



STUDENT HANDBOOK



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Division of Educational Services
Career Technical Education
School of Career Education

**Student Handbook
Policies and Regulations
2015-2016**

The Mission

The mission of the School of Career Education is to provide post-secondary students with high-quality, affordable vocational training, to equip our students with the tools and skills that will lead to a successful career.

The Vision

School of Career Education will be regionally recognized as the premier post-secondary occupational training program in Riverside County. A commitment to excellent instruction, coupled with continuous improvement will provide adult students a first rate affordable occupational training program. The School of Career Education will be highly regarded for its occupational teaching excellence, affordability and its instructors' connections to the world of work thereby resulting in graduates of their training programs to become employed or allow them to move up their career ladder and be successful in the world of work.

Riverside County Office of Education (RCOE)

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3939 Thirteenth Street, P. O. Box 868
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Accreditation

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350-3898
(800) 917-2081
www.council.org

Western Association for Schools and Colleges
533 Airport Blvd, Suite 200
Burlingame, CA 94010
(650) 696-1060
www.acswasc.org



Welcome.....

Welcome to the School of Career Education. When it comes to charting your career path, you want an experienced partner that you can trust. At the School of Career Education, we're a not-for-profit organization motivated by your success in the world of work. There are countless reasons why you should choose us - here are the top five.

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

Our relationships with more than 1,000 regional employers mean that we have our pulse on their hiring needs and understand the skills you need to be successful in the world of work.

#2: Affordable Quality: An education is within your reach.

Advancing your education and workplace skills shouldn't translate to a lifetime of debt and financial struggle. Compared to private schools, School of Career Education is incredibly affordable with flexible financing and options.

#3: Real-World Industry Experience: Instructors matter.

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

#4: Accredited Not-for-Profit Status: We're not motivated by profits, but by success of our students.

Because we have a long history as a regional occupational program (ROP) that is part of the Riverside County Office of Education, and relationships with more than 20 regional school districts and community colleges, you can trust that our accredited school always has your best interest for succeeding in the world of work.

#5: Students Love Us: The feeling is mutual.

In a recent survey, 100 percent of our students would recommend School of Career Education to a friend or a family member for their career planning and training needs.

At School of Career Education, you are our future. Let us help you get connected to the world of work.

I join the entire staff and faculty in welcoming you to the School of Career Education!

Sincerely,

Ron Vito
Executive Director
School of Career Education

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As a prospective student, you are encouraged to review this handbook prior to signing the Registration Form or the Student Accounts Forms. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with an admissions technician prior to enrolling.

About School of Career Education

School of Career Education grew from RCOE's 40 years of experience successfully offering Career Technical Education. Currently, we provide post-secondary training in more than eleven subject areas at several locations throughout Riverside County.

School of Career Education's technical certificate programs provide instruction in both theory and practical applications using methods appropriate to the subject area. Each technical certificate program provides instruction in all aspects of its industry. Instructors maintain intern and employer relationships to ensure industry contact necessary for student success. In addition, students are provided a foundation of technical, academic, and communication skills upon which they can continue to grow, learn, and advance.

Student Services Center

The Student Services Center is an integral part of the School of Career Education. Services include career assessment, guidance, and registration.

School of Career Education maintains two adult student services centers:

School of Career Education, Main Campus
2100 E. Alessandro Blvd., Riverside, CA 92508
(951) 826-4723

Don F. Kenny Education Service Center, Branch Campus
47-336 Oasis St., Indio, CA 92201
(760) 863-3333

Resource Centers*

The Resource Centers are located within both Student Services Centers. Services available are:

- Computer Lab with Internet Access
- Resource Library
- Employment Listings
- Academic Support Services

*Services vary by location.

Placement Services*

School of Career Education ensures the delivery of effective and quality services to students and graduates in the following areas:

- Career Readiness Workshops
- On-Site Career Fairs
- Classroom Seminars
- Intern and Career Placement Assistance
- Career Advising
- Job Postings

*Services vary by location.

Consumer Information

The staff at the School of Career Education 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 School of Career Education courses or programs. In accordance with federal and state guidelines, School of Career Education 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 readily available in hard copy through the Student Services Center.

Follow-Up Surveys

All students will be asked to participate in a variety of follow-up surveys. The exit interview and instructional survey occur near the end of a term. The information gathered is used to assess student needs. In addition, a placement survey will be conducted to collect information regarding employment, post-secondary education, military enlistment, and state certification and licensure. The placement survey will ask about employment information regarding the type of position obtained and other information related to employment status. The information gathered will be used for statistical purposes.

Immunization Policies

Students must provide proof of immunizations and health clearances as stated in program prerequisites. Not all School of Career Education programs require immunizations for admissions; students interested in getting more information about immunizations should contact their local or state public health department or consult with their health care provider.

Illegal Distribution of Copyrighted Materials

School of Career Education supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Engaging in file sharing, copying and distribution of copyrighted materials may result in disciplinary action as well as civil and criminal penalties.

Electronic Devices Policy

Cellular phones, pagers, and other electronic devices shall not be used in a manner that causes disruption in the classroom or community site training facility. Abuse of cellular devices with photographic capabilities, use of devices for purposes of photographing test questions, or other notes and materials is prohibited. Photographing individuals in secured areas such as bathrooms, or other areas where there is a reasonable expectation of privacy, and/or taking photographs of an individual against their will is strictly prohibited. Electronic transmission of photographs of any person without express permission is strictly prohibited.

Campus Safety and Security

The School of Career Education considers the personal physical safety of its students, faculty, and staff essential for a successful learning environment. Part of crime prevention is individual safety consciousness and awareness of personal environment. School of Career Education suggests the following crime prevention measures, which can contribute to personal safety and security.

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

Admission Information

To enroll in the School of Career Education the following requirements must be met. A high school diploma or successful completion of a GED is required.

- Complete Orientation.
- Pass WBST Assessment.
- Copy of high school diploma, transcript, GED or California High School Proficiency Exam (CHSPE) letter.
- Social Security Card or “Right to Work” document.
- Government Issued Photo ID.

Students with academic or administrative holds will need to meet with the School of Career Education Coordinator/Principal before enrolling or re-enrolling in a School of Career Education class.

Students who have been administratively dropped or have self-dropped or withdrawn prior to successful completion of a program will need to meet with the School of Career Education Coordinator/Principal before enrolling or re-enrolling in a School of Career Education class.

STEP ONE: Orientation and Assessment

Meet with an Admissions Technician for a School of Career Education orientation and assessment. Appointments can be made by phone or in person at our Student Services Centers:

School of Career Education Main Campus

2100 E. Alessandro Blvd.
Riverside, CA 92508
(951) 826-4723

Don F. Kenny Regional Learning Center

School of Career Education Office Branch Campus
47-336 Oasis St.
Indio, CA 92201
(760) 863-3333

The School of Career Education orientation provides an overview of programs and facilities, as well as school policies, procedures, and expectations. An Admissions Technician will assist with career plans and will provide basic information about payment and financial aid options. Orientation participation is mandatory for School of Career Education programs. Orientation sessions are free and are for adults only; children are not allowed during testing, and no childcare will be provided.

STEP TWO: Registration

Once eligibility is confirmed, go to the Registration office at the Student Services Center to enroll.

STEP THREE: Payment of Fees

Proceed to the Student Accounts Technician to discuss financial arrangements.

Payment in Full: Pay total class fees using a Debit Card, Visa, MasterCard, Discover, American Express, Diner’s Club, money order, or cashier’s check. Any course having a cost of \$700 or less must be paid in full at time of registration.

Payment Plan Option: A payment plan option is available through the FACTS Tuition Management System. If choosing this option, you must make the initial down payment using a Debit Card, Visa, MasterCard, Discover, American Express, money order, or cashier’s check. Payments made to FACTS after the initial down payment can be made using a MasterCard, Discover, American Express, or automatic withdrawal from a checking account. An additional \$50.00 administrative fee will be assessed to students choosing the payment plan.

Students receiving assistance from workforce agencies, veterans programs, rehabilitation programs, Department of Labor services, and/or individual employers may be eligible for program fee assistance; speak with your caseworker for confirmation. Students may also seek financial assistance through other sources, such as third-party loans, community groups, and private organizations that offer scholarships and special awards. Refer to the “Student Financial Planning Options” section of this handbook for further details.

Please contact the Student Services Center or visit us online at www.connected2worldofwork.org for the most current program information and fees.

Student Financial Planning Options

Payment Options

Below you will find the various financing options, terms, and required documents to begin a student's financing selection. Students should meet with a Student Accounts Technician to discuss which plan is best for them.

Payment in Full

Students may pay the full payment due at the time of registration with a cashier's check, money order, Debit Card, Visa, MasterCard, Discover, American Express, or Diner's Club. This option allows students to pay for the program in full with no further payments due. Any course having a cost of \$700 or less must be paid in full at the time of registration.

Payment Plan

In order to assist students who wish to enroll in School of Career Education courses but cannot pay the full fee at the time of registration, students have the option of a payment plan to pay course fees. A payment plan option is available through the FACTS Tuition Management System. If choosing this option, you must make the initial down payment using a Debit Card, Visa, MasterCard, Discover, American Express, Diner's Club, money order, or cashier's check. Payments made to FACTS after the initial down payment can be made using a MasterCard, Discover, American Express, or automatic withdrawal from a checking account. An initial \$50.00 payment plan fee will be assessed to students choosing the payment plan and may be subject to change. The Riverside County Office of Education – School of Career Education is not responsible for any and all bank fees that a student/payee may incur while enrolled in a payment plan. All payment arrangements require a Payment Plan Agreement signed by the student. The following procedures shall be established and followed:

1. Any course having a cost of \$700 or less shall be paid in full at the time of registration.
2. Classes exceeding \$700 shall be paid in full at the time of registration unless the student arranges a specific payment plan with the Student Accounts Technician.
3. Upon choosing a payment plan option, student will be required to pay the initial down payment, plus the \$50.00 payment plan fee. Payment schedules unique to the individual course will be provided by the Student Accounts Technician in the Student Services Center. These schedules are established based on the cost and length of program. If an adjustment of payment plan dates is needed the student must request these changes at least five (5) days in advance of original due date.
4. Failure to pay the established monthly payment may result in the inability to participate in an internship, held from taking a national or state exam and/or being dropped from the class.
5. If a student completes the course before paying the balance due:
 - a. The student's course certificate, student record, and eligibility for state and national exam will be withheld.
 - b. The student will not be able to enroll in future classes until outstanding balances are paid.
 - c. Students receiving fee assistance from a public agency will be liable for any outstanding balance unpaid by the assisting agency.

Students who have been administratively dropped or have self-dropped or withdrawn prior to successful completion of a School of Career Education program are responsible for any outstanding balances.

Agency Contracts

Some students receive fee assistance from a public agency. If a student receives assistance from a public agency, the student must submit an approved authorization form or fee voucher completed and signed by an official agency representative. The authorized voucher must be submitted to the Student Account Technician on the day of enrollment in order for the school to bill the agency. Students receiving partial fee assistance from public agencies are responsible for any remaining fees.

Vocational Rehabilitation

The Department of Rehabilitation provides services and financial aid assistance to students with certain disabilities. To learn more, students can contact their local Department of Rehabilitation.

Workforce Investment Act

The Department of Labor may provide services and financial assistance to individuals who are participating in their training programs. To find out more, contact your local community Department of Labor.

Other Funding Sources

Corporate Reimbursement Programs

Employed students may be eligible for fee reimbursement through their employer's benefit program. Students can check to see if their employers offer fee reimbursement assistance.

Students can seek financial assistance through other sources such as third-party loans, community groups, and private organizations that offer scholarships and special awards.

Financial Aid Information

The School of Career Education now offers Federal Financial Aid for the Dental Assisting and the Dental Assisting/RDA Eligible programs. The School of Career Education administers the following Title IV funds:

- Federal Pell Grant – this is a gift aid and does not require repayment.

All Title IV funds are awarded based on eligibility. You can determine your eligibility by filing a Free Application for Federal Student Aid (FAFSA). The application can be found online at www.fafsa.ed.gov. You must be fully enrolled in an eligible School of Career Education program before any Title IV aid will be dispersed on your behalf. A School of Career Education Student Accounts Technician is available Monday through Friday from 8:30 a.m. to 4:30 p.m. to answer any financial aid related questions. A Student Accounts Technician can be reached at (951) 826-4723 or (760) 863-3333.

The Concept of Financial Aid

You do not have to be from a low-income family to qualify for financial aid, but you do have to have “financial need.” Your “need” is the difference between what it costs to attend a particular school and what you and your family can contribute.

How it works

Cost of Attendance (tuition, fees, books, supplies, room & board, and personal expenses)

Minus (-) Your Expected Family Contribution (the amount that you and your parents should be able to contribute as determined by a Government formula.)

Equals (=) Your Financial Need.

Cost of Attendance

Students must be enrolled at least full-time in an eligible program to have all cost of attendance components used to calculate the cost of attendance. The cost of attendance determines the amount of assistance a student is awarded. Components for determining the cost of attendance: Tuition & Fees, Room, Board and Miscellaneous Expenses, Dependent Care, Disability Related

To be considered eligible for financial aid, students must generally meet the following minimum requirements:

- Be a U.S. citizen or an eligible non-citizen.
- Demonstrate "financial need" as determined through the FAFSA application.
- Be enrolled in an eligible program.
- Have a high school diploma or equivalent.
- Be registered with Selective Service, if applicable (males born after 12/31/1959).
- Have a valid Social Security Number.
- Not be in default on any loan such as Federal Perkins Loans or Direct Loans.
- Not owe a repayment on a Federal Pell Grant, Federal Supplemental Education Grant (FSEOG).

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

- The right to review your financial aid files and accept or decline your financial aid award.
- The right to know how your financial aid will be distributed.
- The right to know how your financial aid was determined.
- The right to know the refund policy of the School of Career Education.

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

- The student has the responsibility to maintain Satisfactory Academic Progress (SAP).
- Satisfactory Academic Progress is defined by the School of Career Education as maintaining a GPA of 76% or above and an attendance record of 93% or above. Failure to maintain SAP standards could result in loss of eligibility for financial aid.
- 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 is responsible for providing all documentation to the Student Accounts 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 those documents.
- The student is responsible for all agreements that he/she signs.

Financial Aid Verification Process

What is 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.

Why is your file being verified?

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

- 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 child support paid may also be requested as it applies to the information on the application.

How will I know I have been selected?

Notification is sent through our third party servicer (VFAO system) via email which will state there are outstanding requirements and lists the document requirements and status. You may also be mailed or emailed additional documents that are required.

What happens if there are discrepancies in the application?

After all required documents are submitted, the School of Career Education Student Accounts Office and the third party service provider will compare them to your application. If errors are found, corrections will be made. If the errors are significant enough to change the amount of financial aid that you will be awarded, the Student Accounts Office will retransmit the FAFSA to Department of Education for reprocessing.

How long does data correction take?

You should allow 10 business days for verification review process and an additional five (5) business days if corrections have to be made and transmitted.

- Additional time may be necessary during peak periods.
- Once the verification and/or correction process is completed the student will be awarded within five (5) business days. An email notifying the student of the award will be sent via VFAO to their email address.
- Verification must be completed in advance of disbursing any money from any financial aid program so it is vital to send, complete, and correct errors as quickly as possible.

Pell Grant Recipients

- 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 completed, the student is not eligible for the Pell Grant for that award year.
- Students who have not completed the verification process within the required period will be notified in writing.

Federal Pell Grant

Federal Pell Grant does not require repayment, is based on financial need, and is available only to students who have not received a bachelor's degree or its equivalent. Eligibility is determined by a formula developed by the United States Department of Education. Students must be enrolled in a Federal Pell eligible course of study of at least 600 clock hours to be eligible for Federal Pell Grant. The Riverside County Office of Education School of Career Education school code is **042084**. The 2015-2016 maximum Federal Pell Grant amount is \$5,775 and is disbursed in segments referred to as payment periods as determined by the length of the program.

New Federal Regulations for Pell Grant

Effective as of July 1, 2013, the amount of Federal Pell grant funds a student may receive over his or her 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 100% of the maximum Pell amount, the six-year equivalent is 600%.

You can log on to the National Student Loan Data System (NSLDS) Student Access Web Site at www.nsls.ed.gov/nsls_SA/ using your Federal Student Aid PIN and view your Lifetime Eligibility Used (LEU). The LEU will be found on the Financial Aid review page.

2015-2016 Eligible Programs

The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students with regard to consumer-information regulations

Program Career/Occupation Information

The Department of Education requires School of Career Education to disclose Standard Occupation Codes (SOC) of each program, as listed below.

Dental Assisting Program Standard Occupational Code: 31-9091

Dental Assisting RDA Eligible Program Standard Occupational Code: 31-9091

At School of Career Education, we strive to keep our costs as low as possible without jeopardizing the quality of your education.

Dental Assisting Program, the estimated cost of attendance (COA) is as follows for 2015/2016:

(675 hours/38 weeks/20 hours per week)

ACADEMIC YEAR (est. 6 months)

Living with Parent

Room and Board: \$2,362.00

Personal Expenses: \$600.00

Transportation: \$420.00

Tuition/Supplies: \$8,875.00

Not Living with Parent

Room and Board: \$6,226.00

Personal Expenses: \$600.00

Transportation: \$420.00

Tuition/Supplies: \$8,875.00

Financial aid will be disbursed within clock hour terms 1 and 338 hours for Dental Assisting.

Dental Assistant RDA Eligible Program, the estimated cost of attendance (COA) is as follows for 2015/2016:

(1001 hours/36 weeks/27.5 hours per week)

ACADEMIC YEAR (est. 10 months)

Living with Parent

Room and Board: \$4,725.00

Personal Expenses: \$600.00

Transportation: \$420.00

Tuition/Supplies: \$8,875.00

Not Living with Parent

Room and Board: \$12,453.00

Personal Expenses: \$600.00

Transportation: \$420.00

Tuition/Supplies: \$8,875.00

Financial aid will be disbursed within clock hour term 1 and 500 hours for Dental Assistant/RDA Eligible.

NOTE: STUDENTS RECEIVING FINANCIAL AID MAY STILL INCUR OUT-OF-POCKET EXPENSES.

Student Accounts Drop and Refund Policy

Drop and Refund Policy

It is the intent of School of Career Education to have a fair and equitable refund policy. The policy is uniformly administered and published. Students are provided an orientation prior to registration. Orientation presentations outline pertinent program information and expectations. Program fee refund for School of Career Education students withdrawing prior to completion of a program, are issued based on the following refund policies:

Withdrawal/Drop Policy

If a student wishes to withdraw or drop from a program, they must withdraw in the Student Services Center. The student may be responsible for outstanding program fees.

Refund Policy

All refund payments will be mailed within 45 days of the date of cancellation, withdrawal, involuntary withdrawal or completion of a Request to Drop a Course Form (located in Student Services Office).

Important: Checks will be mailed to the student's address maintained by School of Career Education. Students are responsible for keeping their address current. Please notify Student Services of any address changes. Refunds for students who receive financial aid will be first paid to the financial aid source according to a distribution formula established pursuant to federal regulations.

Refunds for Continuing Education Classes (\$700 or less)

Tuition is collected in advance of the class start date; only the tuition minus the \$100 registration fee, will be refunded for students who drop on or before the first date of class. Students who drop on the second day of class are not eligible for a refund.

Program Refunds (not applicable for classes \$700 or less)

Refund for Withdrawal Prior to the Start of Instruction

A refund of all tuition less a \$100 fee will be refunded to students who withdraw from the program prior to the first day of instruction.

Refund for Withdrawal after the Start of Instruction

Students withdrawing from school after the start of instruction and before completing 60% of the program term or payment period, 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.

The refund shall be calculated as follows:

- ❖ Deduct a non-refundable registration fee not to exceed \$100 from the total tuition charge.
- ❖ Deduct books or supplies that have not been issued.
- ❖ Divide this figure by the number of hours in the program.
- ❖ The percentage is the hourly charge for the program.

The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction, the cost from materials, and the amount of the non-refundable registration fee specified. The refund shall be any amount in excess that was 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.

For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- ❖ You notify the school of your withdrawal or the actual date of withdrawal
- ❖ The school terminates your enrollment.
- ❖ Your fail to meet Satisfactory Academic Policy.

No Refund for Withdrawal after attending 60% of program term or payment period

Students attending 60% or more of the schedule program term or payment period will not receive a refund. Students will be responsible for any remaining balance on his/her account.

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 to Students Receiving Community or Organizational Funding

All outside agency funding is subject to the refund policy. Students must adhere to the funding agency agreements. Students are responsible to pay School of Career Education any unpaid fees.

Return of Title IV Funds

The School of Career Education 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. Prior to completing 60% of a payment period or term, the Federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office 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 we 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 School of Career Education that must be repaid.

Title IV Refund Process

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal. The institution 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. You will not be eligible for further financial aid funds until the overpayment is paid in full. In addition, your school records will be placed on "HOLD." You will not be able to register for classes or request academic transcripts until this bill has been paid in full.
2. If you do not pay this bill or make payment arrangements, your overpayment will be reported to the National Student Loan Data System (NSLDS). NSLDS notifies all other colleges and universities that you now owe money. You will be ineligible to receive further financial aid, at any college. The NSLDS notification will be removed when your bill is paid in full.
3. If you continue to ignore this bill, and a final notice is sent to you, your account will be turned over to the Department of Education for all future collection. The Department of Education has the ability to garnish your wages, withhold your tax refunds, send your account to a collection agency, and take you to court to recover the money owed.
4. You must pay this bill in full within 30 days.

Satisfactory Academic & Attendance Policy

School of Career Education Academic School Year

The 2015-2016 School year begins July 1, 2015, and ends June 30, 2016.

The School of Career Education is a clock hour school and the academic year is defined for Federal Student Aid purposes as 900 hours and 26 weeks. An academic year is the period of time it takes a full-time student to complete at least 900 clock hours. A program can be more than 900 hours and more than 26 weeks and still be considered one academic school year.

Satisfactory Academic Progress (SAP) in academic work and attendance is a requirement for all School of Career Education students. SAP helps monitor whether students are moving toward successful completion of the program in a timely manner or may become at risk of losing financial aid eligibility, incurring fees, or losing enrollment.

Satisfactory academic progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the School of Career Education to establish, publish, and apply standards to monitor your progress toward completion of your certificate program. Satisfactory academic progress is based on a qualitative component, which is based on a cumulative GPA, and a quantitative component which consists of a maximum timeframe in which a student must complete his or her program. In order to maintain satisfactory academic progress, students must:

- Maintain a cumulative grade percent average (GPA) of at least 76%;
- Maintain a minimum of 93% attendance record throughout the program. Students maintaining an attendance record between 85-92% must have School of Career Education Coordinator/Principal approved documented absences (i.e., doctor/hospital documentation, extreme emergencies) to be considered as having made SAP.

The School of Career Education determines satisfactory progress by monitoring students throughout their enrollment and with a formal evaluation at the midpoint of the program.

Students meeting all expectations and requirements at the midpoint evaluation will be considered as having made SAP and will be eligible to receive financial aid disbursements (if applicable).

Students failing to meet requirements for attendance and/or academic progress at an evaluation point will be notified in writing by School of Career Education staff. Pending the result of an appeal, students may be placed on Probationary status, or risk termination of Financial Aid.

Appeal Process

Students failing to meet SAP may follow an appeal process to re-determine SAP; and if granted, may be placed on “Probation” wherein the student may continue to receive Title IV financial aid.

Students must submit a written appeal of SAP determination to the School of Career Education Coordinator/Principal during regular hours and within three (3) business days of receiving an unsatisfactory SAP determination.

Appeals must be written by the student and contain the extenuating and/or extreme circumstances as to why the student failed to meet SAP and what has changed that will allow the student to make and maintain SAP at the next evaluation point.

Appeals will be reviewed by an “Appeals Committee” as appointed by the School of Career Education Coordinator/Principal. The written appeal will be reviewed by the committee and it may request an in-person interview with the student. A determination will be made in writing within ten days of the Appeals Committee decision.

If the appeal is granted, the student will be placed on Probation and a SAP contract will be developed to ensure the student progresses for a successful and timely completion of their program. The maximum time frame a student is allowed to complete their clock hours is 150% of the scheduled hours, if that student has documented medical extenuating circumstance related absences that have been approved by the School of Career Education Coordinator/Principal.

If a student appeal is denied, the student will be classified as “self-pay” and Title IV financial aid will not be reinstated. The student may be required to follow a SAP contract to continue enrollment.

If a student withdraws after losing aid, the required Return to Title IV calculation will be performed to determine if any monies are owed to the federal government. (Please refer to Drop/Refund Policy)

Professional Judgment

Professional Judgment (HEA Sec. 479A(a)) may be granted by the financial aid administrator to address a student’s financial and family circumstances that may have changed from the base year information originally reported on the FAFSA. Professional Judgment will only be used on a case-by-case basis to address special circumstances, which are conditions that differentiate an individual student from a class of students. A Professional Judgment decision may not be appealed. See the Title IV Student Accounts Technician for application procedures.

Withdrawal Financial Aid

Financial aid recipients who withdraw should consult with the financial aid office to discuss status of their aid eligibility. Federal policy dictates that the financial aid office is required to recalculate federal financial aid eligibility for students who withdraw prior to completing 60% of the payment period. This review is to determine the amount of unearned funds that must be returned to the federal government under the Title IV guidelines. If it is determined that a return to Title IV is necessary, the financial aid office will process the corresponding paperwork and inform the student if any debt exists.

Attendance and Academic Policies

The School of Career Education emphasizes the need for all students to attend classes. Attendance is important for academic success and prepares students to meet the demands of future employment. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in today's competitive job market. Attendance is considered in the evaluation of the student's academic performance according to the guidelines listed below:

1. If any student is absent from a School of Career Education course for more than five consecutive calendar days and no contact by the student has been made during that period, the student will be withdrawn from the School of Career Education course.
2. To maintain satisfactory academic standing, a student must maintain a minimum of 76 percent grade average and 93 percent attendance rate. Minimum hours for program certification will vary by course.
3. School of Career Education measures progress in clock hours and is, therefore, a non-term program.

Daily Attendance and Absence Reporting

Daily record of attendance will be kept. Students are required to sign in on a daily basis. If a student forgets to sign in, an absence will be recorded in the roll book. The instructor determines actual attendance recorded.

Tardiness/Early Departure

Students who arrive for class after the scheduled start time will receive a tardy on their attendance sign-in sheet. Students who depart from class before the scheduled completion time will receive an early departure on their attendance sign-in sheet. Excessive tardiness and/or early departures can lead to dismissal from the School of Career Education program. All tardy and early departure time is deducted from the course hours per calendar month.

When tardiness and absences are excessive, the instructor will counsel the student. The student will be dropped from the class if excessive tardiness and absences continue.

Clinical Internships

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

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

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

Missed Coursework Due to Absence

Individual instructors must approve any make-up homework, projects, quizzes, or tests.

Satisfactory Progress

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

- Maintain a minimum 76 percent grade average or the required grade average of the individual program. See individual program information fliers for specific grade average requirements and details.
- Maintain the required minimum 93 percent attendance rate.

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

Repeating Classes/Reenrollment

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

Students who receive a course completion grade of "D" or "F" may [Petition to Repeat a Course](#) to improve the grade and obtain the course certificate at the student's expense and based on course availability.

Leave of Absence Policy

School of Career Education is required to have a written formal Leave of Absence (LOA) policy. The school and students must comply with the stated policy as well as governing regulations when requesting, approving and processing LOAs.

This policy is applicable to all students enrolled in any programs at the school. If a student is not actively enrolled in a program, the student is not eligible to apply for a leave of absence. Leave of Absence Request form can be obtained in the Student Services office.

Students may be approved by the school for multiple LOAs in a 12-month period. The total of all LOAs may not exceed 180 calendar days in a 12-month period. During a LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for financial aid recipients. The school will not impose additional charges when the approved LOA ends and the student resume their program of study.

A LOA may be approved if the school determines there is a reasonable expectation the student will return and complete the program. Students must follow the school LOA Policy when requesting the LOA, by providing (on or before the start of the LOA) a written, signed and dated request, including the reason for the LOA to the Student Services office.

If unforeseen circumstances prevent a student from providing a request to the campus on or before the start of the LOA, the school may grant the LOA if the school has documented the reason and decision. The school must collect the signed LOA request form from the student at a later date within a reasonable amount of time from the last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, business travel, school course cancellation and/or facility closure, and natural disasters.

If a student is out of attendance due to an unforeseen circumstance and considered an unofficial withdrawal and the school can document the reason and decision for the LOA prior to the Return of Title IV (R2T4) calculation being performed, the student will be placed on an approved LOA and no calculation will be required. However, if the student is an unofficial withdrawal and the campus does not document the reason prior to the calculation being performed, the student will be considered an unofficial withdrawal and a Return to Title IV will be calculated.

A LOA will NOT be approved if a student requests a LOA after seven consecutive days of nonattendance, is in an unofficial withdrawal status and the request is not due to unforeseen circumstances that occurred prior to the unofficial withdrawal status.

If a student requests a LOA start date in the future and is officially withdrawn, unofficially withdrawn, or administratively withdrawn from the school prior to the start date of the LOA, the LOA is not valid and will be negated.

Depending on the time missed, and the curriculum covered, the student may have to wait and enter the next scheduled program term and the return may depend on space available in that program. A student returning from a LOA cannot displace a newly enrolled student.

Failure to Return

The school will advise the student, prior to granting the LOA, the effect that failure to return from a LOA may have on payment terms, including the students Pell Grant. If a student does not return from an approved LOA, the withdrawal date and beginning of the grace period will be the student's last date of attendance. If the student reenters, after withdrawing from the school, the previously approved LOA days will count toward the student LOA maximum of 180 days in a 12-month period.

If receiving outside funding, you must contact the agency or source of funding and follow their procedures. It is not the responsibility of School of Career Education staff to notify community funding agencies of changes resulting from your leave of absence. Most funding agencies will require LOA documentation. A portion of your financial aid may be refunded back to its source (federal and/or private).

Program Completion Requirements

A student successfully completes the program when the School of Career Education considers the student to have successfully passed the coursework associated with the required class hours and receives a Certificate of Training.

Certificate of Training and Occupational Competency List

Students successfully exiting a School of Career Education program will receive a course competency list identifying the skills attained. In addition to the competency list, students successfully completing the coursework associated with the required class hours receive a Certificate of Training. Students can expect to receive the competency list and/or Certificate of Training within 30 to 45 days from the completion of the program.

Transfer Policies

External Transfer Policy

The School of Career Education does not grant external transfers.

Internal Transfer Policy

In the event a student discovers the School of Career Education program does not meet their needs, there is a one week transfer period. Provided space availability, upon request, and within one week from the start of the program, a student may transfer into another School of Career Education program. The Internal Transfer policy procedures are as follows:

1. Notify the current instructor of the desire to change programs.
2. The instructor will direct the student to the appropriate staff in the Student Services Center to complete the [Request to Transfer a Course](#) form.
3. Guidance from the Student Accounts Technician or the Admissions Technician who will develop a personalized plan for the student is required. The plan may include:
 - a. Guidance or counseling with an outside agency such as the local Riverside County Employment Resource Centers, the Riverside Employment Training Agency, the local Cal-WORKs offices, or California Department of Rehabilitation.
 - b. Job Shadowing and/or assistance conducting research into various career pathways of employment.
 - c. Guidance meeting with student, parent, outside counselor and Academic Advisor.
 - d. Completion of career inventories with review of the results.
4. When the decision is made for the program transfer, the student will complete transfer paperwork to enter the new program. The student will attend an orientation session with the new instructor. The student may be required to make-up any work missed.
5. Fees paid for the term will be automatically transferred to the new program at a pro-rated basis. Transfer fees are determined based on supplies, uniforms and materials issued in the original program. Should the new program choice have a higher cost, students will be responsible to pay for all additional supplies, materials, uniforms and fees. A refund will be issued for program transfers that result in lower fees. However, costs for supplies, materials, uniforms used for the original program will be deducted.

Student Records

Student Records and Duplicate Certificates

Transcripts and duplicate certificates can be requested through the Student Services Center and require ten (10) business days to complete. The official transcript will be issued in a sealed envelope and mailed directly to the institution requested. Students wishing to receive a copy of their student record will be issued an unofficial copy.

Students must fill out the [Request for Student Records](#) form available in the Student Services Center. Official records and duplicate certificate requests are \$5.00 each and payable by money order, debit or credit card.

Duplicate ID Badges

In the event a student ID badge is lost, a duplicate ID badge can be purchased for \$5.00 each and payable by money order, debit or credit card.

Official Student Records

Any change of address, phone number, or legal proof of name change must be submitted in writing to the Registration Clerk. In order to ensure accurate records, students must keep School of Career Education informed of all changes.

Reports of Progress

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

Release of Student Records

The release of all information regarding students is closely monitored and protected. Students, who desire their records to be sent to an institution, employer, etc., authorize release by first completing the [Request for Student Records](#). The Attendance/Registration Technician will only release student records to the agency/individual designated on the form.

Review of Records

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

Privacy of Records

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

Student Conduct and Discipline Standards

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

Student Dress Code

Students are expected to maintain a neat, clean appearance during class time, as they will in their future employment. Their appearance must not constitute a disruption to the learning environment. Students are expected to wear their uniforms and name tags whenever they are in a clinical/intern setting off site and in class.

Note: Individual programs may enforce a stricter dress code based on program requirements.

Cell Phones

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

Unacceptable Behavior

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

1. Use of computers, phones, copiers, and fax machines for anything other than employment and educational purposes.
2. Installation/copying of software and modification of computer workstation setups in any way.
3. Deliberate misuse of the facility, destroying property, resources, or equipment.
4. Possession of weapons, alcohol, drugs, or other controlled substances.
5. Appearing to be under the influence of drugs or alcohol.
6. Theft/removal of materials (including books, software, supplies, and equipment) without a school representative's approval.
7. Damage or vandalism to the School of Career Education center property.
8. Violent, rude, or threatening behavior including physical/verbal abuse, profanity/inappropriate language, arguing, threats, gross misconduct, boisterous or disruptive behavior, and inappropriate gestures.
9. Negative behavior that disrupts training in the classroom.
10. Harassment of any kind. The [Uniform Complaint Procedure](#) form can be obtained from classroom instructors, Student Service Center staff, or from the RCOE Division of Personnel Services.
11. Sleeping during class – especially at an internship site or during workshops.
12. Bringing any adult guest to attend class with them without the instructor's approval. (Liability issues do not allow minors in the classroom or clinical setting.)
13. Cheating, plagiarism, or other forms of academic dishonesty.

14. It is recommended that valuables not be brought to class. The School of Career Education is not responsible for any loss, theft, or destruction of such valuables.

Academic Integrity

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

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

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

1. Cheating

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

2. Plagiarism

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

3. Other forms of academic dishonesty

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

Consequences for violating academic integrity include the following:

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

Note: A student is prohibited from withdrawing from a course in which an “F” grade is received due to a violation of academic integrity.

All violations of academic integrity will be reported to administration to investigate. Individual reports will also be evaluated in the context of patterns of dishonesty. The faculty member, Coordinator/Principal, and School of Career Education administrator will make the determination of the effect on student status and/or course grades resulting from reports and documentation of violations.

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

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

Tobacco & Drug-Free Environment

Riverside County Office of Education Board Policies 4020 and 5131.6 prohibits the use, possession, and distribution of illicit drugs or alcohol products at all times on all property and in all facilities owned, leased, and/or operated by School of Career Education, whether indoors or outdoors. Violation of Board 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 Financial Aid.

Financial Aid Penalties for Drug Law Violations

A federal or state drug conviction of possession or sale of drugs can disqualify a student from receiving financial aid. Effective July 1, 2000, if a student is convicted, by a court of Law, of a drug offense, he or she may be ineligible for Title IV funds.

The chart below illustrates the period of ineligibility for financial aid, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

	Possession of illegal drugs	Sale of illegal drugs
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3 + offenses	Indefinite period	

Ineligibility is longer if convicted for both possessing and selling illegal drugs.

Drug Abuse Prevention Program

State of Philosophy and Purpose

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

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

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

Education

School of Career Education offers a variety of educational opportunities to its students and the community, which addresses alcohol and other drug-related issues. Information about drug abuse resources is available in the School of Career Education Catalog and Student Handbook. Additional educational opportunities include awareness activities.

Health Risks

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

Described below are some of the additional dangers and symptoms relative to 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, 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 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 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”, drowsy, lethargic 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 disease due to a weakened immune system and dirty needles shared by users. Children can be born addicted or can become addicted from heroin in the mother’s milk.

Crystal Methamphetamine

Crystal methamphetamine is a colorless, odorless powerful and highly addictive synthetic (man-made) 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), methamphetamine also risk 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

(MDMA) Also known as XTC, X, E and Molly. Ecstasy is a mind altering drug with hallucinogenic and speed like side effects. Often used at raves it is taken to promote loss of inhibition, excited-ness, euphoria energy and sexual stimulations. Ecstasy increases the amounts of serotonin in a person's brain, which causes increased energy and cheerfulness; it also 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")

Ritalin

Methyphenidate (Ritalin) is a medication prescribed for individuals (usually children) who have an abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those other than for whom they are prescribed. When abused, the tablets are either taken orally or crushed and snorted. Some abusers dissolve the tablets in water and inject the mixture – complications can arise from this because insoluble fillers in the tablets can block small blood vessels.

GHB

Gamma-hydroxyl butyrate is an intoxication 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, unrouseable sleep (coma) and death. GHB was used a dietary supplement until banned by the FDA. GHB is now illegal in the United States. Common slang names for GHB are: G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop and EZLay.

Assistance and Referral

Students can seek help through the School of Career Education Student Services Center. The School of Career Education Coordinator/Principal will provide assistance for students with alcohol or drug-related problems, including crisis intervention, education, and referral. Contact the Student Services Center at (951) 826-6695 or (760) 863-3333.

Off-Campus Services

For off-campus services call:

Riverside County Drug Abuse Program: (951) 955-2100

Indio Substance Abuse Program: (760) 347-0754

Riverside County Alcohol Program: (951) 778-3500

The Riverside County Commission on Alcohol and Drug Abuse Service, Inc.: (760) 347-9442

Riverside Recovery Resources, Inc.: 1 (800) 801-4673

Alcoholics Anonymous –

Inland Empire Center Office: (909) 825-4700

Indio: (760) 625-9018

American Council on Alcoholism Problems: (205) 898-8177

Referral Cocaine Hotline: (951) 359-3895 or (800) 347-8998

Cocaine Anonymous – Inland Empire and Coachella Valley: (951) 359-3895 or 1(800) 347-8998

National Council on Alcoholism/Drug Dependence: 1(800) NCA-CALL or 1(800) 622-2255

Al Anon – Inland Empire: (909) 824-1516

Al Anon – Indio: (760) 674-9554

Narcotics Anonymous – Inland Empire: (909) 795-0464

Narcotics Anonymous – Indio: (760) 346-5800 or (800) 834-9303

Alcohol/Drug National Referral Line: (800) 821-4357

Nondiscrimination/Harassment

For the proper reporting procedure relating to nondiscrimination or harassment of any type, please refer to the Uniform Complaint Procedure. The [Uniform Complaint Procedure](#) form can be obtained from classroom instructors, Student Service Center staff, or from the RCOE Division of Personnel Services.

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

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

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

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

Any student who feels that he/she is being harassed should immediately contact the site administrator, designee, or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint. Procedures, [School of Career Education Student Complaint](#) form, and information about filing a complaint can be obtained from the School of Career Education Student Services Office, and the Personnel Office. These are available free of charge. All complaints will be investigated and resolved in accordance with School of Career Education's Uniform Complaint Procedure. (5CCR 4620)

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

In accordance with the Board policy, the Chief Personnel Officer, Division of Personnel Services, is the designee who holds the position as coordinator for nondiscrimination to handle complaints regarding discrimination and inquiries regarding School of Career Education's nondiscriminatory policies. (Complaints must be filed with: Chief Personnel Officer, Division of Personnel Services, 3958 12th Street, Riverside, CA 92502, 951-826-6677.)

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

Notice of Nondiscrimination Policy

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

Individuals with Disabilities

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

The School of Career Education will, upon request, furnish auxiliary aids and services, as well as provide reasonable accommodations and modifications in policies, practices, and procedures so as not to deny equal access to individuals with disabilities. Any qualified individual with a disability who requires an auxiliary aide or service, reasonable accommodations, or a modification of policies or procedures to participate in a program, service, or activity of the School of Career Education should contact Ann Vessey, Section 504/ADA Coordinator, at (951) 826-6476, as soon as possible. The request of the individual will be considered and auxiliary aids and services, reasonable accommodations, and/or modifications, or, where appropriate, an effective alternative will be provided to qualified individuals with disabilities, unless doing so would result in a fundamental alteration of the program or would constitute an undue financial and/or administrative burden.

Grievance Procedures

The purpose of a student grievance procedure is to provide a process by which student related issues may be resolved in a fair and efficient manner following due process. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, and the School of Career Education.

General Grievance Process

Student grievances shall be processed in the following sequence:

Step 1. Informal Consultation

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

Step 2. Informal Conference

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

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

Step 3. Formal Written Grievance/Complaint

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

Riverside County Office of Education
Division of Education Services
Career Technical Education
School of Career Education
3939 Thirteenth Street
P.O. Box 868
Riverside, CA 92502-0868

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

Step 4. Appeals

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

The Superintendent/designee may:

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

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

Step 5. Appeals

Students' complaint alleging discrimination or a violation of a federal or state law and are not satisfactorily resolved by RCOE SCE staff or the Superintendent may be brought to the attention of the California Department of Education (CDE). The complainant has the right to appeal the RCOE SCE Superintendent decision to CDE within fifteen (15) days of receiving the decision. A student or any member of the public may file a complaint about the institution with CDE by completing a complaint form which can be obtained online at <http://www.cde.ca.gov/re/cp/uc/>

Categorical Programs Complaints Management office
California Department of Education
Legal and Audits Branch
1430 "N" St., Suite 5408
Sacramento, CA 95814
916-319-0929

In the case of an unresolved complaint at the institution level, student may contact:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350-3898
(770) 396-3898
(800) 917-2081
(770) 396-3790 (FAX)

Notification of Rights under FERPA

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

- (1) **The right to inspect and review** the student’s education records within 45 days of the day the School of Career Education receives a request for access. Parents or eligible students should submit to the Admissions Office a written request that identifies the record(s) they wish to inspect. The Admissions Office will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) **The right to request the amendment** of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask School of Career Education to amend a record that they believe is inaccurate. They should write to the Admissions Office, clearly identify the part of the record they want changed, and specify why it is inaccurate. If School of Career Education decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) **The right to consent to disclosures of personally identifiable information** contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) **The right to withhold directory information.** At its discretion, School of Career Education may provide “directory information” without the consent of the parents or eligible students in accordance with the provisions of the Act. Directory information may include:

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

Parents or eligible students may instruct School of Career Education to withhold any or all of the information identified above by completing the [Release of Student Directory Information](#) form. The Release of Student Directory Information form is available at the time of registration, or by notifying the Riverside County Office of Education, School of Career Education, Admissions Office, 3939 13th Street, P. O. Box 868, Riverside, CA 92502, in writing within two weeks after the first day of class.

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

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

About FERPA

The following information is an excerpt from the U. S. Department of Education website at:

<http://www.ed.gov/policy/gen/reg/ferpa/index.html>.

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

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

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

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

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. Any student objecting to the release of directory information should bring it to the attention of the Admissions Office and complete a "FERPA Privacy Release" form. Accordingly, release of directory information for the particular student will be withheld.

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

Program and Holiday Schedules

Program Schedules

School of Career Education program schedules vary by location and length of class. See program description for further details or visit us online at www.connected2worldofwork.org for the most current information.

Holiday Schedules

School of Career Education will not offer instruction or student services on major state federal holidays. Winter and spring break schedules vary by classroom location. Please note the holiday schedule for the 2015-2016 school year below:

July 3, 2015

September 7, 2015

November 11, 2015

November 26 & 27, 2015

December 21, 2015 – January 1, 2016

January 18, 2016

February 15, 2016

May 30, 2016

School of Career Education – Instructional Staff

Mary Barrier, Medical Assisting/Clinical

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology
- Associate of Arts Degree – Para-medicine
- CCMA-AC (California Certified Medical Assistant Administrative-Clinical)

Karen Comstock, Dental Assisting/RDA Eligible

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology
- Registered Dental Assistant (RDA)

Carla Crow, Nurse Assistant, Acute Care for Nursing, Home Health Aide

- Designated Subjects Vocational Education Credential in the area of Nursing Services
- Master of Science in Nursing, Specialty in Healthcare Education
- Registered Nurse, CA

Diana Gardner, Nurse Assistant, Acute Care for Nursing, Home Health Aide

- Designated Subjects Vocational Education Credential in Health, Science, and Medical Technology
- Registered Nurse, CA

Jeanette Grant, Pharmacy Technician Instructor

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology
- Certified Pharmacy Technician

Kim Hartsock, Dental Assisting/RDA Eligible

- Designated Subjects Vocational Education Credential in the area of Dental Assisting
- Designated Subjects Vocational Education Credential in the area of Office Occupations
- Associate of Science Degree
- Registered Dental Assistant (RDA), Certified Dental Assistant (CDA)

Jim Hunt, Welding Occupations and Certification

- Designated Subjects Vocational Education Credential in the area of Welding
- American Welding Society Educational Institutional Member

Julian Kiler, Medical Assistant/Clinical

- Preliminary Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology

Yolanda Murillo, Dental Assisting/RDA Eligible

- Designated Subjects Career Technical Education Credential in the area of Dental Services
- Multiple Subjects Teaching Credential
- Bachelor of Science, Cal State Fullerton
- Registered Dental Assistant (RDA)

Gina Pierson, Microsoft Word, Microsoft Excel

- Designated Subjects Career Technical Education Credential in Business and Finance Technology
- Designated Subjects Career Technical Education Credential in Arts, Media, and Entertainment

School of Career Education – Instructional Staff

Raquel Rios, Administrative Office Professional

- Designated Subjects Career Technical Education Credential in Business and Finance Technology
- Designated Subjects Career Technical Education Credential in Marketing, Sales & Service

Dana Sanchez, Administrative Office Professional

- Designated Subjects Career Technical Education Credential in Business and Finance Technology

Pamela Veith, Medical Assisting/Administrative, Medical Billing/Coding

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology
- Master of Arts – Teaching
- CCMA-A (California Certified Medical Assistant/Administrative)

Staff Listing

School of Career Education – Support Staff

Astra Garcia, Administrator's Secretary
Elizabeth Alvarado, Admissions Technician
Araseli Jaquez, Attendance Technician
Carmen Arizaga, Registration Clerk
Nadine Flowers, Student Accounts Technician II
Andrea Mancilla, Student Accounts Technician
Katie Keating, Instructional Assistant – Dental

School of Career Education – Administration

Ronald Vito, Executive Director
Lori Fry, Coordinator/Principal
Tess Lake, Coordinator/Principal
Yolanda Norwood, Coordinator/Principal
Claire Spence, Coordinator/Principal
Mirna Pierce, Program Coordinator
Patsy Mata Hammer, Teacher on Assignment

Class Locations

School of Career Education - Main Campus
2100 East Alessandro Boulevard
Riverside, CA 92508

Don F. Kenny Regional Learning Center – Branch Campus
47-336 Oasis Street
Indio, CA 92201

Grindstaff Center Building 2 Dental Lab – Extension Campus
9825 County Farm Road
Riverside, CA 92504

Moreno Valley High School – Extension Campus
23300 Cottonwood Avenue
Moreno Valley, CA 92553