



2026-2027 ADULT & AFTER-SCHOOL PROGRAMS HANDBOOK

909-793-3115 ext. 500 

www.cryop.org 

1214 Indiana Court, Redlands, CA 



COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM
Inspiring Possibilities

Dear Students,

Welcome to CRY-ROP!

For 55 years, CRY-ROP has proudly served our communities by empowering students and adult learners with the knowledge, skills, and confidence needed to succeed in an ever-changing workforce. We believe that education is most meaningful when it connects learning with real-world opportunities, opening doors to rewarding careers and lifelong success.



At CRY-ROP, we are committed to preparing students and adult learners for success through high-quality Career Technical Education, workforce preparation, and strong community partnerships. Our programs are designed to help learners develop industry-relevant skills, explore meaningful career pathways, and gain the experience necessary to thrive in today's workforce.

We are honored to serve a diverse population of students, each bringing unique talents, experiences, and aspirations. We believe that every learner has the potential to achieve great things, and we are dedicated to creating an inclusive environment where everyone feels supported, valued, and inspired to reach their goals.

We understand that the first steps are sometimes the hardest, but you will not take them alone. From the moment you begin your journey with us, our dedicated instructors, staff, and partners are committed to supporting you every step of the way, ensuring that every student has the opportunity to cross the finish line, achieve their goals and celebrate their success.

Whether you are exploring a new career, building valuable skills, or preparing for your next educational or professional opportunity, we are excited to be part of your journey. Together, we will build a future filled with opportunity, achievement, and purpose.

Respectfully,

A blue ink handwritten signature, appearing to read 'Scott Raine', written over a horizontal line.

Scott Raine
Director of Student Services

A graphic with a teal and white color scheme. It features two main sections: 'Our Mission' and 'Our Vision'. The background includes images of students in a workshop and at a career fair. The text is as follows:
Our Mission
Preparing students for high demand careers by providing exceptional Career Technical Education programs influenced by business and industry.
Our Vision
Inspiring career possibilities for all students.
At the bottom right, there is a small image of a student at a career fair booth with a sign that says 'BHS COPS PATHWAY'.

TABLE OF CONTENTS

This student handbook provides important resources and information to support students throughout our program(s). For questions, contact your teacher or the Student Services office.

CRY-ROP reserves the right to update the handbook as needed and will provide amended information when changes occur.

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GOVERNING BOARD



COLTON REDLANDS YUCAIPA
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2026 GOVERNING BOARD MEMBERS

The CRY-ROP Governing Board is made up of representatives from our partner districts:
Colton Joint Unified School District, Redlands Unified School District, and Yucaipa-Calimesa Joint Unified School District.

OFFICERS	 Frank Ibarra PRESIDENT CJUSD	 Patty Holohan VICE PRESIDENT RUSD	 Regina Cruise CLERK YCUUSD
BOARD MEMBERS	 Patt Haro BOARD MEMBER CJUSD	 Melissa Ayala-Quintero BOARD MEMBER RUSD	 Debbie Miller BOARD MEMBER YCUUSD
ALTERNATES	 Israel Fuentes ALTERNATE CJUSD	 Michele Rendler ALTERNATE RUSD	 David Avila ALTERNATE YCUUSD

STUDENT SERVICE STAFF

Teachers

Aaron Casas	Aaron_Casas@cry-rop.org	Construction Facilities Maintenance Teacher
Camillia Murphy	Camillia_Murphy@cry-rop.org	Certified Nurse Assistant–Bloomington High School
Angela Nguyen, LVN	Angela_Nguyen@cry-rop.org	Certified Nurse Assistant-Day Program, Acute Care and Redlands East Valley high School
VinaGrace Ocompo, RN	VinaGrace_Ocompo@cry-rop.org	Certified Nurse Assistant–Integrated Education Training
Cherrise Pitchford, LVN	Cherrise_Pitchford@cry-rop.org	Certified Nurse Assistant-Redlands High School
Michele Winkel	Michele_Winkel@cry-rop.org	Certified Nurse Assistant-Colton High School
Sommer Feliciano	Sommer_Feliciano@cry-rop.org	Substitute Teacher - Certified Nurse Assistant classes
Vacant	Jean_Valkenburg@cry-rop.org	Certified Nurse Assistant – Evening Program
Vanant	studentservices@cry-rop.org	Vehicle Maintenance Technician Teacher

Administrative Staff

Patricia Frink, RN	Patricia_Frink@cry-rop.org	Designated Registered Nurse Program Director (High School Programs)
Jean Valkenburg, RN	Jean_Valkenburg@cry-rop.org	Designated Registered Nurse Program Director (Adults Programs)
Office Staff	studentservices@cry-rop.org	

ADMISSION & STUDENT SUCCESS INFORMATION

HOLIDAY/NO SCHOOL SCHEDULE

There will be no instruction/classes due to closure on major State and Federal holidays, or during winter and spring break periods. Please note the holidays and break periods are as follows:

July 3, 2026	September 7, 2026
November 11, 2026	November 26 & 27, 2026
December 21 & 22, 2026	December 23 & 25, 2026
December 28 & 29, 2026	December 30 & 31, 2026
January 1, 2027	January 18, 2027
February 15, 2027	May 1, 2027
June 18, 2027	

***See individual class calendars for spring and winter breaks, as well as class recess days.**

LATE PAYMENTS

A \$40.00 fee will be charged for all late payments. Two consecutive late payments will result in a student being dropped from the program. A written request can be made to the Director of Student Services to address hardship situations. A meeting will be held to consider the students' request. If alternate payment arrangements are approved, the student will be required to sign and follow the terms set forth in the contract.

LEAVE OF ABSENCE

Leaves of absence are generally discouraged. If a student in good standing and making satisfactory progress in the program must interrupt studies for an approved reason he/she may request a leave, usually not to exceed two weeks. If leave is approved, students will be expected to complete assigned missed work/homework. Students must provide a written request to the Director of Student Services stating reason and duration.

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.

REFUND/PROGRAM CANCELLATION

In the event of program cancellation, all fees will be refunded without requiring a request from the student. Students may elect to roll all paid fees to the next available program.

WITHDRAWAL

- Students who wish to withdraw must submit written notice to the Student Services Department administrative staff at studentservices@cry-rop.org. All withdrawal notices must include student name, date, and reason for dropping.
- Responsibility for filing a notice of withdrawal rests entirely with the student. Any money owed to CRY-ROP is due on the official date of withdrawal.
- If a student notifies CRY-ROP of intention to withdrawal **WITHIN** the first three consecutive calendar days from the first day of class, the student will be refunded all tuition payments **MINUS** the \$300 non-refundable deposit AND any resources, services and/or instructional materials issued (e.g., textbook, fingerprinting, etc.). These items will be subtracted from all monies received and the student will be refunded the remaining balance. An applicable refund, if any, will be issued directly to the issuing payment party.
- **No refunds will be issued to students who choose to withdrawal AFTER the first three consecutive calendar days from the first day of a class.**
- **Refunds to Students Receiving Community Organizational Funding:** Students must adhere to the funding agreements. Students may be responsible for any unpaid fees if during the program the funding agency withdrawals full payment of the program. If this occurs, CRY-ROP may set up a payment plan. Student Records and/or certification will not be issued until the student account is paid in full.

RESOURCE CENTER

Computers and printers are available in the Student Services office to complete class assignments, renew skills, conduct research, seek employment, or perform other student related business. Make an appointment to reserve your time at studentservices@cry-rop.org or 909-793-3115 ext. 500.

STUDENT SERVICES DEPARTMENT HOURS

Monday through Thursday: 8:00am to 3:30pm

TRANSPORTATION

CRY-ROP does not provide transportation. There is an Omni Trans bus stop within one block of the campus visit www.omnitrans.org for information and schedules or call (800) 966-6428 for more details.

VISITORS

All guests having business on the ROP campus must sign in at the Student Services office (i.e., Building C), show valid identification, and receive a visitor pass to be worn while on campus. Only visitors with designated CRY-ROP business are allowed on campus. Students may not bring guests, including children, to class or during testing. ROP reserves the right to turn away any visitor.

To protect student privacy, information will not be provided to individuals who come to campus to obtain information.

CLINICAL/WORK-BASED LEARNING OPPORTUNITIES

Students are required to participate and complete clinical or work-based learning as scheduled by the teacher and the site. Work-based learning opportunities are unpaid, but students will receive hours towards completion of the program. Clinical or work-based learning opportunities may occur outside the regularly scheduled time of the program. Students must complete the minimum number of hours or jeopardize successfully completing the program and earning completion documentation. If an outside agency is funding a student's program fees and the student does not complete the required hours, funding could be impacted.

Clinical or work-based learning experiences make it possible for you to earn credit toward program completion while working in a setting related to the program. To be eligible for the clinical or work-based learning component of the training program, you must meet the following requirements:

1. Complete the required percentage of program competencies as designated by the program teacher.
2. Possess and maintain a C (70%) cumulative GPA.
3. Maintain minimum 93% attendance throughout the program.
4. Demonstrated competence in all areas of study and be recommended by the teacher.
5. Complete the required health documents as required.
6. Follow the guidelines and standards of the clinical or work-based learning site.

ACADEMIC HONESTY

CRY-ROP is committed to fostering a culture of honesty, ethics, and academic excellence. Students are expected to complete all academic work with integrity. Academic dishonesty is any act of deception in which a student claims credit for another person's work, uses unauthorized materials, or submits false or fabricated information.

Academic dishonesty violates CRY-ROP's Rules of Conduct and will not be tolerated. Students, parents/guardians, staff, and administrators share responsibility for promoting a positive school climate that values honesty. Students who violate this policy are subject to CRY-ROP and school-site disciplinary action.

Examples of academic dishonesty include, but are not limited to:

- **Cheating:** Using or sharing unauthorized assistance, materials, or collaboration on tests or assignments.
- **Tampering:** Altering or interfering with academic records, evaluations, or documents.



- **Fabrication:** Falsifying data, research, sources, or documentation, including information submitted to change a grade.
- **Plagiarism:** Presenting another person's words, ideas, work, or data as one's own without proper citation, including material from the internet or collaborative work submitted as individual work.
- **Assisting:** Helping another student commit academic dishonesty, such as completing work on their behalf, altering records, or improperly distributing exams.

COPYRIGHT PROCESS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority may constitute an infringement. Penalties for copyright infringement include civil and criminal penalties. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

DRUG & ALCOHOL INFORMATION FOR A DRUG-FREE WORKPLACE & CAMPUS

The Governing Board is committed to maintaining alcohol- and drug-free campuses to support student success, promote safety, prevent violence, and provide a positive learning environment. Students suspected of alcohol or drug use may be restricted from certain activities or programs.

Students who possess, use, sell, or distribute alcohol, drugs, or related paraphernalia on campus or at school-sponsored activities are subject to disciplinary action, including suspension, expulsion, and/or referral to law enforcement, in accordance with applicable laws, Board policy, and administrative regulations.



NO SMOKING/TOBACCO FREE INSTITUTION

To promote a healthy environment for students and staff, smoking, vaping and the use of tobacco products is prohibited in all CRY-ROP facilities, vehicles, and partnering campuses in accordance with state and federal law. Employees and visitors may smoke only outside CRY-ROP grounds and in areas where smoking is not otherwise prohibited by law.

FREEDOM OF EXPRESSION

It is the policy of the school to allow and protect reasonable and legal expressions, speeches, and action according to federal and state laws. The policy excludes expression that is obscene, libelous, or slanderous according to current legal standards or that incites students to create a clear and present danger or to commit unlawful acts on school premises/property or partnering campuses. Inciting students to riot, or the violation of lawful school regulations or policies or the substantial disruption of the orderly operation of the school or its programs, is also prohibited.

EQUAL OPPORTUNITY/NON-DISCRIMINATION/HARASSMENT POLICY

CRY-ROP does not discriminate in its admissions or treatment in its programs and activities including advertising, training, testing placement, and employment. Non-discrimination applies to hiring of all positions and admission of all students into all programs. Students with special needs such as but not limited to physical, mental conditions or learning disabilities are considered for admission.

CRY-ROP abides by all provisions of the Office of Federal Contract Compliance Programs and displays the “Equal Employment Opportunity is the Law” posters in Spanish and in English. For access to all other languages please go to the following website and use the accessibility tools to translate into other languages:

<https://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm>

The Board prohibits, at any campus activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the

perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Process for Initiating and Responding to Complaints

Students who feel they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the Compliance Officer, Title IX Coordinator, principal or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the Compliance Officer, Title IX Coordinator, or principal, regardless of whether the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the Compliance Officer, Title IX Coordinator, or principal within one workday, regardless of whether the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal, Compliance Officer, or Title IX Coordinator, the principal, Compliance officer, or Title IX Coordinator shall notify the student or parent/guardian of the right to file a formal complaint in accordance with Administrative Regulation 1312.3- Uniform Complaint Procedures or, for complaints of sex discrimination, including sex-based harassment, the right to initiate the Title IX grievance procedures as specified in Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. Once notified verbally or in writing, the Compliance Officer or Title IX Coordinator shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, Compliance Officer, Title IX Coordinator, or any other person to whom a report would ordinarily be made or filed shall instead be made or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

GRIEVANCE PROCEDURES

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact any staff member. In addition, any student who observes any such incident should report the incident to any staff member whether the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying shall report the incident to a supervisor whether the victim files a complaint. In addition, the employee shall immediately intervene when safe to do so.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the supervisor shall immediately investigate the complaint in accordance with the site-level grievance procedures specified in AR 5145.7 Sexual Harassment.

Within 30 days of receiving the district's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall decide at its next regular meeting and its decision shall be final.

The Superintendent or designee shall ensure the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior.



GRADING SYSTEM

CRY-ROP's programs are competency-based. Competency-based education is learner centered, allowing students to progress as skills and competencies are mastered. Teachers monitor completion time and evaluate student performance as outlined on the course competency lists and program syllabus. Refer to the program syllabus for specific details.

Grading System		
A 93-100	A- 90-92.9	B+ 87-89.9
B 83-86.9	B- 80-82.9	C+ 77-79.9
C 75-76.9	C- 70-74.9	D+ 67-69.9
D 63-66.9	D- 60-62.9	F 0-59.9

SATISFACTORY ACADEMIC PROGRESS

All students enrolled in an adult or afterschool program must maintain a passing grade of C- or better to ensure students are moving toward successful completion of the program in a timely manner, or they may become at risk of being dropped from the program.

METHOD OF INSTRUCTION

CRY-ROP programs are taught by qualified instructors with industry experience who are dedicated to helping students succeed. Programs combine classroom instruction, hands-on training, regular assessments, and the use of current industry equipment to develop career-ready skills.

All adult and high school after-school programs include a clinical or work-based learning component, providing supervised real-world experience. Participation in these opportunities requires students to meet program-specific eligibility requirements.



PROGRAM VERIFICATION FOR ADULT, HIGH SCHOOL AFTER-SCHOOL PROGRAMS AND STUDENT RECORDS

CRY-ROP is a non-credit bearing institution; we do not issue credits. Students will receive a program verification upon successful completion of the program.

Requests for academic records must be submitted in writing on the CRY-ROP website link: [Student Records Request](#) or in person at the Student Services office. Identification is required to pick up all requested student records.

High school students attending courses during the school day must contact their high school for verification of their ROP CTE classes.

The release of all student information is closely monitored and protected. If you desire your records to be sent to an institution, employer, etc., you must first complete the Student Records Request. Student Services staff will only release records to the agency/individual designated on the form.

All CRY-ROP staff maintain educational records in accordance with state and federal laws. Students have the right to review their records but may be charged a fee for any requested copies. If a student is under the age of eighteen and is enrolled at CRY-ROP, parents or legal guardians may review their child's records. Students who are eighteen or older must give written permission to anyone to review their records.

Students should send all personal information changes (e.g., address, name change, etc.) to studentservices@cry-rop.org.

SECURITY

CRY-ROP does not maintain campus police staff. Local law enforcement has authority.

It is everyone's responsibility to be vigilant and to be aware of your surroundings. If you see something that may cause imminent danger to others call for emergency services immediately. If you have questions or concerns, you may also notify any CRY-ROP staff for support and assistance.

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

1. Do not leave valuable items unattended or in your car.
2. Do not park in isolated areas. Park in designated CRY-ROP parking and stay near other cars.
3. Leave car doors always locked.
4. Stay in well-lit areas at night or early mornings.
5. Be aware of your surroundings and report any suspicious activity or individuals.
6. Always wear the required CRY-ROP student badge while on campus.
7. Do not bring any type of weapon on campus.
8. If anything makes you feel unsafe or threatened while on campus report it immediately either by telling staff or calling 9-1-1.

RULES OF CONDUCT

CRY-ROP programs are designed to reflect professional workplace expectations. Students are expected to conduct themselves responsibly, follow the direction of instructors and staff, and help maintain a safe, respectful, and productive learning environment. Students are accountable for their actions while on campus, at clinical or work-based learning sites, during CRY-ROP-sponsored activities, and while traveling to or from these locations.

The following behaviors may result in disciplinary action, including suspension, dismissal from the program, expulsion, and/or referral to law enforcement, when appropriate:

- Violence, threats, fighting, or intimidation.
- Possession or use of firearms, weapons, explosives, imitation firearms, or other dangerous objects.
- Possession, use, sale, distribution, or being under the influence of alcohol, illegal drugs, tobacco, nicotine products, or drug paraphernalia.
- Theft, robbery, extortion, vandalism, or damage to school or personal property, including misuse of technology or electronic records.
- Sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, hazing, bullying, or cyberbullying.
- Disruptive, dishonest, obscene, profane, or insubordinate behavior, including harassment or retaliation against witnesses.
- Leaving campus or assigned activities without permission.
- Failure to follow program dress requirements.
- Unauthorized recording of classes or conversations with staff.
- Unauthorized use of personal electronic devices during instructional time.

Disciplinary decisions are made on a case-by-case basis, considering the nature of the violation, disciplinary history, surrounding circumstances, and the impact on the school community. Consequences may include suspension, dismissal from the program, withholding of official student records as permitted by law, and forfeiture of tuition for students dismissed for cause.

In emergency situations involving credible threats or dangerous behavior, CRY-ROP may impose immediate disciplinary action, including suspension or dismissal, to protect the safety of students and staff. The student conduct process will follow as appropriate to ensure due process.



STUDENT DRESS CODE

Students are expected to maintain a professional appearance and good hygiene consistent with industry standards. Clothing must be safe, appropriate, and not disrupt the learning environment. Dress code violations may be referred to the Director of Student Services. Refer to your program syllabus for specific dress requirements.

Students must wear their CRY-ROP ID badge at all times while on campus or participating in CRY-ROP activities.

Students enrolled in the Certified Nurse Assistant program are required to wear the designated program uniform.

STUDENT SERVICES FOR INDIVIDUALS WITH DISABILITIES

CRY-ROP provides reasonable accommodations to qualified students with disabilities to support successful participation in its programs and preparation for competitive employment.

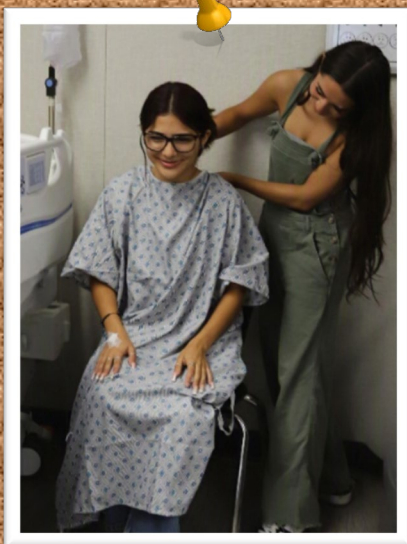
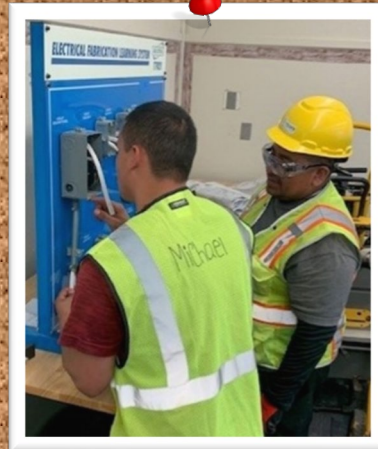
To be eligible for accommodations, students must:

- Be enrolled at CRY-ROP.
- Have a documented disability.
- Demonstrate an educational limitation requiring reasonable accommodations.
-

Requests for accommodations must be supported by appropriate documentation from a qualified professional or agency. Auxiliary aids and services are available upon request.

STUDENT TIME COMMITMENT

Success hinges upon time and project management. Attendance in all program sessions is required. Additionally, consideration must be given to the time needed to complete required projects and homework as assigned in each program. The more time spent on preparation, the better the chances of achieving success. Refer to the program syllabus for more details about program participation. On average students should anticipate at least 15 minutes of homework for every hour of instruction.



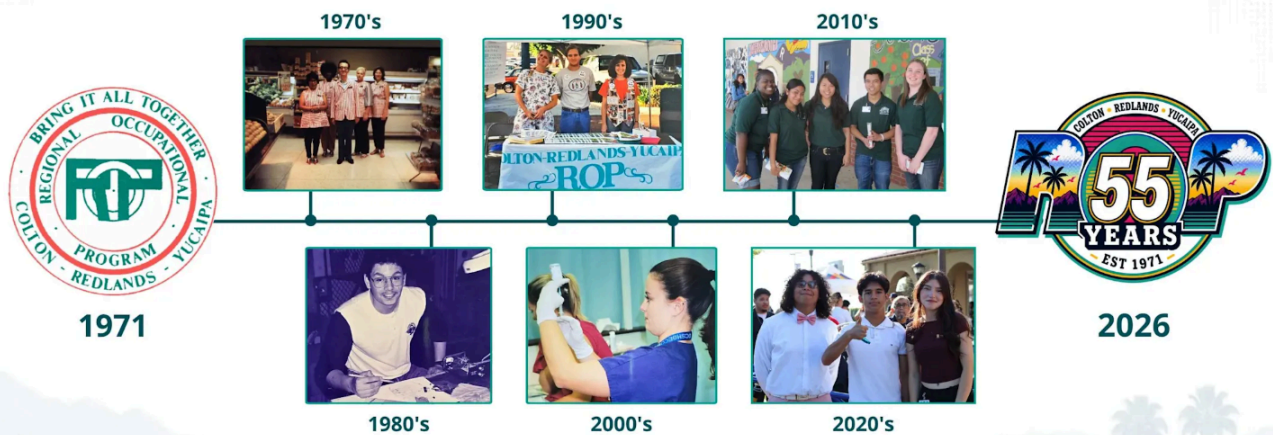


COLTON REDLANDS YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

Inspiring Possibilities

55 YEARS OF CRY-ROP

Serving Colton, Redlands, Yucaipa, and surrounding communities since 1971.



Honoring our history. Celebrating our students. Inspiring Possibilities.



A WASC Accredited Academic Institution