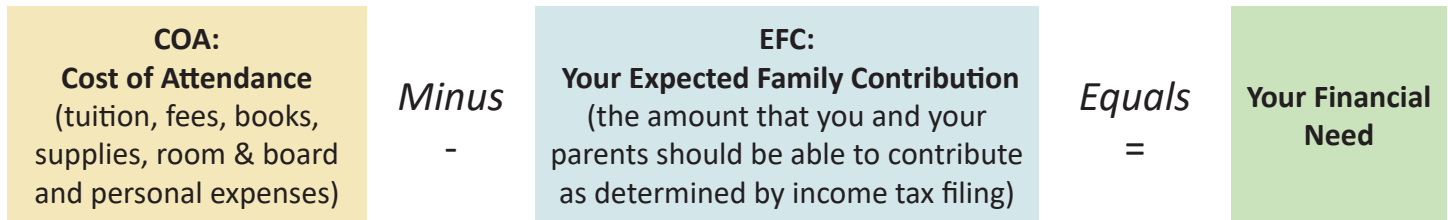
- Pell will be disbursed within clock hours 1-300 and 301-600
- Direct Loans will be disbursed within clock hours 1-300 and 301-600

Note: Any student borrowing funds for the first time will experience a delay of Direct Loan disbursement for 30 days.

THE CONCEPT OF FINANCIAL AID

Students must exhibit a “financial need” in order to qualify for financial aid. The “need” is the difference between what it costs to attend a particular school, or “Cost of Attendance” (COA), and what the student and their family can contribute, or “Expected Family Contribution” (EFC).

Here’s how it works: **COA – EFC = Your Financial Need**



EDUCATIONAL COSTS

In addition to the costs for tuition, books, and supplies, financial aid programs also estimate how much it costs to live under various circumstances (i.e. depending upon whether students live with their parents, in campus housing or in separate housing). This amount is called the “cost of attendance budget.” The financial aid office measures a student’s ability to contribute against the appropriate cost of attendance budget. Financial aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend school.

COST OF ATTENDANCE (COA)

The COA is the estimated full and reasonable cost of completing a program for a defined period. This amount is not charged to the student account; it is simply an estimate of expenses during the program. The COA is published by the educational institution and typically includes:

- Tuition
- Books & Supplies
- Room and Board
- Personal Expenses
- Transportation

The current school year COA for Butte County ROP can be found in the Appendix.

EXPECTED FAMILY CONTRIBUTION (EFC)

As indicated above, financial aid is awarded to help supplement the amount the student and his/her family are reasonably able to contribute towards the student’s educational expenses. Each year, the Federal government develops an objective formula that is used to determine each family’s financial need.

To perform this need analysis, it is necessary to request confidential financial facts about the student’s family income and assets, the size of the family, the number of persons attending postsecondary education and any unusual circumstances or expenses which they face. Students must also disclose information on personal savings accounts and any wages they may earn while in school. From this independent and objective analysis, an EFC is calculated.

FEDERAL PROGRAMS

Since it is important that students fully understand the available financial aid programs and their rights and responsibilities under them, the United States Department of Education provides a website at studentaid.gov which explains them in detail.

Please note Butte County ROP participates in the following:

- » **Federal Pell Grant** - This is gift aid, not a loan, and does not require repayment.
- » **Subsidized Direct Loan** - This is a loan and requires repayment. The U.S. Department of Education will pay (subsidize) the interest that accrues while students are in school during the “grace period” and during deferment.
- » **Unsubsidized Direct Loan** - This is a loan and requires repayment. The student is responsible for paying all interest. Students can pay the interest while they are in school or during a period of deferment or forbearance.
- » **Direct Parent Plus Loan** - This is a loan for parents and requires repayment.

If a student decides to borrow using a loan, the Financial Aid Coordinator will discuss these features with the student in detail. Of particular importance is the repayment schedule that will need to be followed in repaying the loan. To provide an example of the total amount that may need to be repaid, please review the following chart for loans with 6.8% interest rate. (Repayment schedules can be calculated online by visiting the Repayment Estimator page at the Federal Student Aid website, studentaid.gov.)

Loan Repayment Examples:

Total Borrowed	Total Number of Payments	Total Monthly Payments	Total Interest
\$5,000	120	\$57.54	\$1904.80
\$10,000	120	\$115.08	\$3,809.60
\$20,000	120	\$230.16	\$7,619.20

Since the amount of interest borrowers need to repay increases with the amount borrowed, students may want to limit loans only to the amount actually needed to attend school. It is very important to note that, should a student receive a loan, he/she is responsible for notifying the loan servicing center immediately of any change in name or address. Borrowers should also be aware that they may make early repayments on the whole loan or any portion of it without a penalty. Another feature of this loan is that loan obligations will be canceled if the borrower dies or becomes permanently disabled.

All of these special provisions are explained in the promissory note that is signed when the student applies for a loan. Borrowers need to get a copy, read it and keep it for future reference.

NEW FEDERAL REGULATIONS FOR PELL GRANT

Effective as of July 1, 2013, the amount of Federal Pell Grant funds students may receive over their lifetime is limited by new federal regulations to be the equivalent of six years of 100% Pell funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 150% of the maximum Pell amount, the six-year equivalent is 600%. Students may log on to the National Student Loan Data System (NSLDS) Student Access Web Site at <https://nsldsfa.ed.gov> using their Federal Student Aid PIN and view their Lifetime Eligibility Used (LEU). The LEU will be found on the Financial Aid review page.

HOW TO APPLY FOR FINANCIAL AID

All students who are applying for any type of financial assistance are required to first complete a **Free Application for Federal Student Aid (FAFSA)**, which collects family income and asset information. The application is available online fafsa.gov. Select the FAFSA application for the school year for the program you wish to attend. A school year starts on July 1st and ends the following June 30th.

WHERE TO SEND THE FAFSA

The FAFSA is completed online at fafsa.gov. Instructions are provided on the website. Students need to be sure to use the IRS Data Retrieval Option if their Federal taxes for the last tax year have been filed. Please remember to include the Federal Code under school selection on the FAFSA.

The federal code for Butte County Regional Occupational Program is **042205**.

What Happens After the Financial Data Is Sent to the Federal Processor:

1. The Federal Processor will analyze the income and asset information which has been provided according to a formula that has been approved by Congress. This formula determines the amount of Federal funds a student will receive.
2. An Institutional Student Information Report (ISIR) will be sent to the school indicating whether a student is eligible for a grant under the Pell program. The Federal processor selects a sample of applications for a process called verification. If a student's application has been selected for verification, a remark will be found in the comments section of their Student Aid Report (SAR) and the ISIR. If this is the case, Butte County ROP will assist the student with the additional required documentation.
3. The Financial Aid & Student Support Specialist will next calculate the amount of federal grants, student loans and/or parent loans for which a student is eligible, based upon the length of the loan period, the cost and the portion of the training which has been designated in the award year. An awards letter will be generated and sent to the student along with other required financial documents.

FINANCIAL AID PROCESS

Students are encouraged to start the financial aid process as early as possible prior to program application. It can take three to six weeks from the time all required applications and documentation are submitted for a student's financial aid to be packaged and set up for disbursement. To help with the process, step-by-step instructions are provided below.

» **Step One: Complete a FAFSA Online**

Federal Student Aid is an office of the U.S. Department of Education that manages and regulates Title IV funds of the Higher Education Act (HEA) of 1965. To be considered for various federal, state and institutional aid, students need to complete a FAFSA online. Instructions are provided below. You can watch videos on the process from the Federal Student Aid YouTube channel at <https://www.youtube.com/user/FederalStudentAid>.

1. Go to fafsa.gov. Follow the prompts.
2. You will need to create a username and password called a Federal Student Aid ID or "FSA ID." This will be required to sign the FAFSA electronically before the application can be submitted. (For students 24 years of age or under, one parent will also need to create their own unique FSA ID.)
3. You will need to enter or upload financial information, including information from tax forms and balances of savings and checking accounts. (For students 24 years old and under, a parent will also need to provide financial information.) You will have the option to automatically transfer tax information into the FAFSA form using the IRS Data Retrieval Tool. If you are unable to upload your tax information into your FAFSA,

you can request a tax transcript at your local IRS Office or online from the Internal Revenue Service at: <http://www.irs.gov/individuals/order-a-transcript>.

4. When asked for the school code for Butte County Regional Occupational Program (ROP), type in "042205."
5. E-Sign your FAFSA using your Federal Student Aid ID.

Once you have completed your FAFSA, a summary/confirmation report will be generated. Please keep a copy for your records.

» **Step Two: Proceed to the Butte County ROP Application Process**

1. Locate an open program application from the Butte County CTE web page at cte.bcoe.org.
2. Applications must be completed online and submitted by the stated deadline.
3. Applications are then reviewed by a screening committee.
4. All applicants receive a notification email either (1) to invite the prospective student to an orientation and/or interview OR (2) to inform them that they were not selected. Selected applicants also receive details containing fees, program schedules, vaccination and other pertinent information.

MASTER PROMISSORY NOTE (MPN)

The Master Promissory Note (MPN) is a legal document in which borrowers promise to repay their loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of their loan(s).

1. Log in at <https://studentaid.gov/mpn> with your Federal Student Aid ID. If you do not have a Federal Student Aid ID, select "Create an Account." (Note: If a parent is taking out a Parent PLUS loan, the parent must sign in using their own Federal Student Aid ID and sign their own MPN.)
2. Click on Complete Aid Process.
3. Click on Complete Master Promissory Note.
4. Select the type of loan you would like to receive.
5. The school will be notified once you've completed your MPN.

TITLE IV ELIGIBILITY

After you are fully enrolled in the program of your choice, your financial aid award will be presented to you and billing options will be discussed in detail. At this time, the Financial Aid & Student Support Specialist will conduct loan entrance counseling to inform you of the terms and conditions of your student loan(s). This entrance counseling is required and failure to complete the counseling in person or online will prohibit the student from receiving Title IV funds.

If the student has previously received Title IV loans, he or she may defer payment on the loans while enrolled full time at Butte County ROP. For assistance in deferring student loans, please contact the Financial Aid & Student Support Specialist at (530) 879-7462 or email CTE@bcoe.org.

Students who receive federal financial aid funds have the following rights:

- » The right to review their financial aid files and accept or decline their financial aid award.
- » The right to know how the financial aid will be distributed.
- » The right to know how financial need was determined.
- » The right to request an explanation of various programs in the student aid award.
- » The right to know the Butte County ROP refund policy.

While receiving financial aid, the student has the following responsibilities:

- » The student must complete all application forms accurately and honestly.

- » The student must provide correct information. If it is found that a student purposefully provided false information, it could be considered a criminal offense, which could result in an indictment under the U.S. Criminal Code.
- » The student must attend a **mandatory** Financial Support Workshop in order to receive federal student aid funds. Dates will be included in the program acceptance letter.
- » The student is responsible for providing all documentation to the financial aid office in a timely manner. Failure to do so could result in not receiving a financial aid award.
- » The student is responsible for reading and understanding all materials he/ she signs and for keeping copies of the documents.
- » The student is responsible for all agreements that he/she signs.
- » The student has the responsibility to remain in Satisfactory Academic Progress (SAP) (see SATISFACTORY ACADEMIC PROGRESS section). Failure to maintain SAP standards could result in loss of eligibility for financial aid and dismissal from the program.
- » Financial Aid staff is available to provide information on financial aid resources and assist in filling out financial aid applications.

Note: The Department of Education prohibits students from receiving Federal Financial Aid at different colleges for the same academic term. For example, if a student receives the full annual Stafford Loan limits for the current academic year at another institution, the student cannot receive a Stafford Loan for the same time period at Butte County ROP.

SCHOOL ID NUMBER

The Federal School ID number (also known as Title IV Institution Code) is assigned to each college or university for the purpose of applying Federal Financial Aid through FAFSA. The Federal School ID number of Butte County Regional Occupational Program is **042205**.

FRAUDULENT INFORMATION

The institution is required by federal regulations to make referrals to the Department of Education and the Department of Justice if it is suspected that aid was requested under false pretense. Butte County ROP takes very seriously the proper stewardship of federal funds and will cooperate with government agencies in the full prosecution of students who were found to provide falsified information. If a student received financial aid because information was reported incorrectly, any portion of that aid which should not have been received must be repaid. If a student purposely gives false or misleading information on their application form, they may be fined \$10,000, receive a prison sentence or both.

DISBURSEMENT OF PELL GRANT FUNDS

The amount of a Pell Grant will be determined by the Expected Family Contribution (EFC) calculated by the Federal Processor and the student's cost of attendance (COA) and enrollment status. Awards are pro-rated for three-quarter time, half-time and less than half-time enrollment. Pell grant funds are applied directly to the program fee for each term that a student is eligible.

Pell Grant Recipient Deadlines

A Pell Grant applicant must complete the entire process before the Pell Grant Program deadline in September or 120 days after the last day of the student's enrollment whichever is earlier. If the process is not complete, the student is not eligible for Pell for that award year. Students who have not completed the verification process within the required period will be notified in writing.

Unsubsidized/Subsidized Loan Funds

Enrollment status is verified prior to each loan disbursement. If a student's loan eligibility changes due to a change in his/her enrollment status, Butte County ROP may need to adjust any subsequent disbursements to avoid an over award. Federal regulations require all student loan funds to be disbursed in at least two payments. The second payment cannot be disbursed until at least one half of the loan period has expired. When the loan funds applied toward a student's account exceed their program fee, a credit balance will be created and the student will receive a refund for the amount of the credit on their account. (Allow two weeks for processing). Butte County ROP notifies students when loan funds are applied toward their tuition account and students have 14 days to cancel the loan if they choose.

How are Funds Dispersed to a Student?

Funds are sent to Butte County ROP who then issues the funds in check form to the student. Butte County ROP emails the student when the check is available for pickup from the Butte County ROP Office. Students must sign for the check at pickup. If a student does not pick up the check by the deadline stated in the notification email, the check will be placed in the mail and noted on the student's record.

FINANCIAL AID VERIFICATION

Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The Department of Education requires colleges and universities to verify or confirm the data reported by students and their parent(s) on the FAFSA.

The verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial aid to which they are not entitled. Selected students are provided a clear explanation of the documentation that is needed to satisfy the verification requirements in the "Verification Worksheet." Submission deadlines and the consequences of failing to provide the requested information are thoroughly explained. Students who do not complete their financial aid file within **14 days** from the start of the program must pay any tuition/fee from personal resources. Students selected to verify the information used in the determination of their aid eligibility must submit the required documentation no later than ten (10) business days from the initial date of request in order to prevent a delay in the disbursement of their financial aid awards. (This keeps continuity.)

No grants or Federal Subsidized Direct Loan proceeds are disbursed prior to receiving all required verification documents.

The student is to comply with the verification requests noted in the comment section of the SAR/ISIR and any additional requests made by the school. If additional documentation is required, the institution must request the documentation from the student in writing. Butte County ROP may refer any instance in which there is reason to believe that an applicant has applied for Title IV, HEA program funds under false pretenses to state or local law enforcement agencies for investigation and report the referral of that instance to the Secretary of the Department of Education.

Why is a file being verified?

While there are several reasons why a student may be selected for verification, some leading causes include:

- » The submitted FAFSA application has incomplete data
- » The data on the FAFSA application appears to contradict itself
- » The FAFSA application has estimated information on it
- » Random selection

What documents are needed after selection?

The verification process requires that students submit documentation such as IRS transcripts and worksheets to be compared to information from the student’s application. Other documentation, including but not limited to documentation of federal benefits received, W-2s, citizenship or of child support paid may also be requested as it applies to the information on the application.

How will a student know that they have been selected?

Students will receive a notification from Butte County ROP if they are selected for verification. The notification will contain instructions on how to submit the appropriate documents.

What happens if there are discrepancies in the application?

After all required documents are submitted to the Financial Aid & Student Support Specialist, the documents will be compared to the application.

If errors are found, corrections will be made. If the errors are significant enough to change the amount of financial aid that was awarded, the Financial Aid & Student Support Specialist will retransmit the FAFSA to the Department of Education for reprocessing.

How long do students have to complete verification?

Students are expected to apply for aid and complete the verification process before the program starts, but no later than 30 days after the program begins. Otherwise, the student is in jeopardy of not receiving any federal aid for their period of enrollment.

All required documents must be submitted to the Financial Aid & Student Support Specialist no later than **ten business days** from the initial date of request. Once the verification and/or correction process is completed, the student will be notified of his/her award within five business days. Verification must be completed in advance of disbursing any money from any financial aid program; it is therefore vital to send, complete and correct errors as quickly as possible. Any delay in submitting all required documents will cause a delay in the awarding of financial aid resulting in the student being responsible for paying all or part of their bill until awarding takes place.

1098-T Tuition Statement

Tuition statements (Form 1098-T) are mailed to students on or before January 31st of every year. To avoid delays in receiving the 1098T, it is the responsibility of the student to notify Butte County ROP and report any changes to their mailing address

Financial Aid Over-Payments and Over-Awards

An over-payment or over-award occurs when students receive more than the amount for which they were eligible under the Federal Pell Grant and Federal Direct Loan programs. A student will be notified by letter when such a discrepancy is discovered. Butte County ROP will collect the over-payment or over-award from the student via the Butte County ROP billing/collection method. The over-payment or over- award will be reported to the National Student Loan Data System (NSLDS) until it is resolved.

ENTRANCE COUNSELING

1. Log in at studentaid.gov with your Federal Student Aid PIN. If you do not have a Federal Student Aid ID, select "Create Account."
2. Click on **Complete Aid Process**.
3. Click on **Complete Entrance Counseling**.
4. Click on **Start**. Choose the first option if you are an **Undergraduate** student.
5. Go through the entire tutorial at your own pace.
6. Take the quiz at the end of the tutorial.
7. Once you have completed and passed the test, print out the page titled "Borrower Rights and Responsibilities." (It should have your name and social security number on it.) You can also save a screenshot.
8. Submit this page or screenshot to the Butte County ROP Financial Aid & Student Support Specialist.

EXIT COUNSELING

The Department of Education requires that ALL student loan borrowers complete exit loan counseling. The exit loan counseling tutorial is available online. The exit counseling must be completed before the student leaves the Butte County ROP campus upon the last day of enrollment. The certificate of completion and any competency lists will be held until the student participates in the exit interview process. The Butte County ROP Financial Aid Student Support Specialist is available to answer any exit interview follow up questions you may have.

1. Log in at studentaid.gov with you Federal Student Aid ID. If you do not have a Federal Student Aid ID, select "Create Account."
2. Click on **Manage Loans**.
3. Click on **Complete Exit Counseling**.
4. Click on **Start**.
5. Go through the entire tutorial at your own pace.
6. Take the quiz at the end of the tutorial.
7. Once you have completed the exit counseling session, print out the page titled "Borrower Rights and Responsibilities" (it should have your name and social security number on it).
8. Submit this page to the Financial Aid & Student Support Specialist.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on student aid on the Web at studentaid.ed.gov.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at studentaid.gov.

Butte County ROP Financial Aid contact information:

Financial Aid & Student Support Specialist

(530) 879-7462

CTE@bcoe.org

ROP Administration

(530) 879-7462

CTE@bcoe.org

RETURN OF TITLE IV FUNDS

Butte County ROP is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence. During the period prior to completing 60% of a payment period or term, the Federal Title IV financial aid programs must be recalculated for the following situations:

>> If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid coordinator recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term (any break of five days or more is not counted as part of the days in the term). This percentage is also the percentage of earned aid.

>> If a student does not officially withdraw from a program and fails to earn a passing grade, federal aid regulations require that Butte County ROP assume the student has “unofficially withdrawn,” unless it can be documented that the student completed the enrollment period. Unofficial withdrawals require a Title IV refund calculation at the midpoint of the enrollment period. The reduction of federal aid may create a balance due to the Butte County ROP that must be paid by the student.

UNOFFICIAL WITHDRAWALS

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: aid to be returned = 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

TITLE IV REFUND PROCESS

If a student earned less aid than was disbursed, Butte County ROP and the student may be required to return a portion of the funds. It is important to note that when Title IV funds are returned, the student may owe an outstanding balance on their account payable to Butte County ROP.

If a student earned more aid than was disbursed to him/her, Butte County ROP would owe the student a post-withdrawal disbursement which must be paid within 180 days of the student’s withdrawal.

Butte County ROP must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student’s withdrawal.

Refunds are allocated in the following order:

- » Unsubsidized Direct Stafford Loans
- » Subsidized Direct Stafford Loans
- » Direct PLUS Loans
- » Federal Pell Grants for which a Return of Funds is required
- » All other Federal Grants for which a Return of Funds is required

TITLE IV REFUND OVERPAYMENT

1. A bill will be sent with the amount due. Students must pay this bill in full within 30 days. Students will not be eligible for further financial aid funds until the overpayment is paid in full. In addition, school records will be placed on hold. Students will not be able to enroll in classes until this bill has been paid in full.
2. If a student does not pay this bill or make payment arrangements, the overpayment will be reported to the National Student Loan Data System (NSLDS). NSLDS notifies all other colleges and universities that the student now owes money. The student will be ineligible to receive further financial aid at any college. The NSLDS notification will be removed when the bill is paid in full.
3. If a student continues to ignore this bill and a final notice is sent, the student's account will be turned over to the Department of Education for all future collection. The Department of Education has the ability to garnish wages, withhold tax refunds, send the account to a collection agency and take the student to court to recover the money owed.



Student Responsibilities

In order to maintain a classroom climate in which students can effectively learn, it is vital for all students to assume responsibility for their behavior. To aid students in making appropriate decisions governing their behavior, the following guidelines have been developed based on provisions of the various California Government Codes. These expectations apply to all students. The ROP instructors will review class specific rules and procedures.

ACADEMIC GROWTH

To successfully master the course curriculum, students must:

- » Be prepared for class with appropriate materials
- » Participate in class activities
- » Follow classroom procedures
- » Complete assignments
- » Meet proficiency standards
- » Make satisfactory progress toward earning the program Certificate of Proficiency (see Satisfactory Academic Progress section)

BEHAVIOR

Students are required to conduct themselves in a manner appropriate for the workplace by:

- » Demonstrating cooperation and responsible behavior in the classroom
- » Showing respect for Butte County ROP faculty, staff, students, guests and industry partners
- » Not displaying rudeness, defiance or disrespect through words or gestures
- » Respecting the property of others
- » Being honest
- » Using acceptable language
- » Having pride in their work
- » Having respect for cultural and ethnic differences

STUDENT CONTRACT

A Student Contract may be utilized as deemed appropriate when student corrective action is required for continued enrollment in a program. The Student Contract addresses specific student issues and/or behavior and the corrective action required. The Student Contract states performance expectations and the consequences for failing to meet expectations. The Student Contract may be issued by the program instructor or ROP administration after a Performance Conference has been conducted. See the Retention Plan (Appendix) for more details.

PERFORMANCE CONFERENCE

The performance conference will include the student, Butte County ROP personnel and/or partner agency representative as deemed appropriate to address and resolve the behavior in need of correction. As deemed appropriate, the ROP Administrator/Instructor may put the student on a Student Contract. See the Retention Plan (Appendix) for more details.

STUDENT DROP/PERMANENT DISMISSAL

The Butte County ROP administration may permanently dismiss a student without refund or re-entrance for:

- » Failing to meet program attendance standards
- » Failing to meet program performance standards
- » Failure to meet program appearance/dress code/hygiene requirements
- » Failing to follow Butte County ROP classroom/clinical site rules or instructor/clinical site supervisor instructions
- » Dismissal from a community classroom/clinical training site
- » Attempting to cause physical injury or threatening (bullying) another person
- » Cheating, plagiarism or academic dishonesty
- » Failure to disclose criminal charges and/or convictions that prohibit community classroom/clinical placement
- » Possessing, offering, arranging or negotiating to sell or otherwise furnishing any controlled substance, paraphernalia, alcoholic beverage or an intoxicant of any kind
- » Possessing or using tobacco or E-Cigarettes on the Butte County ROP campus or during class activities
- » Committing robbery or extortion
- » Causing or attempting to cause damage to Butte County ROP or private property
- » Knowingly receiving stolen Butte County ROP or private property
- » Possession or sale of weapons
- » Committing an obscene act or engaging in profanity or vulgarity
- » Displaying alcohol, drug or gang related symbols or gestures
- » Disrupting Butte County ROP activities

IMMUNIZATION POLICY

Students must provide proof of immunizations and health clearances as stated in program prerequisites. Not all Butte County ROP programs require immunizations for admissions; see specific Program Information Sheet for details. Students interested in getting more information about immunizations should contact their local or state public health department or consult with their health care provider.

IDENTIFICATION BADGES/KEY FOBS

Butte County ROP provides all students with a Butte County ROP identification badge. Each student is required to wear their badge as directed by their program instructor. Replacement badges are subject to a \$10.00 fee payable by money order, debit or credit card. Students must see their instructor for a replacement badge.

Butte County ROP provides students with key fobs that provide student access to ROP classrooms in suite 200 during specified dates and times. Lost/replacement fobs are subject to a \$25.00 fee payable by money order, debit or credit card. Students need to see their instructor for a replacement fob.

ACADEMIC INTEGRITY

Butte County ROP is committed to creating an environment where student achievement is advocated and celebrated. The program values academic integrity as an essential component of academic excellence. Students are expected to be truthful and ethical in their academic work. Commitment to academic integrity is the responsibility of every student and faculty member at Butte County ROP.

Academic dishonesty is defined as: an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the school's behavior rules and will not be tolerated. Acts of academic dishonesty

include, but are not limited to the following:

- » **Cheating**- Unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials
- » **Tampering** - Altering or interfering with evaluation instruments and documents
- » **Fabrication** - Falsifying experimental data or results, inventing research or laboratory data or results for work not done or falsely claiming sources not used; fabricating or falsifying documentation to try to change a grade
- » **Plagiarism** - Representing someone else's words, ideas, artistry or data as one's own including copying another person's work (including published and unpublished material and material from the Internet) without appropriate referencing, presenting someone's else's opinions and theories as one's own or working jointly on a project, then submitting it as one's own
- » **Assisting** - Assisting another student in an act of academic dishonesty such as taking a test or doing an assignment for someone else, changing someone's grades or academic records or inappropriately distributing exams to other students

When a suspected act of academic dishonesty comes to the attention of the Butte County ROP faculty and/or staff, the following procedures shall be followed:

1. Collect evidence and document the incident
2. Notify the ROP Administrator
3. Permit the accused student an opportunity to explain
4. Advise the student of potential disciplinary action

If there is clear evidence of a violation of the Butte County ROP Academic Integrity Policy, the student will be subject to disciplinary action which may include probationary status or program dismissal. The student will be responsible for any unpaid program fees and may have to repay fees to other outside agencies including any Title IV funds that have to be returned as a result of the student not finishing the program due to dismissal.

COPYRIGHTED MATERIALS

Butte County ROP supports the Higher Education Opportunity Act and the Digital Millennium Copyright Act efforts to eliminate the illegal distribution of copyrighted material. Copyright law gives copyright holders (writers, publishers, artists, etc.) the exclusive rights to distribute, copy, perform or publicly display their own original works. Butte County ROP recognizes its obligation to inform members of the campus community (students, faculty and staff) about the law and to promote the exercise of the rights and responsibilities granted under the law.

The copying and distribution of any copyrighted materials without the express consent of the publisher or owner is a copyright violation. This includes peer-to-peer file sharing (the uploading or downloading of works) without the copyright owner's consent. Butte County ROP students, faculty and staff who are found to have copied or distributed copyrighted material or used the Butte County ROP information technology system to download and/or upload copyrighted material without the express consent of the copyright holder may be subject to disciplinary action including:

- » Civil and criminal liability/penalties (statutory damages, incarceration)
- » Attorney's fees for the copyright owner
- » Butte County ROP employment probation or termination
- » Butte County ROP program probation or expulsion

SMOKING/TOBACCO USE

Butte County ROP is a smoke/tobacco free facility. In accordance with State and Federal law, smoking and the use of tobacco products are not permitted at any time in any area of the Butte County ROP campus. Tobacco products include smokeless products, such as chewing tobacco or electronic cigarettes. The use of any form of vaporizer is not permitted on campus.

TARDY/EARLY DEPARTURE POLICY

Students are expected to be on time for each session of instruction and are expected to attend the entire session. A student is considered tardy for class if he/she is not present and ready to learn at the time of the scheduled class. Excessive tardiness and/or early departures can lead to probation or dismissal from the program. The specific number of late arrivals/early departures allowed depends on the program. Students who become ill at school or must leave prior to official dismissal time, must report such illness and/or need to leave early to their instructor. Attendance records reflect the actual time in class.

ELECTRONIC DEVICES

Any electronic device that disrupts learning is prohibited on the Butte County ROP campus, as well as during Community Classroom. The use of cellular phones and similar devices are prohibited during program hours unless specifically asked by the instructor to be used for instructional purposes. Staff may require a student stop using their phone if it is interfering with the learning process or if it is disrupting others. No recording of classes is permitted without instructor approval. Note: Classes may be recorded by Butte County ROP staff and faculty for instructional or promotional use.

STUDENT DRESS CODE

Butte County ROP students are required to adhere to industry dress code standards as specified by each program to include: scrubs, uniforms, badges and safety apparel. In addition, they must also meet industry/business standard grooming requirements regarding the upkeep of fingernails, hair, makeup, hygiene and body-odor, and/or the presence of piercings and tattoos. Please note: The Butte County ROP dress code prohibits visible tattoos and facial piercing(s).

VISITORS

Butte County ROP students may not bring guests to a Butte County ROP program without prior approval from the instructor.

INFORMATION RELEASE TO MILITARY RECRUITERS

Under the "Every Student Succeeds Act" (ESSA), a federal law, schools must provide students' names, addresses and home phone numbers to military recruiters when requested. However, the law also states that schools must inform students that they have the right NOT to be included when the information is released if they choose.

To exercise your legal right to have this information kept private, you may utilize our "Information Release Opt-Out Form" on our website at <https://cte.bcoe.org/opt-out-form.html> to notify Butte County CTE/ROP of your preference regarding information to be released. Please note that unless you complete this "opt out procedure," the school district cannot refuse the military recruiters' requests and you may be contacted by them at home.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) in academic achievement and attendance is a requirement for all Butte County ROP students. SAP helps ensure students are moving toward successful completion of the program in a timely manner to avoid becoming at risk of losing financial aid eligibility, incurring fees or losing enrollment. In the event that the ROP instructor or administration identifies inadequate student academic growth, poor attendance or unacceptable behavior, the ROP administration has established the following policies and procedures.

EVALUATION POINTS

Butte County ROP instructors monitor student academic progress and attendance on a weekly basis. ROP students must maintain an overall 80% grade point average (GPA) and must score 80% or higher on specific evaluations as mandated by the program's licensing agency (see Program Academic Policies below). Students are also required to complete the entire program hours and meet program attendance standards (see Program Attendance Policies below). SAP evaluation points for programs are at the program midpoint as follows:

- » Medical Assistant is 1,080 hours and the midpoint is at 540 hours
- » Registered Dental Assistant is 980 hours and the midpoint is at 490 hours
- » Certified Veterinary Assistant is 600 hours and the midpoint is at 300 hours
- » Phlebotomy Technician is 106 hours with no midpoint

ACADEMIC STANDARDS AND POLICIES BY PROGRAM

- » **Medical Assistant, Registered Dental Assistant and Certified Veterinary Assistant:**
 - If a student fails to meet the 80% coursework performance standard, they will be placed on the Retention Plan (Appendix). See link for more details.
- » **Phlebotomy Technician:**
 - **If a student fails to meet the 80% coursework performance standard, they will be placed on Tier III of the Retention Plan (Appendix) due to the length of the program.** See link for more details.
 - **The second score below 80% will result in immediate dismissal from the program.** Dismissed students are not eligible for reinstatement but may apply for enrollment in subsequent programs and must meet the current Butte County ROP enrollment requirements and procedures.

ATTENDANCE STANDARDS

Students are required to attend class on time as scheduled for every session and must fulfill the entire program clock hours to satisfactorily complete. Students must notify their instructor prior to an absence and failure to do so may result in placement on the appropriate tier on the Retention Plan.

Reoccurring absences may result in disciplinary action including and up to dismissal. Due to the nature and scope of training, the school does not differentiate between a student's excused and/or unexcused absence in computing the maximum number of allowable absences/hours. If students are dropped due to attendance, no refunds will be issued.

ATTENDANCE POLICIES BY PROGRAM

» **Medical Assistant, Registered Dental Assistant and Certified Veterinary Assistant:**

- Students are expected to attend class regularly. Any absence is to be relayed to the instructor immediately. Those students exceeding the allowable number will be placed on the appropriate tier of the Retention Plan (Appendix). See link for more details.

» **Phlebotomy Technician:**

- Students must maintain 100% class attendance in compliance with State of California program requirements. **One absence will result in dismissal from the program.** Dismissed students are not eligible for reinstatement but may apply for enrollment in subsequent programs and must meet the current Butte County ROP enrollment requirements and procedures.

No refunds will be administered for students dismissed from a program for failure to meet academic performance requirements.

LEAVE OF ABSENCE POLICY

Butte County ROP does not approve leave of absences. Butte County ROP programs are competency based and conducted as a single comprehensive stand-alone course. Students requiring time away from class that exceeds the program's attendance policy may need to withdraw and are subject to the Butte County ROP Refund Policy.



Butte County ROP Responsibilities

THE BOARD OF EDUCATION

The Board of Education wishes to work cooperatively with Butte County ROP students to develop policies for student behavior that is in the best interest of all concerned (Education Code Section 35291).

ROP INSTRUCTORS

Butte County ROP instructors are required to utilize all available Butte County ROP services when handling routine cases of student discipline. Serious and repeated cases of student misconduct will be reported to the ROP Senior Director or designee, who will assist the instructor and student in attempting to work out a solution to resolve the problem. Butte County ROP instructor rights include:

- » If a student is disrupting class, the instructor may have the student removed.
- » The instructor must give permission before a student can use a voice or video recorder or any recording device in class. Upon approving use of a recording device, the instructor will make an announcement so all students are aware that the class is being recorded.
- » Instructors have the exclusive responsibility for assigning grades.
- » Students who miss the first day of class may be dropped by the instructor.

ROP ADMINISTRATION

Butte County ROP shall publish and enforce rules and regulations for student conduct with the following guidelines:

- » The rules will not be arbitrary.
- » The rules will not discriminate among students.
- » The rules will not demean students.
- » The rules will not violate any individual rights constitutionally guaranteed to students.

Those cases requiring discipline beyond the ROP administration's authority shall be reported to the County Superintendent. When student behavior is clearly in violation of the law, the act shall be reported to the local law enforcement agency.

STUDENT SERVICES

Butte County ROP Career Services staff work closely with all students and instructors to ensure students have the necessary support services that lead to student success. Butte County ROP students and graduates may schedule services by requesting an appointment on the Butte County ROP Career Services web page using the Appointment Request Form. The Career Services staff assists with a variety of services including:

- Assessment
- Career Guidance
- Current Labor Market Information
- Educational Guidance
- Employability Skills Information
- Financial Aid Information
- Financial Aid Counseling and Exit Meetings
- Guidance Counseling and Referrals
- Internet Access
- Job Leads
- Job Seeking Skills
- Student Records
- Student Safety Information
- Substance Abuse Referral

CONSUMER INFORMATION

Butte County ROP faculty and staff work diligently to ensure that every student has an opportunity to be successful in his/her educational endeavors. It is a priority to maintain a safe, stable and academically enriching environment for all students enrolled in Butte County ROP programs. In accordance with Federal and State guidelines, Butte County ROP annually maintains statistics regarding school enrollment, student program completion, student program placement, student program licensure and on-campus crime. This allows staff to regularly evaluate all services provided and improve the quality of services offered. This information is available in hard copy and/or online through the Butte County ROP Office.

SECURITY

Butte County ROP does not maintain a campus police staff. Local law enforcement has authority. Each year Butte County ROP will compile a crime statistic report from the incident and crime reports. Annually, Butte County ROP will issue an annual crime, fire and safety report to all of its employees and students as part of the commitment to campus safety and security pursuant to the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report will be available on the Butte County ROP website at cte.bcoe.org.

NON-DISCRIMINATION/HARASSMENT POLICY SP 5145.3(A)

Butte County ROP is subject to the Butte County Superintendent's Policies and Regulations regarding non-discrimination and harassment SP 5145.3(a).

County Superintendent desires to ensure equal opportunities for all students in admission and access to the district's educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. Programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age, or sexual orientation.

The County Superintendent prohibits discrimination, intimidation or harassment of any student by any employee, student, or other person in Butte County Office of Education. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and 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 purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision. The Principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination or harassment in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in harassment or prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

STUDENT RECORDS

Butte County ROP maintains educational records in accordance with the applicable accreditation agencies, as well as State and Federal laws, and carefully monitors and protects the release of any student information. Students have the right to review their own records. Students who are eighteen or older and enrolled in a postsecondary program must give written permission for anyone to review their records.

LETTER OF VERIFICATION

Butte County ROP students may order a record of their completed coursework and program Certificate of Proficiency by submitting a Student Release of Information/Records Request to the Butte County ROP Office. Requests require three to five business days to complete. The requested document/s may be emailed or issued in a sealed envelope to the person or institution, as directed by the student. The Letter of Verification is free and a duplicate Certificate of Proficiency costs \$25.00.

DRUG & ALCOHOL ABUSE PREVENTION INFORMATION

It is the intention of Butte County ROP to provide an environment that maximizes academic achievement and personal growth. Butte County ROP 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. In addition, as Butte County ROP Students may serve in positions affecting public safety, students are required to report to their instructor if and/or when they are taking over the counter or prescription medication that may affect their ability to perform essential functions.

The following Drug-Free Workplace Information is to notify all students, faculty and staff that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, Butte County ROP prohibits the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance in the workplace, on school property or as part of any school activity. Butte County ROP similarly prohibits the unlawful use, possession and distribution of alcohol in the workplace, on school property or as part of any school activity, as well as any other unlawful conduct involving alcohol. This includes, but is not limited to, all lecture classrooms, computer labs, program labs, restrooms, community sites, parking lot, administrative offices, corridors and storage rooms. All Butte County ROP employees and students must abide by this policy. Violation of this policy may result in any or all of 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 Student Aid
- » Employment probation or termination
- » Enrollment probation or termination

In California, driving under the influence (DUI) of drugs or alcohol is illegal and convictions carry serious penalties. A first offense conviction can result in a sentence that includes up to 6 months in jail, up to \$1,000 in penalties, driver's license suspension for up to 6 months and 5 months of an Interlock ignition device as a condition to driver's license reinstatement.

If you or someone you know is struggling with drug or alcohol abuse, please visit Help Central 211 (www.helpcentral.org/) to locate treatments centers. Please note: Butte County ROP does not have a professional relationship with or endorse/recommend any of the listed treatments centers.

HEALTH RISKS

The abuse of narcotics, depressants, stimulants, hallucinogens or alcohol can cause serious detriment to a person's health. The health 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 and interferes with productivity and alertness. Working while under the influence of drugs or alcohol could be a danger to the employee, faculty or student as well as fellow workers, faculty and students. Described below are some of the additional dangers and symptoms relative to substance use/abuse:

Marijuana

Commonly known as "pot", it is a plant with the botanical name of cannabis sativa. Pot is almost always smoked but can be ingested. Use causes the central nervous system to become disorganized and confused. Most users experience an increase in heart rate, reddening of eyes and dryness of the throat and mouth. Studies have proven that marijuana's mental effects include temporary impairment of short-term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions and coordination. Feelings of euphoria, relaxation and bouts of exaggerated laughter are also commonly reported. Smoking "pot" may cause: brain chemical changes, an altered reality, physically damaged lungs, emphysema, chronic bronchitis, lung cancer, a weakened immune system, damage to sperm in males, irregular menstrual cycles in females and reduced fertility and sex drive.

Cocaine/Crack

Cocaine is a stimulant drug which is derived from the coca plant. Street cocaine is available in the form of a powder or a "rock" of crack and is most commonly inhaled or smoked. Cocaine increases the heart rate and blood pressure and is very addictive. Crack is a form of smokable cocaine named for the popping sound it makes when burned. It is a mixture of cocaine, baking soda and water. It is 5-10 times more potent than cocaine and is extremely dangerous. It has been reported that addiction can occur with as few as two "hits". Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess sniffing and coughing, insomnia, depression, irritability, neglect of responsibility toward work, school, family and friends and panic attacks.

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.

Hallucinogens

These are also known as psychedelics. The effects vary; the same person may have different reactions on different occasions. Most users are affected by changes in time and space perception, delusions and hallucinations. The effects may be mild or overwhelming depending on the dose and quantity of the drug. Physical reactions range from minor changes such as dilated pupils, a rise in temperature and heartbeat to tumors. High doses can greatly alter the state of consciousness. After taking a hallucinogenic, the user loses control of thought processes. Although many perceptions are pleasant, others may cause panic or may make a person believe that he or she cannot be harmed. These delusions can be quite dangerous.

Heroin

Heroin is a narcotic which relieves pain and induces sleep. Commonly known as “junk” or “smack”, heroin is a highly addictive depressant and has been attributed as the cause of many deaths. Obvious symptoms include “pin point pupils”, drowsiness, lethargy, slurred speech and an inability to concentrate. Related medications used to treat pain include OxyContin and oxycodone, methadone and codeine. The abuse of painkillers ranks second only to the abuse of marijuana in the United States. Heroin users experience a high rate of infectious diseases due to a weakened immune system and dirty needles shared by users. Children can be born addicted or can become addicted from injecting heroin in the mother’s milk.

Fentanyl

Fentanyl is a synthetic opioid and like morphine is prescribed to treat patients with severe and/or chronic pain. Illegal fentanyl is sold as a powder, put in eye droppers and nasal sprays and made into pills that look like prescription opioids. Fentanyl is highly addictive and currently the most common drug involved in overdose deaths in the United States. When people overdose on fentanyl, their breathing can slow or stop reducing the oxygen to the brain and leading to coma, permanent brain damage and even death.

Crystal Methamphetamine

Crystal methamphetamine is a colorless, odorless, powerful and highly addictive synthetic stimulant. Crystal methamphetamine typically resembles small fragments of glass or shiny blue-white “rocks” of various sizes. Like powdered methamphetamine, crystal methamphetamine produces long-lasting euphoric effects. Crystal methamphetamine, however, typically has a higher purity level and may produce even longer-lasting and more intense physiological effects than the powdered form of the drug. Crystal methamphetamine use is associated with numerous serious physical problems. The drug can cause rapid heart rate, increased blood pressure and damage to the small blood vessels in the brain – which can lead to stroke. Chronic use of the drug can result in inflammation of the heart lining. Overdoses can cause hyperthermia (elevated body temperature), convulsions and death. Individuals who use crystal methamphetamine also may have episodes of violent behavior, paranoia, anxiety, confusion and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug. Crystal methamphetamine users who inject the drug expose themselves to additional risks including contracting HIV (human immunodeficiency virus), scarred or collapsed veins, infections of the heart lining and valves, abscesses, pneumonia, tuberculosis and liver or kidney disease.

Depressants

Depressants are highly addictive. They are usually known as “downers”. A user may be drowsy, lethargic, suffer from memory loss and have slurred speech. Many lawful drugs that have a depressant feature are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety and excited rage, coma and death.

Ecstasy

Ecstasy (MDMA), also known as XTC, X and E, is a mind-altering drug with hallucinogenic and speed like side effects. Often used at raves it is taken to promote loss of inhibition, excitedness, euphoria, energy and sexual stimulation. Ecstasy increases the amounts of serotonin in a person’s brain, which causes increased energy and cheerfulness. It contains anti-coagulative properties which can cause a person to bleed to death if injured. Ecstasy can also cause serious brain damage in a short time. Side effects of ecstasy are: depression, increase in heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, brain damage, organ damage and death. Similar “designer drugs” include MDEA and MDA (also known as “Adam” and “Eve”).

GHB

Gamma-hydroxyl butyrate is an intoxicating chemical with medical, recreational and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the “date rape drug,” it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. When taken, side effects can be: drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, coma and death. GHB was used as a dietary supplement until banned by the FDA. Common slang names for GHB are: G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop and EZ-Lay.

PRIVACY OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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 generally prohibits the improper disclosure of personally identifiable information derived from educational records. Information that an official obtained through observation or personal knowledge or has been heard orally from others is not protected under FERPA. Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review educational records, FERPA permits the school to destroy such records without notice to the student.

FERPA gives parents and eligible students certain rights with respect to 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. Students to whom the rights have transferred and adult students are “eligible students.”

These rights include:

- » Students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies. A student should submit a written request to the Student Services Office, identifying the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- » Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information. Students who wish to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student would like changed and specify why it should be changed. The FERPA amendment procedure may be used to challenge facts that are inaccurately recorded; it may not be used to challenge a grade, an opinion or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair record-keeping practices not to override the accepted standards and procedures for making academic assessments, disciplinary rulings or placement determinations. In addition, if FERPA’s amendment procedures are not applicable to a student’s request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

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 (34 CFR § 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 (financial aid refers to payment of funds provided to an individual that is conditioned on the individual's attendance to school)
- » 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
- » A school may disclose personally identifiable information from education records without consent when the disclosure is to parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Under this exception, if the parent claimed the student as a dependent on the parent's most recent year's income tax statement, the school may non-consensually disclose the eligible student's education record to both parents.
- » Postsecondary institutions may also disclose personally identifiable information from education records without consent to appropriate parties in connection with a health or safety emergency. This includes parents of an eligible student, even if the parents do not claim the student as a dependent.
- » Schools may also disclose identifiable information from educational records to parents if the student has violated any Federal, State or local law or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance. The school may nonconsensually disclose information under the exception if the school determines that the student has committed a disciplinary violation with respect to the use or possession and the student is under the age of 21 years of age at the time of the disclosure to the parent. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Annual Notification Rights

Butte County ROP annually notifies students in attendance of their rights under FERPA. Students have the right to inspect and review their records, the right to seek to amend records, the right to consent to disclosure of personally identifiable information from the records and the right to file a complaint with the Butte County ROP Office regarding an alleged failure by the school to comply with FERPA. Butte County ROP defines the term “school official” and “legitimate educational interest” to include instructors, support staff, school administrators and all partnering community agencies who are financially supporting the student or paying program fees. Butte County ROP informs students of their rights under FERPA in the Butte County ROP Student Handbook and on the Butte County CTE website. The information is readily available to all and does not require a password to access. Paper copies of the Butte County ROP Student Handbook are also available upon request, for no fee, in the Butte County ROP Office.

If a parent or student has made attempts to resolve complaints with the school, they have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Butte County ROP to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

For additional information regarding the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), you may call 1-800-USA-LEARN (1-800-872-5327, voice). Individuals who use TDD may call 1-800-437-0833.



Complaint Procedures

As a student in the Butte County Regional Occupational Program (Butte County ROP), you have the right to file a complaint if you feel your rights as a student have been violated. In compliance with the Uniform Complaint Procedures (as written in the California Code of Regulations, Title 5 (5 CCR), sections 4600-4687 and California Education Code (EC) sections 234, 234.1, 234.2, 234.3, 234.5, 49010-49013) the following procedures have been established for students to file a complaint if they feel their rights have been violated.

Butte County ROP shall follow the Uniform Complaint Procedures when addressing complaints alleging unlawful discrimination against any protected group, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability or age; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

Uniform Complaint Procedures shall also be used when addressing complaints alleging failure to comply with State and/or Federal laws in career technical education programs per Butte County Office of Education's (BCOE) Superintendent's Policies and Regulations. The County Superintendent believes that the quality of the educational program can improve when the Butte County Office of Education listens to complaints, considers differences of opinion and resolves disagreements through an established, objective process. If your complaint alleges a violation of the Butte County ROP regulations, you should use the following procedures.

» **Step One:**

Discuss the issue with the Instructor. Every attempt should be made by the instructor and the student to resolve the matter at this level. Complaints and/or concerns that do not get resolved at this step may proceed to Step Two.

» **Step Two:**

Schedule a meeting with an ROP Administrator to discuss the matter. An appointment with the ROP Administrator will be provided to the student within ten (10) days of receiving the concern. After discussing the matter at this step, the ROP Administrator will have five working days in which to provide the student with a decision. During the five working days, the Administrator will investigate the matter and gather pertinent information. If the student is dissatisfied with the response or the solution after completing Step Two, the student may elevate this to Step Three.

» **Step Three:**

If the student is dissatisfied with the response or the solution after completing Step Two, the student may elevate the process by addressing the complaint or concern in writing to the ROP Senior Director. The complaint or concern must:

- Be delivered to the Butte County ROP Office within five working days of the Step Two meeting
- Be in writing using the Student Grievance Procedure form (available online at cte.bcoe.org)
- Describe the nature of the complaint or concern and alleged violation(s)
- Describe the steps the student has taken in attempting to resolve the matter
- State what is requested to resolve the complaint

After the written complaint or concern has been submitted to the ROP Senior Director, the Senior Director has up to five working days to review the matter and provide the student with a decision.

» **Step Four:**

Questions or concerns that are not satisfactorily resolved by the Butte County ROP staff during Step Three may be brought to the attention of the BCOE Associate Superintendent of Student Programs and Educational Support within five working days of notification of the Step Three decision. To submit a complaint, contact Michelle Zevely, Butte County Office of Education, 1859 Bird Street, Oroville, CA 95965, telephone (530) 532-5757, or email: mzevely@bcoe.org. Upon receipt of the notification, the Assistant Superintendent of Student Programs and Services has up to ten working days to review the Step Three outcome and render a decision.

Student's complaints alleging discrimination or a violation of a Federal or State law that are not satisfactorily resolved by Butte County ROP staff or the BCOE Associate Superintendent of Student Programs and Educational Support may be brought to the attention of the California Department of Education (CDE). A student or any member of the public may file a complaint about the institution with the CDE by completing a complaint form, which can be obtained online at: <http://www.cde.ca.gov/re/cp/uc/>.

For assistance, please contact the main office at CTE@bcoe.org.

Categorical Programs Complaints Management Office, California Department of Education, Legal and Audits Branch, 1430 N. Street, Suite 5408, Sacramento, CA 95814, telephone: (916) 319-0929 or visit <http://www.cde.ca.gov/re/cp/uc/>.

If the student feels the school and/or State has not adequately addressed the complaint or the concern, the student might consider contacting:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Phone: (800) 917-2081
<http://www.council.org/>



Emergency Procedures

GENERAL EMERGENCY PROCEDURES AND COMMUNICATION

» **Level I – Emergency Situation**

If an emergency situation affects classrooms / class time:

- » Instructors will respond to any directives from Butte County ROP and communicate these to students.
- » Unless otherwise directed, classes proceed as normal.
- » Note: If classroom locations are unavailable, refer to Level II.

» **Level II - Current Classroom Location Unavailable**

If due to emergency current classroom locations are *unavailable*, Butte County ROP will attempt to locate an *alternative* classroom location.

If alternative classroom locations are available:

- » Instructors and/or Butte County ROP Staff will contact students with new location using the Student Information System (SIS) and/or other established communication used by instructor.
- » Class will proceed in new location.

If alternate classroom locations are *not* available:

- » Teachers will provide students with alternate assignment(s) through SIS and/or other established communication used by instructor.
- » Note: If alternate assignments are not possible and/or two or more instructional days have been missed, class must be rescheduled. Refer to Level III.

» **Level III – Rescheduling Missed Instructional Days**

If alternative assignments are not possible and/or two or more instructional days have been missed due to emergency:

- » Classes must be rescheduled.
- » Instructor, Administrator and Director will determine new classroom day/time/location.
- » Instructors and/or Butte County ROP Staff will contact students with rescheduling information using SIS and/or other established communication used by instructor.

COVID PROCEDURES

All students and staff will be required to follow current Butte County Public Health COVID safety protocols as outlined under “COVID Resources” on the Butte County CTE website, at <https://cte.bcoe.org/covid-resources>. Some programs may have additional requirements, include the wearing of program-specific PPE and/or obtaining a COVID vaccination. For more information, contact your instructor or Butte County CTE at CTE@bcoe.org.

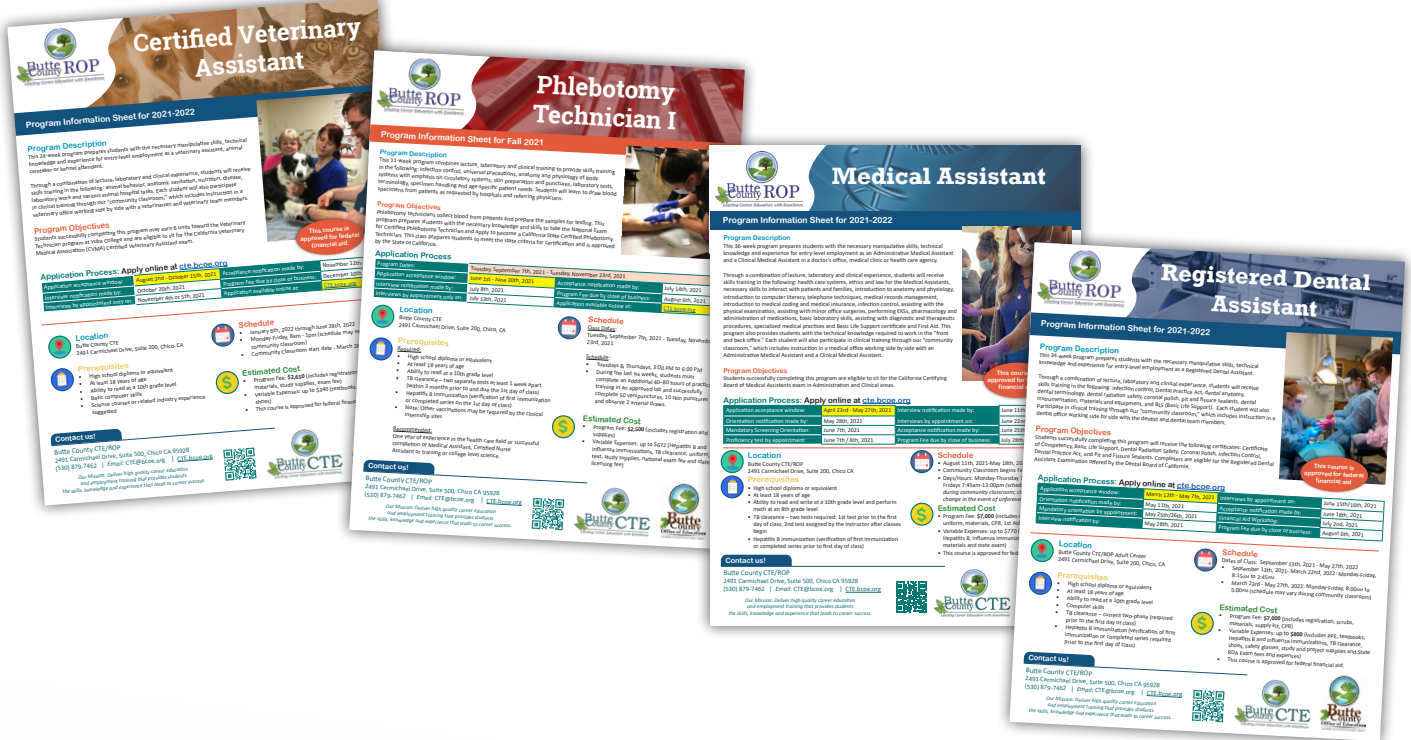


**Butte
County ROP**
Leading Career Education with Excellence

APPENDIX

Program Information Sheets

On the following pages you can find information on each program that includes program descriptions, program objectives, timelines for the application process, classroom locations, schedules and estimated costs. These are also located on the Butte County CTE website at <https://cte.bcoe.org/>.



Current Butte County ROP Programs:

- Medical Assistant
- Registered Dental Assistant
- Certified Veterinary Assistant
- Phlebotomy Technician I (Fall and Spring)



Butte County ROP

Leading Career Education with Excellence

Medical Assistant

Program Information Sheet for 2023-2024

Program Description

This 36-week program prepares students with the necessary manipulative skills, technical knowledge and experience for entry-level employment as an Administrative Medical Assistant and a Clinical Medical Assistant in a doctor's office, medical clinic or health care agency.

Through a combination of lecture, laboratory and clinical experience, students will receive skills training in the following: health care systems, ethics and law for the Medical Assistants, necessary skills to interact with patients and families, introduction to anatomy and physiology, introduction to computer literacy, telephone techniques, medical records management, introduction to medical coding and medical insurance, infection control, assisting with the physical examination, assisting with minor office surgeries, performing EKGs, pharmacology and administration of medications, basic laboratory skills, assisting with diagnostic and therapeutic procedures, specialized medical practices and Basic Life Support certificate and First Aid. This program also provides students with the technical knowledge required to work in the "front and back office." Each student will also participate in non-paid clinical training through our "community classroom," which includes instruction in a medical office working side by side with an Administrative Medical Assistant and a Clinical Medical Assistant.

Program Objectives

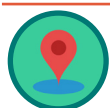
Students successfully completing this program are eligible to sit for the California Certifying Board of Medical Assistants exam in Administration and Clinical areas.

Application Process: Apply online at cte.bcoe.org

Application acceptance window:	March 10th, 2023 - April 19th, 2023		
Program Dates:	August 17, 2023 - May 22, 2024	Interviews by appointment on:	June 7, 2023
Orientation notification made by:	May 3, 2023	Acceptance notification made by:	June 14, 2023
Mandatory orientation by appointment:	May 17, 2023	Program Fee due by close of business:	July 12, 2023
Interview notification by:	May 24, 2023	Apply online at:	CTE.bcoe.org



This course is approved for federal financial aid.



Location

Butte County CTE/ROP
2491 Carmichael Drive, Suite 200, Chico CA



Prerequisites

- High school diploma or equivalent
- At least 18 years of age
- Ability to read and write at a 10th grade level and perform math at an 8th grade level
- **TB clearance** – two tests required: 1st test prior to the first day of class, 2nd test assigned by the instructor after classes begin
- **Hepatitis B immunization** (verification of first immunization or completed series prior to first day of class)



Schedule

- Thursday, August 17, 2023 - Wednesday, May 22, 2024
- Community Classroom begins February 12, 2024
- Days/Hours: Monday-Thursday 7:30AM - 2PM; Fridays 7:30AM - 11:45AM (*schedule may vary during community classroom*)
- Fall Break: November 20, 2023 - November 24, 2023
- Winter Break: December 25, 2023 - January 5, 2024
- Spring Break: March 11, 2024 - March 15, 2024



Estimated Cost

- Program Fee: **\$7,140** (includes registration, uniform, materials, CPR, 1st Aid, and supplies)
- Variable Expenses: up to \$770 (TB clearance, Hepatitis B, Influenza immunizations, shoes, study materials and state exam)
- This course is approved for federal financial aid.

Contact us!

Butte County CTE/ROP
2491 Carmichael Drive, Suite 100, Chico CA 95928
(530) 879-7462 | Email: CTE@bcoe.org | [CTE.bcoe.org](http://cte.bcoe.org)



Our Mission: Deliver high quality career education and employment training that provides students the skills, knowledge and experience that leads to career success.

Registered Dental Assistant

Program Information Sheet for 2023-2024

Program Description

This 34-week program prepares students with the necessary manipulative skills, technical knowledge and experience for entry-level employment as a Registered Dental Assistant.

Through a combination of lecture, laboratory and clinical experience, students will receive skills training in the following: infection control, Dental Practice Act, dental anatomy, dental terminology, dental radiation safety, coronal polish, pit and fissure sealants, dental instrumentation, materials and equipment, and BLS (Basic Life Support). Each student will also participate in clinical training through our "community classroom," which includes instruction in a dental office working side by side with the dentist and dental team members.

Program Objectives

Students successfully completing this program will receive the following certificates: Certificate of Competency, Basic Life Support, Dental Radiation Safety, Coronal Polish, Infection Control, Dental Practice Act, and Pit and Fissure Sealants. Completers are eligible for the Registered Dental Assistant Examination offered by the Dental Board of California.

Application Process: Apply online at cte.bcoe.org

Application acceptance window:	February 24th, 2023 - April 14th, 2023		
Program Dates:	August 21, 2023 - May 3, 2024	Interviews by appointment on:	May 30 - May 31, 2023
Orientation notification made by:	April 18, 2023	Acceptance notification made by:	June 2, 2023
Mandatory orientation by appointment:	May 3, 2023	Financial Aid Workshop:	June 16, 2023
Interview notification by:	May 5, 2023	Program Fee due by close of business:	July 21, 2023



This course is approved for federal financial aid



Location

Butte County CTE/ROP Adult Center
2491 Carmichael Drive, Suite 200, Chico, CA



Schedule

Dates of Class: **August 21, 2023 - May 3, 2024**

- Class Days & Times: 8/21/2023 - 2/15/2024, M-F, 8:15AM to 2:45PM
- Community Classroom Days & Times: 2/20/2024 - 5/3/2024, M-F, 8:00AM to 5:00PM (schedule may vary)
- Fall Break: November 20 - November 26, 2023
- Winter Break: December 25, 2023 - January 5, 2024
- Spring Break: Varies by student



Prerequisites

- High school diploma or equivalent
- At least 18 years of age
- Ability to read at a 10th grade level
- Computer skills
- TB clearance – current two-phase (required prior to the first day of class)
- Hepatitis B immunization (verification of first immunization or completed series required prior to the first day of class)



Estimated Cost

- Program Fee: **\$7,000** (includes registration, scrubs, materials, supply kit, CPR).
- Variable Expenses: up to **\$800** (includes PPE, textbooks, Hepatitis B and influenza immunizations, TB clearance, shoes, safety glasses, study and project supplies and State RDA Exam fees and expenses)
- This course is approved for federal financial aid.

Contact us!

Butte County CTE/ROP
2491 Carmichael Drive, Suite 100, Chico CA 95928
(530) 879-7462 | Email: CTE@bcoe.org | cte.bcoe.org

Our Mission: Deliver high quality career education and employment training that provides students the skills, knowledge and experience that leads to career success.



Certified Veterinary Assistant

Program Information Sheet for 2023-2024

Program Overview

This **24-week program (600 clock hours)** prepares students with the necessary manipulative skills, technical knowledge and experience for entry-level employment as a **veterinary assistant, animal caretaker or kennel attendant**.

Through a combination of lecture, laboratory and clinical experience, students will receive skills training in the following: animal behavior, anatomy, sanitation, nutrition, disease, laboratory work and various animal hospital tasks.

In addition, students will gain real-world, on-the-job training through our **“Community Classroom.”** This unpaid learning experience prepares students for a successful transition into the workplace which includes instruction in a veterinary office working side by side with a veterinarian and veterinary team members.

Program Outcome

Students who successfully pass the California Veterinary Medical Association (CVMA) Certified Veterinary Assistant exam on the last day of class become **CVMA Certified Veterinary Assistants**. Students who successfully pass the class may also earn 6 units toward the Veterinary Technician program at Yuba College.



This course is approved for federal financial aid.

Application Process: Apply online at cte.bcoe.org

Application acceptance window:	August 1st - October 13th, 2023		
Program Dates:	January 4th - June 26th, 2024	Acceptance notification made by:	November 7th, 2023
Interview notification made by:	October 23rd, 2023	Program Fee due by close of business:	December 11th, 2023
Interviews by appointment only on:	November 2nd and 3rd, 2023	Application available online at:	CTE.bcoe.org



Location

Butte County CTE
2491 Carmichael Drive, Suite 200, Chico, CA



Schedule

- Thursday, January 4th, 2024 - Wednesday, June 26th, 2024
- Monday-Friday, 8am - 1pm (schedule may vary during community classroom)
- Community Classroom start date: March 25th, 2024



Prerequisites

- High school diploma or equivalent
- At least 18 years of age
- Ability to read at a 10th grade level
- Basic computer skills
- Science courses or related industry experience suggested
- **COVID-19 vaccination:** Students must be fully vaccinated prior to the start of class (a person is considered fully vaccinated 2 weeks after completion of their full 2-vaccine series)



Estimated Cost

- Program Fee: **\$2,700** (includes registration, classroom materials, study supplies, exam fee)
- Variable Expenses: up to \$340 (textbooks, uniform, shoes)
- This course is approved for federal financial aid.

Butte County CTE/ROP

2491 Carmichael Drive, Suite 100, Chico CA 95928
(530) 879-7462 | Email: CTE@bcoe.org | [CTE.bcoe.org](https://cte.bcoe.org)

Our Mission: Deliver high quality career education and employment training that provides students the skills, knowledge and experience that leads to career success.



Phlebotomy Technician I

Program Information Sheet for Fall 2023

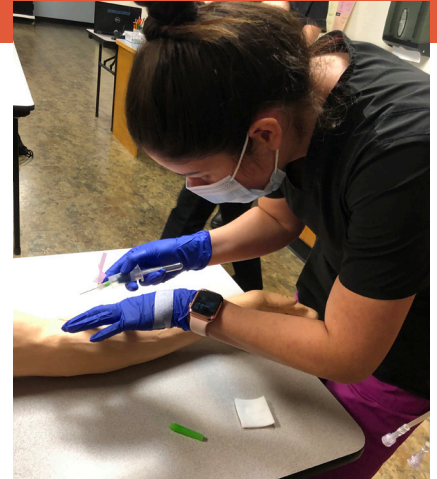
Program Description

This **11-week program (106 clock hours)** prepares students to draw blood specimens from patients as requested by hospitals and referring physicians. The curriculum includes infection control, universal precautions, anatomy and physiology of body systems with emphasis on circulatory systems, skin preparation and punctures, laboratory tests, terminology, specimen handling and age-specific patient needs.

In addition, for one week during the program, students will gain real-world, on-the-job training through our **"Community Classroom."** This unpaid learning experience prepares students for a successful transition into the workplace.

Program Objectives

Students who successfully pass the National Exam for Certified Phlebotomy Technician on the last day of class may then apply to become a **California State Certified Phlebotomy Technician.**



Application Process: Apply online at cte.bcoe.org

Application acceptance window:	Thursday, June 3rd, 2023 – Friday, June 30th, 2023		
Program Dates:	Tuesday, September 5th, 2023 – Thursday, November 16th, 2023	Acceptance notification made by:	Wednesday, 7/19/2023
Interview notification made by:	Monday, 7/10/2023	Program Fee due by close of business:	Tuesday, 8/8/2023
Interviews by appointment only on:	Tuesday, 7/18/2023	Application available online at:	CTE.bcoe.org



Location

Butte County CTE
2491 Carmichael Drive, Suite 200, Chico, CA



Prerequisites

Required:

- High school diploma or equivalent
- At least 18 years of age
- Ability to read at a 10th grade level
- **TB clearance:** Two separate tests at least 1 week apart (within 3 months prior to and due the 1st day of class)
- **Hepatitis B immunization:** Verification of first immunization or completed series due on the 1st day of class
- **COVID-19 vaccination:** Students must be fully vaccinated prior to the start of class (a person is considered fully vaccinated 2 weeks after completion of their full 2-vaccine series)
- Note: Other vaccinations may be required by the clinical internship sites.

Recommended:

One year of experience in the health care field or successful completion of Medical Assistant, Certified Nurse Assistant or training or college-level science.



Schedule

Class Dates:

Tuesday, September 5th, 2023 – Thursday, November 16th, 2023

Schedule:

- Tuesdays & Thursdays, 3:00 PM to 6:00 PM
- During the last six weeks, students must complete an additional 40–80 hours of "Community Classroom" practical training in an approved lab and successfully complete 50 venipunctures, 10 skin punctures and observe 2 arterial draws.



Estimated Cost

- Program Fee: **\$2,550** (includes registration and supplies)
- Variable Expenses: up to \$672 (Hepatitis B and Influenza immunizations, TB clearance, uniform, text, study supplies, national exam fee and state licensing fee)

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Phlebotomy Technician I

Program Information Sheet for Spring 2024

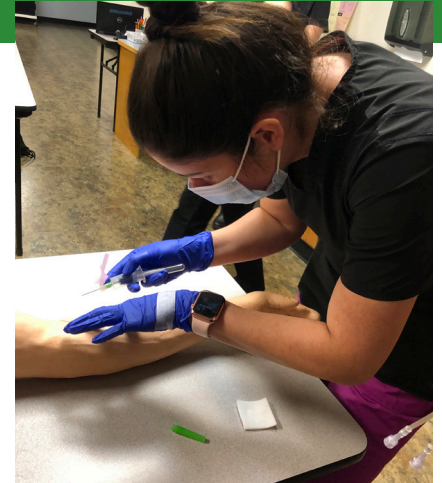
Program Description

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In addition, for one week during the program, students will gain real-world, on-the-job training through our **"Community Classroom."** This unpaid learning experience prepares students for a successful transition into the workplace.

Program Objectives

Students who successfully pass the National Exam for Certified Phlebotomy Technician on the last day of class may then apply to become a **California State Certified Phlebotomy Technician.**



Application Process: Apply online at cte.bcoe.org

Application acceptance window:	Monday, December 11th, 2023 – Friday, January 12th, 2024		
Program Dates:	Tuesday, March 12th, 2024 – Thursday, May 23rd, 2024	Acceptance notification made by:	Wednesday, 1/31/2024
Interview notification made by:	Monday, 1/22/24	Program Fee due by close of business:	Tuesday, 2/13/2024
Interviews by appointment only on:	Tuesday, 1/30/24	Application available online at:	CTE.bcoe.org



Location

Butte County CTE
2491 Carmichael Drive, Suite 200, Chico, CA



Prerequisites

Required:

- High school diploma or equivalent
- At least 18 years of age
- Ability to read at a 10th grade level
- **TB clearance:** Two separate tests at least 1 week apart (within 3 months prior to and due the 1st day of class)
- **Hepatitis B immunization:** Verification of first immunization or completed series due on the 1st day of class
- **COVID-19 vaccination:** Students must be fully vaccinated prior to the start of class (a person is considered fully vaccinated 2 weeks after completion of their full 2-vaccine series)
- Note: Other vaccinations may be required by the clinical internship sites.

Recommended:

One year of experience in the health care field or successful completion of Medical Assistant, Certified Nurse Assistant or training or college-level science.



Schedule

Class Dates:

Tuesday, March 12th, 2024 – Thursday, May 23rd, 2024

Schedule:

- Tuesdays & Thursdays, 3:00 PM to 6:00 PM
- During the last six weeks, students must complete an additional 40–80 hours of "Community Classroom" practical training in an approved lab and successfully complete 50 venipunctures, 10 skin punctures and observe 2 arterial draws.



Estimated Cost

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Cost of Attendance (COA) by Program (2023-2024)

>> **Medical Assistant - Standard Occupational Code: 31-9092**

Program is 1,080 hours (approximately 9 months, or 38 instructional weeks/28-36 hours per week). The estimated cost of attendance (COA) is as follows:

Living with Family		Not Living with Family	
Program Fees	\$7,140	Program Fees	\$7,140
Books/Supplies	\$1,200	Books/Supplies	\$1,200
Room and Board	\$8,404	Room and Board	\$11,280
Transportation	\$2,136	Transportation	\$1,760
Miscellaneous/Personal	\$2,318	Miscellaneous/Personal	\$2,908
Total	\$21,198	Total	\$24,288

>> **Registered Dental Assistant - Standard Occupational Code: 31-9091**

Program is 980 hours (approximately 8 months, or 34 instructional weeks/30 hours per week). The estimated cost of attendance (COA) is as follows:

Living with Family		Not Living with Family	
Program Fees	\$7,000	Program Fees	\$7,000
Books/Supplies	\$1,250	Books/Supplies	\$1,250
Room and Board	\$7,470	Room and Board	\$10,027
Transportation	\$1,899	Transportation	\$1,564
Miscellaneous/Personal	\$2,060	Miscellaneous/Personal	\$2,585
Total	\$19,679	Total	\$22,426

>> **Certified Veterinary Assistant - Standard Occupational Code: 31-9096**

Program is 600 hours (approximately 6 months, or 24 instructional weeks/25 hours per week). The estimated cost of attendance (COA) is as follows:

Living with Family		Not Living with Family	
Program Fees	\$2,700	Program Fees	\$2,700
Books/Supplies	\$1,150	Books/Supplies	\$1,150
Room and Board	\$5,603	Room and Board	\$7,520
Transportation	\$1,424	Transportation	\$1,173
Miscellaneous/Personal	\$1,545	Miscellaneous/Personal	\$1,939
Total	\$12,422	Total	\$14,482

>> **Phlebotomy Technician I - Standard Occupational Code: 31-9097**

Program is 106 hours (approximately 3 months, or 11 instructional weeks/6 hours per week with one 40-hour week). The estimated cost of attendance (COA) is as follows:

Living with Family		Not Living with Family	
Program Fees	\$2,550	Program Fees	\$2,550
Books/Supplies	\$455	Books/Supplies	\$455
Room and Board	\$2,801	Room and Board	\$3,760
Transportation	\$356	Transportation	\$293
Miscellaneous/Personal	\$386	Miscellaneous/Personal	\$485
Total	\$6,548.67	Total	\$7,543

Program and Holiday Schedules (2023-2024)

» **Program Schedules**

Butte County ROP program schedules vary due to differences in class length. To find the most current information for a specific program, please view the relevant program information sheet or access our website at <https://cte.bcoe.org/our-programs.html>.

» **Holiday Schedule**

Butte County ROP observes the following major state and federal holidays and holiday breaks:

Independence Day	Tuesday, July 4th, 2023
Labor Day	Monday, September 4th, 2023
Veteran's Day	Friday, November 10th, 2023
Thanksgiving Holiday	Wednesday - Friday, November 22nd-24th, 2023
Winter Break	Monday, December 25th, 2023 - Monday, January 1st, 2024
Martin Luther King Day	Monday, January 15th, 2024
Lincoln's Birthday	Friday, February 16th, 2024
Washington's Birthday	Monday, February 19th, 2024
Memorial Day	Monday, May 27th, 2024
Juneteenth	Wednesday, June 19th, 2024

Constitution Day Observance

Butte County ROP will recognize Constitution Day on September 17th each year unless the 17th falls on a weekend or holiday, in which case the event shall be held during the preceding or following week. Activities that educate students, staff and guests on the Constitution will be conducted to commemorate the signing of the Constitution on September 17, 1787.

National Voter Registration Day

Butte County ROP will recognize National Voter Registration Day on the fourth Tuesday in September. Students, staff and visitors will be provided information on the importance of voting and how to register online (<https://registertovote.ca.gov/>).

Butte County ROP/CTE Retention Plan

Tier	Criteria	Students Supports / Accommodations	Resulting Actions
All Students	All students	<p>At beginning of course/program, instructor will provide students with an Orientation to include a review of the following as outlined in the Student Handbook:</p> <ul style="list-style-type: none"> The program's Academic Standards, including all grading and testing policies and procedures The program's Attendance Standards, including the tardy and absence policies The program's Behavior Standards, including those listed in the Schoolwide Learner Outcomes (SLOs) and The program's Academic Integrity policy 	All students sign general Class Contract
Tier I	<p><i>Triggered by:</i></p> <ul style="list-style-type: none"> » Low Test Score » Tardy/Tardies » Absences » Behavior » Academic Dishonesty 	<p>» Student meets with Instructor</p> <p>Academic supports may include one or more of the following:</p> <ul style="list-style-type: none"> Review of incorrect test items Provide additional study guide prep for next test (one-on-one with instructor, study group, etc.) Determine possible accommodations for testing (alternate testing structure, alternate testing area, oral response, etc.) Test retake within specified time frame <p>Absence/tardy supports:</p> <ul style="list-style-type: none"> Review of transportation needs Determine plan <p>Behavioral supports:</p> <ul style="list-style-type: none"> Review of behavior Determine plan and timeline for improvement of behaviors (may skip to dismissal if behavior is severe) <p>Academic Dishonesty:</p> <ul style="list-style-type: none"> Evidence and documentation of act collected Student provided opportunity to explain Disciplinary action determined (which many include dismissal) 	Verbal Warning (Instructor will document)
Tier II	<p><i>Triggered by:</i></p> <ul style="list-style-type: none"> » Low Test Score » Tardies » Absences » Continued behavior issue(s) or failure to meet plan and timeline 	<p>» Student meets with Instructor and Administrator</p> <p>Academic supports may include one or more of the following:</p> <ul style="list-style-type: none"> Reassess previous academic supports and accommodations for testing and update plan if needed Test retake within specified time frame <p>Absence/tardy supports:</p> <ul style="list-style-type: none"> Reassess transportation needs and update plan if needed <p>Behavioral supports:</p> <ul style="list-style-type: none"> Reassess plan and timeline for improvement of behaviors (may skip to dismissal if behavior is severe) 	Written Warning: Instructor and Student to sign Student Contract

Tier III	<p><i>Triggered by:</i></p> <ul style="list-style-type: none"> » Low Test Score » Tardies » Absences » Continued behavior issue(s) or failure to meet plan and timeline 	<p>» Student meets with Instructor, Administrator and/or Senior Director</p> <p>Academic supports may include one or more of the following:</p> <ul style="list-style-type: none"> • Review of incorrect test items • Provide additional study guide prep for next test • Reassess and update accommodations for testing • Test retake within specified time frame <p>Absence/tardy supports:</p> <ul style="list-style-type: none"> • Review of transportation needs • Update plan if needed <p>Behavioral supports:</p> <ul style="list-style-type: none"> • Review of behavior; plan and timeline for improvement of behaviors determined (may skip to dismissal if behavior is severe) 	<p>Student signs Student Contract, Instructor signs and forwards to Administration</p>
Tier IV Probation / Possible Dismissal	<p><i>Triggered by:</i> Student has shown an inability to meet contract parameters</p>	<p>» Students will meet with the Administrator to determine probation/possible dismissal.</p> <p>Financial Aid Student Services Specialists will complete necessary paperwork upon dismissal.</p> <p>In extreme circumstances students may bypass Tier I, II and III as referenced in the Butte County ROP Student Handbook in the Student Responsibility Section.</p>	<p>» Probation Contract</p> <p>» Dismissal Process</p>



Butte County ROP/CTE Program Faculty and Staff

Post-Secondary Instructors

Name	Position	Credential/Certification/Degree
Owens, Kelli	Medical Assistant Instructor	Clear CTE Teaching Credential in Health Science & Medical Technology. Licensed Vocational Nurse, Certified Nurse Assistant, Certified Medical Assistant; Phlebotomy Certificate. BS, Applied Sciences, Boise State University.
Salinas, Colleen	Registered Dental Assistant Instructor	Clear CTE Teaching Credential in Health Science & Medical Technology. Registered Dental Assistant.
Clark, Jami	Registered Dental Assistant Instructor	Clear CTE Teaching Credential in Health Science & Medical Technology. Registered Dental Assistant.
Parker, Jean	Certified Veterinary Assistant Instructor	Clear CTE Teaching Credential in Agriculture & Natural Resources. Registered Veterinary Technician. SDAIE. BS, Animal Health Technology, University of California, Davis.
Leonard, Jamie	Phlebotomy Technician Instructor	Clear CTE Teaching Credential in Health Science & Medical Technology. Certified Phlebotomy Technician (CPT1).
Moss, Tim	Professional Welding Academy Instructor	Clear CTE Teaching Credentials in Agriculture & Natural Resources and Manufacturing & Product Development. BS, Animal Science, California State University, Chico. MS, Youth Development, Kansas State University.

Student Support Staff

Name	Position	Location / Contact
Bernard, Regina	Registrar, Financial Aid and Student Support Specialist	2491 Carmichael Drive, Suite 100 Chico, CA 95928
McCall, Mary	Administrative Assistant	Email: CTE@bcoe.org Phone: 530-879-7462

Administration

Name	Position	Credentials/Certifications	Degree/Major
Foglesong, Jennifer	Senior Director	Administrative Services Credential; PPS Credential in Academic Counseling; K-8 Multi-Subject Teaching Credential; CLAD Certificate.	MS, Educational Psychology, National University, Sacramento; BS, Psychology, Minor in Family Relations, CSU Chico.
Lovgren, MaryRose	CTE Administrator	Administrative Services Credential; Single Subject Teaching Credential in Science, Supplemental Credential in English; Clear CTE Teaching Credentials in Arts, Media & Entertainment and Education.	M.Ed, Learning and Technology, Western Governors University; BS, Zoology, Minor in English Literature, UC Davis.
Samons, Amanda	CTE Administrator	Administrative Services Credential; Single Subject Agriculture Education Credential, Agriculture Education Authorization; CLAD Certificate.	MS, Agriculture Education and Leadership, Cal Poly, San Luis Obispo; BS, Integrated Animal Systems, CSU Chico.
Gordon, Kelli	CTE Administrator	Administrative Services Credential; K-8 Multiple Subject Teaching Credential; CLAD Certificate.	MS, Management and Leadership, Western Governors University; BA, Liberal Studies, CSU Chico.



Butte County ROP



DETACH AND RETURN THIS FORM TO THE ROP INSTRUCTOR

Butte County ROP Student Handbook Signature Page

I, _____, have received and read a copy of the
Student Name

Butte County ROP Student Handbook.

I am knowledgeable of the Butte County Regional Occupational Program (ROP) Policies and Regulations for students.

I have been informed by my instructor that I have the right and opportunity to ask questions and discuss this information at any time.

Complaint Procedure

I certify that I have been notified, in writing, of the Butte County ROP complaint procedures.

_____ *Initials*

Permission To Feature, Publish, Photograph Or Video

I give permission to feature, photograph, video and/or publish in print/online/other media to the Butte County Office of Education and Butte County ROP for the student listed below.

YES _____ *Initials*

NO _____ *Initials*

I agree to fully participate in the Butte County Butte County ROP program I have selected and to abide by all stated policies and regulations. I received and read the Butte County ROP Student Handbook on _____.
Date

Student Name (Print)

ROP Program

Student Signature



 Butte ROP
County

Leading Career Education with Excellence