



**HOMESTEAD SCHOOLS, INC.**  
3090 Bristol Street 2nd Fl Suite 250  
Costa Mesa, CA 92626  
Tel. (310) 791-9975 / Fax (310) 791-0135  
Website: [www.homesteadschools.net](http://www.homesteadschools.net)

# **SCHOOL CATALOG**

## **(Non-Main Campus)**



*“To develop men and women imbued with necessary academic excellence, skills, and virtues to address the health care needs of individuals, families, groups, and communities.”*

Period Covered: January 8, 2024 – January 9, 2025  
Publication Date: January 8, 2024  
Addendum: November 1, 2024  
Revised: February 21, 2025

## IMPORTANT

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, PO Box 98081, West Sacramento, CA 95798-0818 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (888) 370-7589 / (916) 431-6959 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Be informed that Homestead School has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

This catalog is updated annually and reflects all information of the approved curricular programs of Homestead Schools, Inc. to provide students and other interested persons prior to enrollment as required by Education Code 94909.

Any concern regarding this School Catalog may be directed to:

Homestead Schools, Inc. at 23800 Hawthorne Blvd., Suite 200 Torrance, CA 90505  
Tel. No: (310) 791-9975 Fax: (310) 791-0135 Web site: [www.homesteadschools.net](http://www.homesteadschools.net)

The institution maintains an internet web site ([www.homesteadschools.net](http://www.homesteadschools.net)) with links for school catalog, school performance fact sheet, student brochures, a link to the BPPE's address and web site, and the most recent annual report submitted to the BPPE.

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## **HISTORY**

Homestead Schools, Inc., a private non-profit post-secondary institution formed in 1991, is an organization dedicated to meeting the educational needs of multidisciplinary groups. Homestead Schools, Inc. in Torrance, CA started offering training in vocational nursing in 2007 after getting approval from the California Board of Vocational Nursing and Psychiatric Technicians. Since then the school has added programs in medical assisting, nurse assisting, home health aide RN-BSN, and MSN.

On July 7, 2022, the Accrediting Bureau of Health Education Schools (ABHES) has approved the non-main campus in Costa Mesa and included in the institution's current grant of accreditation.

On August 5, 2022, The Bureau for Private Postsecondary Education (BPPE) has granted Homestead Schools an approval to operate the branch location at Costa Mesa.

The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) has granted Homestead Schools a full approval of Vocational Nursing program for a four-year period commencing on November 1, 2022.

## **BOARD OF DIRECTORS**

1. Vijay Fadia – President/Director (School Owner)
2. Christy Magles – Treasurer/Member
3. Charles Stanton – CPA/Member

## **MISSION & OBJECTIVES**

Mission Statement:

“To develop men and women imbued with necessary academic excellence, skills, and virtues to address the health care needs of individuals, families, groups, and communities.”

Homestead Schools, Inc. believes that individuals should have opportunities made available to them to develop their greater potentials. Homestead is dedicated to providing a quality educational opportunity that services culturally diverse communities in dynamic urban settings. In promoting a student-centered learning environment, the school is committed to excellence, innovation, open communication, mutual respect, and shared governance to enable our students to be effective and productive partners of society towards enhancement of individual's quality of life.

Toward achieving this objective, the school is dedicated to developing and making available to our client the necessary educational resources and tools that will:

1. Facilitate lifelong learning by updating, enhancing, or assessing technical knowledge and skills that will meet health care needs of the public and the needs of the profession;
2. Implement an individual learning plan;
3. Provide a forum for an exchange of ideas and discussion on controversial issues and trends facing the profession;
4. Relate to the conceptual framework of the particular profession; and
5. Provide learning outcomes that apply to their individual practice.

## **SCHEDULE OF OPERATIONS**

The business office is open five days a week. Classes are generally scheduled seven days a week from 9:00 a.m. to 5:00 p.m. Actual schedules may vary depending upon the available classes.

## **CLASS SCHEDULE**

### **Vocational Nursing Program:**

#### Full-time:

(12 Months/50 Weeks)

Theory: Monday/Tuesday: 9:00am-3:00pm Clinical: Wed/Thu/Fri: 7:00am-3:30pm

30-40 Hours/Week

(12 Months/50 Weeks)

Theory: Monday/Tuesday: 4:00pm-10:00pm Clinical: Wed/Thu/Fri: 3:00pm-11:30pm

30-40 Hours/Week

#### Part Time:

(19 Months/88 Weeks)



Theory: Saturday: 8:00am- 4:00pm Clinical: Sunday: 7:00am-7:00pm  
16-24 Hours/Week

### SCHOOL HOLIDAYS

The school observes and honors the following holidays:

1. Martin Luther King's Birthday
2. President's Day
3. Memorial Day
4. Juneteenth
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Christmas Day
10. New Year's Day
11. Easter Sunday

### SCHOOL LOCATION & DIRECTION

The address where the instruction will be provided is 3090 Bristol Street 2<sup>ND</sup> Fl Suite 250 Costa Mesa, CA 92626. Homestead Schools, Inc.- Costa Mesa Branch is situated in a modern office complex in the central business district of Costa Mesa. The school building is centered in the heart of the prestigious South Coast Metro area that offers a range of amenities and features a beautiful open courtyard and outdoor patio with seating and WiFi.



## **THE SCHOOL'S PHYSICAL FACILITIES & EQUIPMENT**

The school's physical facilities are adequate to meet the school's mission and the goals of the educational programs and are sufficient for the operation of the programs.

**Classroom** – Equipped with overhead projector, LCD projector, and computer.

### **Skills Laboratory**

With patient's care units, simulation lab area, and debriefing area with adequate supplies and equipment.

### **Library**

Provides books, journals, periodicals, reference resources, CD-ROMS, videotapes, and computer workstations for online access and research and other audio-visual learning devices.

**Faculty Office** - contains desks, chairs, worktables, computer station, printer, telephone, file cabinets, bulletin board, mailbox, and instructor resources. This is used for lecture preparation, meeting/conference with students, and other teaching-related activities.

**Administrative Offices** – There are three offices for the Administrator, Program Director and Student Services

**Break Room** - This room provides microwaves, oven, coffee maker, and refrigerator.

### **List of Instructional Equipment:**

1. Computers
2. Printers
3. Copiers
4. Scanners
5. Fax Machine
6. Projectors
7. TV sets
8. Recorder/Player
9. DVD/CDs
10. Textbooks
11. Modules
12. Hand-outs
13. Charts
14. Models
15. Skills laboratory supplies

## **CLASS SIZE**

The school's average number of students in a typical laboratory situation is 15 students per instructor. The maximum number of students in a lecture class is 30 students per instructor.

1. Veteran's Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Easter Sunday

## **SCHOOL OFFICERS**

- |   |   |  |
|---|---|--|
| 1. Touba Fadia                          | - | President/CEO/COO                                  |
| 2. Javier Pantoja                       | - | Vice President                                     |
| 3. Christy Magles                       | - | Chief Financial Officer                            |
| 4. Rafael Tolentino, PhD. MD, MAEd, BSE | - | Chief Academic Officer / Compliance Officer        |
| 5. Edwin Caniete, LVN, BS, MBM          | - | Non-Main Branch Campus Administrator               |
| 6. George Dayrit, BA                    | - | Financial Aid Administrator/Director of Admissions |

## **SCHOOL ADVISORY BOARD**

Chairman:	Javier Pantoja School President
Vice Chairman:	Rafael Tolentino PhD, MD(g), MAEd, MAT, BSE Chief Academic Officer/Compliance officer
Members:	
Christy Magles	Chief Financial Officer
George Dayrit	BA Financial Aid Administrator/Admissions Director
Maria Agnes Papa	MSN, WHNP, CSN, FNP, PHN Director of Nursing AACN Accredited Provider Program Director
Jennifer Ladesma	MSN, FNP MSN Program Director
Susanne Cohen	RN, MSN, FNP NATP Program Director
Myrna Tuyor	RN, BSN HhHA Prorgam Director

## **Vocational Nursing Program Advisory Board:**

- |                  |  |
|------------------|--|
| 1. Myrna Tuyor   | RN, BSN<br>Director of Nursing<br>Torrance Care Center       |
| 2. Pedro Morante | RN, MSN, FNP, DNP<br>Nurse Practitioner<br>Kaiser Permanente |



- |                   |   |
|-------------------|---|
| 3. Flora Azinge   | LVN, PhD, MBS, NHA<br>Executive Administrator<br>Miracle Mile Post Acute  |
| 4. Iris Cabrera   | Licensed Vocational Nurse<br>Graduate, Homestead Vocational Nursing<br>Medication Technician<br>Belmont Village Rancho Palos Verdes |
| 5. Melinda Welch  | RN, BSN, MSN<br>Graduate, Homestead Schools RN-BSN Program<br>Charge Nurse, Methodist Hospital                                      |
| 6. Luis Solorzano | Student, Batch 1<br>Homestead Vocational Nursing  |

#### **ADMINISTRATIVE STAFF**

1. Marisela Viveros -Admissions/Placement & Career Services Coordinator
2. Jeanette Villaraza Financial Aid Assistant

#### **FACULTY LINE-UP**

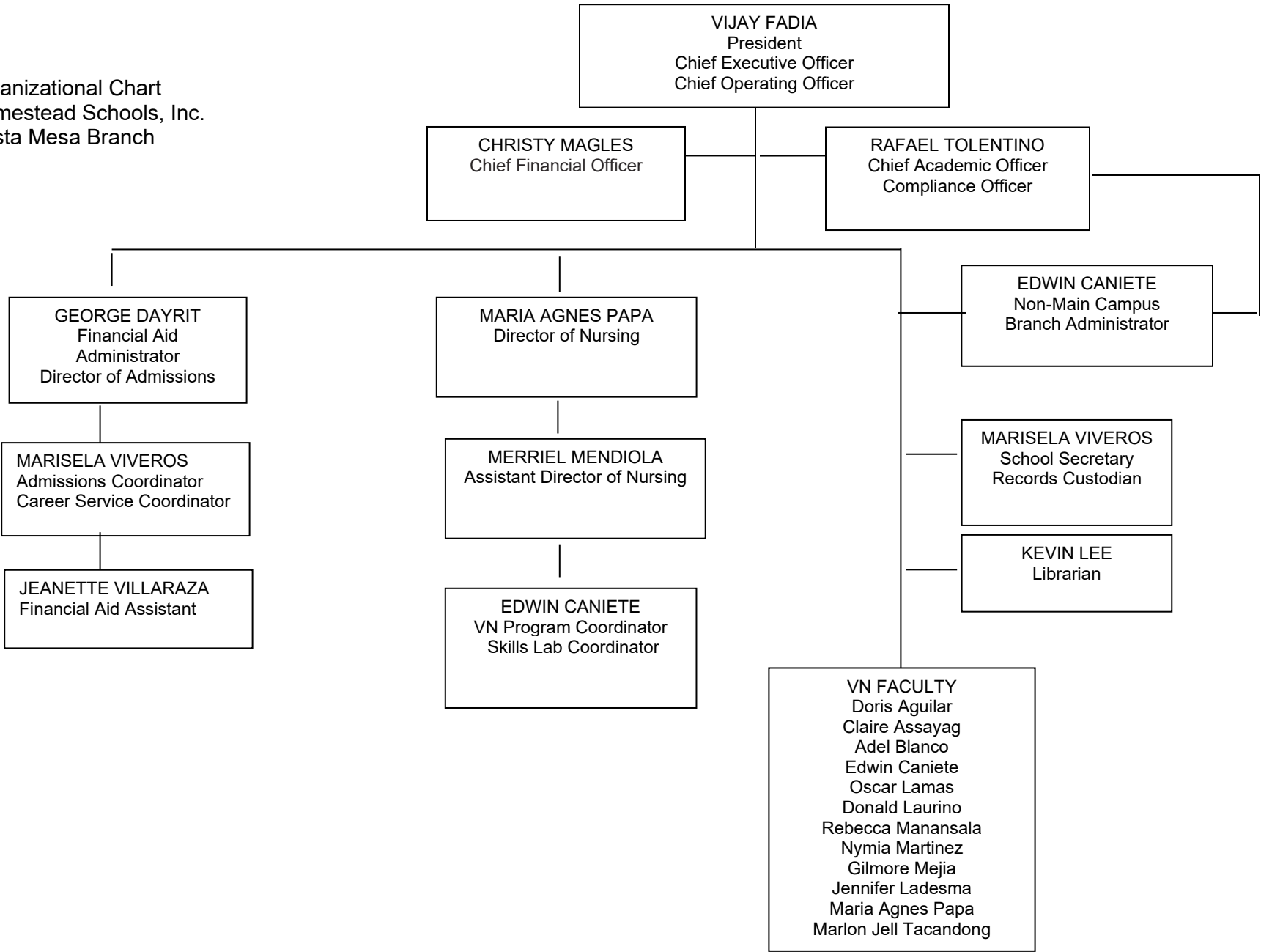
##### **Vocational Nursing Program**

1. Aguilar, Doris, LVN (Part-time)  
Bachelor of Science in Education – University of the East, Manila Philippines  
Teaching Assignment: VN Theory/Clinical
2. Assayag, Claire, LVN (Part-time)  
Bachelor of Arts in Psychology – California State University, Fullerton  
Vocational Nursing – Homestead Schools, Torrance, CA  
Teaching Assignment: VN Theory/Clinical
3. Blanco, Adelwisa, MS, RN-BC (Full-time) – Program Director  
Master of Science Health Care Administration– University of La Verne, CA  
BS in Professional Arts – Saint Joseph College, Maine  
Teaching Assignment – VN Theory/Clinical
4. Caniete, Edwin, LVN, BS, MBA (Full-time)  
Vocational Nursing- Preferred College of Nursing, Van Nuys  
Master in Business Management – Institute of Asian Management, Philippines  
Bachelor of Science in Military Science – Philippine Military Academy  
Teaching Assignment: VN Theory/Clinical
5. Lamas, Oscar, RN, BSN (Part-time)  
Associate of Science in Nursing - Los Angeles Harbor College  
Teaching Assignment: VN Theory/Clinical
6. Jennifer Ladesma, MSN, FNP (Part-time)

Master of Science in Nursing – West Coast University  
Bachelor of Science in Nursing – West Coast University  
Teaching Assignment : VN Theory/Clinical

6. Laurino, Donald, RN, BSN, MSN (Part-time)  
Master of Science in Nursing – University of San Diego  
Bachelor of Science in Nursing – Centro Escolar University, Philippines  
Teaching Assignment: VN Theory/Clinical
7. Manansala, Rebecca, RN (Part-time)  
Associate Degree Nursing – Rio Hondo College  
Bachelor of Science in Chemistry – Adamson University, Philippines  
Teaching Assignment: VN Theory/Clinical
8. Martinez, Nymia (Part-time)  
Associate in Science Degree, Vocational Nursing – Long Beach City College  
Teaching Assignment: VN Theory/Clinical
9. Mejia, Gilmore, RN, BSN (Full-time) – Assistant Program Director  
Master of Science in Nursing – Homestead Schools, Inc. Torrance  
Bachelor of Science in Nursing – Homestead Schools, Inc., Torrance  
Associate of Science in Nursing – Los Angeles Valley College  
Vocational Nursing – Los Angeles Trade-Tech College  
Bachelor of Science in Zoology – Our Lady of Fatima College, Manila Philippines  
Teaching Assignment: VN Theory/Clinical
10. Papa, Maria Agnes BS Chemistry, MD(g), RN, MSN, FNP (Part-time)  
MS in Nursing Family Nurse Practitioner- Walden University, Minneapolis, MN  
Women's Health Care Nurse Practitioner– Harbor-UCLA Medical Center  
Bachelor of Science in Nursing – St. Dominic Savio College of Nursing, Philippines  
Doctor of Medicine - Philippine Muslim Christian College of Medicine  
Bachelor of Science in Chemistry – Far Eastern University  
Teaching Assignment – VN Theory/Clinical
11. Tacandong, Jell Marlon LVN (Full-time)  
Bachelors of Science in Nursing – Liceo de Cagayan, Cagayan De Oro  
Teaching Assignment: VN Theory/Clinical

Organizational Chart  
Homestead Schools, Inc.  
Costa Mesa Branch





## ACCREDITATION

Homestead Schools, Inc. is institutionally accredited by the **Accrediting Bureau of Health Education Schools (ABHES)** that is recognized by the U.S. Department of Education.

Address: 6116 Executive Blvd., Suite 730 North Bethesda, MD 20852

Tel.: 301-291-7550 E-mail: [info@abhes.org](mailto:info@abhes.org)

ABHES ID#: I-034-01.

## APPROVALS

1. Homestead Schools is a private institution approved to operate by the California Bureau for Private Postsecondary Education, (BPPE). Approval to operate means compliance with state standards as set forth in the California Code, Education Code (CEC) and Title 5 of the California Code of Regulations (CCR). The institution may not imply that the Bureau endorses programs and that Bureau approval means the institution exceeds minimum state standards.

Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95834 PO Box 98081, West Sacramento, CA 95798-0818 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (888) 370-7589 or by fax (916) 263-1897 / (916) 431-6959 or by fax (916) 263-1897.

2. Certificate of Accreditation from California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

BVNPT: Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive Suite 205  
Sacramento, CA 95833 Phone: (916) 263-7800 Website: [www.bvnpt.dca.gov](http://www.bvnpt.dca.gov)

3. Title IV School Offering Federal Student Aid Approved by the US Department of Education .

**BVNPT - Approved Clinical Facilities  
(Currently Used by VN Program)**

<p>Arbor Glen Care Center 1033 East Arrow Highway Glendora, CA 91740 Tel : (626) 963-7531 Contact: Anna Marie T. Duran (DON) Email:amduran@ensignservices.net</p>	<p>Beverly Hospital 309 W. Beverly Blvd. Montebello, CA 90640 Tel: (323) 725-4216 Contact:Nancy E. Lee/Jerrica Jaimes E mail: jjjaimes@beverly.org</p>
<p>Beachside Post Acute Care 22520 Maple Ave Torrance, CA 90505 Tel: (818) 281-9101 Contact: Violet Pangalinan</p>	<p>Centinela Medical Hospital 555 E. Hardy St Inglewood, CA 90301 Tel: (310) 680-4523 Contact: Oscar Lamas (Admin)</p>
<p>Clearview Sanitarium 15823 S. Western Ave Gardena, CA 90247 Tel: (310) 538-2323 Fax: (310) 538-3509 scruez@clearviewcare.com Mark Townes (Administrator)</p>	<p>Driftwood Healthcare 4109 Emerald St Torrance, CA 90503 Tel: (310) 793-3000 Contact: Violet Pangalinan</p>
<p>Gladstone Subacute Care &amp; Rehab 435 E. Gladstone St. Glendora, CA 91740 Tel: (626) 963-5955 Contact: Jane Ocampo Email:don@gladstonecare.com</p>	<p>Harbor Care Center 21521 S. Vermont Ave. Torrance, CA 90502 Tel: (310) 320-0961 Fax: (310) 533-4999 Contact: Angelica Domingo (Admin); Aurora Romualdo (DON)</p>
<p>Las Flores Convalescent Hospital 14165 Purche Ave. Gardena, CA. 90249 Tel (310)323.4570 Fax (310)323.4675 Contact: Renita Morgan (DON)</p>	<p>Lomita Post Acute 1955 Lomita Blvd. Lomita, CA 90717 Tel: (310) 325-1970 Contact: Terry Jackson</p>
<p>Memorial Hospital of Gardena 1145 W. Redondo Beach Blvd. Gardena, CA 90247 Tel:(310) 512-6133 Contact: Kathryn McLaughlin</p>	<p>Pacific Palms Health Care Center 1020 Termino Avenue Long Beach, CA 90840 Tel: (562) 433 6791 Contact: Lance Haering (Administrator) EMail: <a href="mailto:LanceHaering@pacificpalmshealthcare.com">LanceHaering@pacificpalmshealthcare.com</a></p>
<p>Rosecrans Care Center 1140 W. Rosecrans Ave.</p>	<p>Seal Beach and Rehabilitation Center 3000 N. Gate Road</p>



Gardena, CA 90247 Tel 310-323-3194 Contact: Noel Estandarte (Admin); Glenda Coverly (DON)	Seal Beach, CA 90740 Tel: (562) 733 5829 Contact: Manijeh Forouzan (Administrator) EMail:manijeh.forouzan@sealbeachhhcc.com
Torrance Care Center East/West 4333 Torrance Blvd. Torrance, CA. 90503 Tel: (310) 370-4561 Fax: (310) 542-1084 Contact: Susan Guevara Lara (Admin), Natalia Vamanray (DON)	Tri-City Medical Group 11900 S. Avalon Blvd. Suite 100 Los Angeles, CA 90061 Tel: 323-756-1317 Fax: 323-756-4015 Contact: Dr. Jack Azad
Victoria Healthcare 340 Victoria St Costa Mesa, CA 92627 Tel (949) 642-0387 Contact: Mary Jane Rafanan	

#### **EXTERNSHIP/INTERNSHIP CLINICAL TRAINING SITES**

Homestead Schools demonstrates enough available sites to support the expected enrollment for all programs offered. All externship or clinical sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.

The school maintains affiliation agreements with a variety of facilities thru the school's Clinical Site Coordinator. Signed facility contract sites include the number of students allowed at one time per site and dates The Clinical Site Coordinator and the Program Director are tasked to continuously establish more partnership and affiliation with other clinical facilities and maintain effective and cooperative relationships with affiliated clinical training sites.

#### **CURRICULAR OFFERING:**

	Clock Hours:	Credential Awarded:
Vocational Nursing Program	1632 Hours	Diploma

#### **JOB CLASSIFICATION:**

##### **Licensed Practical and Licensed Vocational Nurses – SOC 29-2061**

Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

#### **ADMISSION REQUIREMENTS**

Homestead Schools, Inc. requires applicants to meet certain qualifications before admission into

its programs. Its purpose is to maintain a high standard with entry-level students and maintain a lower attrition and failure rate.

To qualify for the educational programs at Homestead Schools, an applicant must meet the following:

### **Vocational Nursing Program:**

#### **Pre-admission Requirements:**

1. Submit completed admission application packet with School Performance Fact Sheet
2. Copy of high school diploma or GED from an accredited school. If foreign graduate, credentials must be evaluated to prove US Education equivalency
3. Speak, read, and comprehend the English language. Communicate effectively during the interview process
4. Pass the School-made Entrance Test with a score of 76% or higher. If the applicant did not pass on the first attempt, the applicant is given two weeks to review and prepare for the second and final attempt.
5. Interview
6. Obtain background check clearance
7. Picture for student ID badge
8. Proof of legal residence
9. Social Security Number
10. Complete Credit Granting Form if applying for transfer of credits from other institutions. Submit official transcript of records from schools attended. Provide a copy of US education equivalency if applicable.
11. Complete financial application
12. Complete Enrollment Agreement

#### **Pre-clinical Requirements**

1. Physical Exam
2. Annual PPD
3. Hepatitis B Series
4. MMR/Rubeola AB, Rubella AB, Varicella /Varicella AB, DPT
5. American Heart Association Healthcare Provider Card (BLS/CPR)
6. Student Nursing Malpractice/NSO Insurance

### **ABILITY-TO-BENEFIT STUDENTS POLICY**

The school does not accept ATB (ability-to-benefit) students for its programs.

### **INTERNATIONAL STUDENTS**

Homestead Schools participates in the Student & Exchange Visitor Program (SEVP) of the Department of Homeland Security (DHS), hence, the school is approved to issue 1-20 to enroll nonimmigrant students in an M-1 (vocational) visa classification.

### **ENGLISH LANGUAGE POLICY**

The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance. Applicants whose native language is not English are evaluated based on the results of English proficiency such as the Test of English as a Foreign Language (TOEFL).

The primary language of instruction, both in theory and clinical, is English. Applicant needing assistance with English speaking, reading, and writing skills may take advantage of English as a Second Language (ESL) classes and advised to enroll from any institutions at their own expense. The institution does not provide English language services, including instruction such as ESL.

### **VERIFICATION POLICY**

To ensure that limited financial aid funds are awarded to eligible students in an equitable and consistent manner, Homestead Schools has developed policies for verification of family reported information. Requirements for verification of family-reported information for purposes of qualifying for financial aid must be cost effective, flexible, and based upon acceptance of a reasonable tolerance range for error applied to award amounts. Verification procedures will be uniformly applied to all financial aid programs which require demonstrated financial need as eligibility criterion.

### **Who?**

Homestead Schools will verify all students selected for verification by the Department of Education. In addition, we will resolve all comments on the ISIR, and conflicting documentation. The Homestead Schools Financial Aid Staff may also question any aspect of an application.

### **What?**

For applicants undergoing verification, Homestead Schools will verify the items specified in the 34 CFR Part 668.56. Specifically, these items include for Title IV applicants:

- U.S. income tax data
- Number enrolled in college;
- Household size;
- Certain untaxed income and benefits:
  - Child support
  - Food stamps (SNAP)
  - IRA/Keogh deductions
  - Tax-exempt interest
  - Untaxed portions of pensions
  - Payments to tax-deferred pension/savings plans (found on W-2)

*Additional items will also be verified when there is conflicting documentation on file or items selected by Homestead Schools Financial Aid Staff.*

### **Students' Responsibilities**

It will be the student's responsibility to ensure that all documents requested are submitted with proper signatures. If a student's dependency status changes during the award year, updating will occur unless that change is as a result of a change in marital status. Household size and number in postsecondary education can only be updated during the verification process.

### **Documentation**

Documentation will consist of signed copies of the completed and signed appropriate requested forms. Some exceptions to documentation may be made in conjunction with what is allowed by federal regulation.

The Federal Department of Education has instituted some changes to the verification process regarding income-tax return data as follows:

- Students and parents can no longer submit a signed paper copy of the IRS 1040 as a way to confirm the income reported on the FAFSA. When completing the income sections of the FAFSA, the applicant is given the option to have this data retrieved directly from the IRS.
- If the applicant decides not to use the IRS data retrieval process and the application is chosen for verification, the applicant and the parents will be required to submit an IRS tax transcript.
- If the IRS tax retrieved information is changed on the FAFSA, the applicant will be required to submit an IRS tax transcript.
- However, the IRS data can be retrieved by the applicant when a correction is made to the FAFSA. If the retrieved data is not changed, then an IRS tax transcript will not be required.
- The IRS Tax Retrieval process will begin after February 1, 2012. The applicant must have a 2011 IRS tax return on file with the IRS.

**Tax Filers with Special Circumstances** – The IRS Tax Retrieval may not be available for the applicant in the following circumstances:

- A joint tax return was filed for 2011 and the student or the student's parents have filed the FAFSA with a marital status of separated, divorced or widowed.
- If the tax filer is married to someone other than the individual included on the 2011 joint tax return.
- If the parent or student was not married in 2011 but is married at the time the FAFSA is filed. The current spouse's income must be reported on the FAFSA.
- If the parents or the student is married but filed tax returns separately.
- If an amended tax return was filed.

**Requesting an IRS Tax Transcript**– There are three ways tax filers can request a tax transcript.

- **Online** Go to [www.irs.gov](http://www.irs.gov) - A paper transcript will be mailed to the requestor within 5 to 10 days. Please sign the tax transcript and send it to the Office of Financial Aid at NMSU.
- **Telephone** (800) 908--9946 - A paper transcript will be mailed to the requestor within 5 to 10 days. Please sign the tax transcript and send it to the Office of Financial Aid at NMSU.
- **IRS Form 4506T-EZ 4506TEZ** forms can be downloaded from <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>. A paper transcript will be mailed to the requestor within 5 to 10 days. Please sign the tax transcript and send it to the Office of Financial Aid at HOMESTEAD SCHOOLS. \*\*Transcripts ordered using this method can be mailed directly to HOMESTEAD SCHOOLS by the IRS only if the tax filer requests this on line #5, in which case the signature would be waived.

**IRS Data Availability** – In general, tax filers can anticipate that the IRS data will be available within:

- Two weeks if the tax return has been filed electronically
- Eight weeks if the tax returns have been mailed.

If the tax filer has changed or corrected the federal income tax return, the amended information may not be available through the IRS data retrieval process. You will be required to submit both the original IRS tax transcript as well as the amended IRS tax account transcript.

**If an RS 1040 will not and is not required to be filed**

The filers must attest that an IRS 1040 has not and will not be filed and that the IRS 1040 is not required to be filed. Copies of all W-2 forms from all employers must be submitted to the Office of Financial Aid at HOMESTEAD SCHOOLS.

Applicants filing a Puerto Rico tax return or a foreign tax return may not use the IRS Tax Retrieval and must send a copy of their 2011 tax documents.

**Food Stamp Recipients**

Recipients of Food Stamps, also known as Supplemental Nutrition Assistance Program (SNAP) may be asked to provide the Office of Financial Aid with documentation that Food Stamps were received (FAFSA Question #75. If documentation is not provided when requested, there may be additional income and asset information requested by the Office of Financial Aid.

**Child Support Paid**

Applicants, who have been chosen for verification and who have indicated that child support was paid by the filer during 2011, the filer must confirm the amounts of child support paid, to whom the payments were made, and the names and address of the children receiving the child support.

**Time Period**

All students are encouraged to submit the required forms and documentation as quickly as possible. For federal aid recipients, the deadline for submitting verification documents is 60 days from the start date of the program. This includes making any necessary corrections, submitting those corrections to the Central Processor, and submitting the new correct Student Aid Report (SAR) to the institution.

**Interim Disbursements**

No Title IV aid will be released until the student has completed any required verification process.

**Consequences**

If a student fails to provide documentation or information within the required time frame, no Title IV aid will be released.

**Tolerances**

For the Federal Pell Grant Program, the tolerance values will be used in order to pay a student. If the student does not qualify for payment options based on tolerance, then a correction must be filed with the Central Processor.

**Notification**

All students to be verified are contacted by phone to meet one on one with the financial aid counselor. Students will be given the appropriate form and instructions during the meeting. Homestead Schools will verify all students selected for verification by the Department of Education. If the financial aid award has changed as result of the verification, students will meet with the financial aid director for explanation and final award letter.

**Referral Procedures**

If it is determined that a student has received funds that they were not entitled to receive, the student must repay the amount. If a repayment is not made, the overpayment will be referred to the US Department of Education.

**REQUIREMENTS FOR COMPLETION OF EACH PROGRAM**

A diploma will be awarded upon successful completion of all courses, with a grade of 76% or better and all other curriculum requirements. Students must also meet all applicable clinical, administrative, clerical, classroom and laboratory skill proficiency standards, and must satisfactorily perform the applicable clinical or practical or hands-on portion of their training. Student must settle all financial obligations from the school.

Required number of hours for Vocational Nursing Program graduation: 1632 Hours

**DEFINITION OF CLOCK HOURS:** A period of time consisting of:

1. A 50-minute class or lecture in a 60-minute period;
2. A 50-minute faculty-supervised laboratory or clinical experience in a 60-minute period;
3. In distance education, 50-minute period of attendance in: a. A synchronous or asynchronous class, lecture, laboratory, or clinical experience where there is opportunity for direct interaction between the instructor and students; or b. An asynchronous learning activity involving academic engagement in which the student interacts with technology that can estimate the amount of time that the student participates in the activity.

**GENERAL REQUIREMENTS & ELIGIBILITY FOR LICENSURE****Vocational Nursing:**

1. Minimum age: 17 years.
2. Completion of the 12<sup>th</sup> grade of schooling or its equivalent.
3. Graduation from an accredited or approved vocational nursing program or its equivalent.
4. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX).
5. Provide the Board with a social security number prior to scheduling for examination.
6. Has committed no act which, if committed by an LVN, would be grounds for disciplinary action.
7. After successful completion of the examination, the applicant must submit an initial license fee.
8. Graduation from a California accredited school of vocational nursing. (Accredited programs offer a course of instruction that is minimally 1,530 hours in length. Required curricular content includes anatomy and physiology, normal growth and development; psychology, nutrition, pharmacology, nursing fundamentals, medical/surgical, obstetrical, pediatric, gerontological and rehabilitation nursing theory and supervised clinical experience).

**NONDISCRIMINATORY POLICY**

Homestead Schools, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Homestead Schools, in compliance with Federal and state regulations, requires that all students maintain satisfactory academic progress toward the completion of a degree, diploma, or certificate in order to be eligible to receive financial aid and remain in good academic standing and continue their enrollment. This SAP policy is applied consistently to all students of Homestead Schools regardless of whether or not federal aid is received by the students.

### VOCATIONAL NURSING

Federal guidelines require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV federal student aid. This SAP policy is applied consistently to all Vocational Nursing (VN) students at Homestead Schools, regardless of whether or not federal student aid is received by the student. The VN program requires 1632 hours for completion. Satisfactory academic progress for full time students will be measured every term.

**This SAP is based on the Evaluation Methodology for Student Progress (EMSP) in the VN program. Student meeting the EMSP will meet the SAP policy and thus will remain eligible for federal student aid.**

**Homestead Schools has an SAP policy that monitors:**

1.) Quality – Required Grade Averages

At the end of each term, the cumulative grade average will be determined and documented in the student's official record. Student with a 76 or above grade point average (GPA) will be considered to be making satisfactory academic progress. Earning a grade of 75.9 or below in any theoretical subject within a period will have earned a "Failed" grade in that subject. Students who failed a theoretical subject are allowed one failed course to be remediated for each term. If a student fails a second course during a term, the student will not be allowed to proceed to the next term; the student will have to repeat the term. Upon successful completion of the repeated term, the student will have earned a satisfactory academic progress and will be allowed to progress to the next term.

In the event student fails to meet the cumulative 76% GPA due to one failed course in a term, the student will be on financial aid "Warning" status. Student is allowed to continue and receive federal student aid for the next term. Student must have 76% GPA cumulatively in both terms in order to remain eligible for federal student aid. Student falling below 76% GPA in both terms consecutively will not be eligible for federal student aid moving forward. Student may appeal the ineligibility through the appeal process. Please see next page regarding Financial Aid Probation Policy.

Student who is ineligible for financial aid can re-establish eligibility by successfully completing the required number of hours and by attaining the overall required cumulative grade average before the next period at his/her own expense. Withdrawal from school has no effect on the student's satisfactory academic progress upon re-entering. Please see the financial aid department for more information regarding ineligibility due to unsatisfactory SAP, re-entry, and withdrawal from the program.

FULL TIME SCHEDULE		1 <sup>st</sup> AY 1 <sup>st</sup> Period	1 <sup>st</sup> AY 2 <sup>nd</sup> Period	2 <sup>nd</sup> AY 1 <sup>st</sup> Period	2 <sup>nd</sup> AY 1 <sup>st</sup> Period
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After each increment in weeks	13 wks	26 wks	38 wks	50 wks
Students in the 1 <sup>st</sup> Period must have a cumulative grade of at least 76% to meet the SAP requirements for 1 <sup>st</sup> Period.	76%	76%	76%	76%
Students in the 2 <sup>nd</sup> Period of 1 <sup>st</sup> Academic Year must have a cumulative grade of at least 76% to meet the SAP requirements.	→			
Students in the 1 <sup>st</sup> Period of 2 <sup>nd</sup> Academic Year must have a cumulative grade of at least 76% to meet the SAP requirements.		→		
Students in the 2 <sup>nd</sup> Period of 2 <sup>nd</sup> Academic Year must have a cumulative grade of at least 76% to meet the SAP requirements.			→	
				→
<b>PART TIME SCHEDULE</b>	1 <sup>st</sup> AY 1 <sup>st</sup> Period	1 <sup>st</sup> AY 2 <sup>nd</sup> Period	2 <sup>nd</sup> AY 1 <sup>st</sup> Period	2 <sup>nd</sup> AY 1 <sup>st</sup> Period
After each increment in weeks	26 wks	52 wks	72.5 wks	93 wks
Students in the 1 <sup>st</sup> Period must have a cumulative grade of at least 76% to meet the SAP requirements for 1 <sup>st</sup> Period.	76%	76%	76%	76%
Students in the 2 <sup>nd</sup> Period of 1 <sup>st</sup> Academic Year must have a cumulative grade of at least 76% to meet the SAP requirements.	→			
Students in the 1 <sup>st</sup> Period of 2 <sup>nd</sup> Academic Year must have a cumulative grade of at least 76% to meet the SAP requirements.		→		
Students in the 2 <sup>nd</sup> Period of 2 <sup>nd</sup> Academic Year must have a cumulative grade of at least 76% to meet the SAP requirements.			→	
				→

- 2.) Quantity – A Student is expected to complete his or her educational objectives within a specified time frame. Student must complete their program of study at HSI within 150% of the normal program length. The school will recalculate all attempted hours for student required to repeat a term to make sure student do not exceed the 150% maximum timeframe. Student must be progressing toward successful completion of the program within a maximum time frame. The maximum time frame of the VN program is (1632 x 1.5 = 2448) 2448 hours. Scheduled hours are any hours that HSI schedules for instructional time, either in the classroom, or at a clinical site. Students who miss scheduled hours need to take care that they do not miss so many hours that they are unable to complete the program within the maximum time frame. *Students in the FULL TIME VN program must attend up to 33 hours per week and must successfully complete the program within 50 weeks up to 75 weeks and students in a PART TIME program must attend up to 17.5 hours per week and must successfully complete the program within 93 weeks up to 139.5 weeks.*

<b>FULL TIME SCHEDULE</b> (Students meeting the minimum hours within the period will be on pace to complete the program within the 150% maximum time frame of the program length)	1 <sup>st</sup> AY 1 <sup>st</sup> Period	1 <sup>st</sup> AY 2 <sup>nd</sup> Period	2 <sup>nd</sup> AY 1 <sup>st</sup> Period	2 <sup>nd</sup> AY 2 <sup>nd</sup> Period	100 to 150% Period
After each increment in weeks	13 wks	26 wks	37 wks	48 wks	72 wks
Minimum clock hours required to complete to move forward	302 of 450	603 of 900	848 of 1266	1093 of 1632	1632 of 2448
<b>PART TIME SCHEDULE</b>					
After each increment in weeks	26 wks	52 wks	72.5 wks	93 wks	139.5 wks

Minimum clock hours required to complete to move forward	302 of 450	603 of 900	848 of 1266	1093 of 1632	1632 of 2448
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All grades are given in numeric averages. The lowest grade average to pass a course is 76%. There are no excused absences all hours must be completed/made-up to be considered successfully completed. Student must achieve a cumulative grade average of 76% or better in order to graduate.

## **HEALTH REQUIREMENTS**

Students accepted in the nursing program will be admitted to the clinical component of their term after all health requirements have been completed and results have been submitted to the admissions office. These requirements are mandated by the affiliating hospitals in order to protect both the patient and health worker (student nurse). Health requirements are reviewed every term the student is in the program to assure they are current. Not maintaining required health status will result in dismissal from the nursing program.

Pregnant and postpartum students may continue in, or return to the nursing program at the discretion of the faculty and the student's physician. Periodic statements of physical fitness may be required for any student who has been recently seriously ill or hospitalized.

Homestead Schools will notify the Board of Vocational Nursing and Psychiatric Technicians in writing of any student requiring special assistance for any verified disability. If any student expects this assistance, please contact the Administrator of the Vocational Nursing Program at Homestead Schools and make needs known in writing four months prior to taking the NCLEX-PN®.

## **ATTENDANCE POLICY**

The school emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the knowledge, skills and attitudes necessary to complete the program. Consistent attendance is a requirement for graduation. The following rules govern the theory and clinical absences that a student may acquire during his/her program:

1. Students are tardy when they arrive five (5) minutes late at the start of class or are five (5) minutes later returning from any break. Thirty (30) minutes late is considered as absent for the day. Students are tardy if they leave any class period five (5) minutes prior to dismissal time and considered as absent if they leave thirty (30) minutes before the dismissal time. Tardy students may remain in class for the lecture but will receive an assignment to ensure any missed materials is presented to the student in which is due at the next meeting for that theory class. Failure to turn in will result in issuance of an Attendance Probation. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness in any class could lead to disciplinary action up to and including dismissal. Three tardies equal one absence.
2. Students will be placed on probation after two (2) absences in any given Term and terminated from the program after three (3) absences in any one Term.
3. Should an emergency arise, the clinical instructor must be notified by calling the clinical facility at least one hour prior to the expected beginning time. Contagious illnesses, the demise of a family member, and equally catastrophic absences will be taken into consideration for student retention. Student absences from three consecutive sessions for reasons of illness must provide a physician's release to be allowed to return to classes or clinical education.
4. Objectives that have been missed because of absences will have to be met before the student progresses to the next course. All missed theory periods must be remediated by

fulfilling course objectives through the completion of a specific assignment. All theory absences must be remediated in a timely manner to maintain theory to clinical correlation.

5. Arrangements have to be made with the instructor and approved by the program director. Regardless of the score achieved on the make-up exam, the maximum grade that will be entered into the student's grade record for any make-up examination in a theory class will be 76%.
6. Acceptable methods of theory make-up include the following:
  - a. Attending ongoing theory classes
  - b. Review/tutorial sessions
  - c. ATI sessions through practice test, focused review materials, videos
  - d. Case studies
  - e. Library research
7. All clinical absences in a given term must be remediated in a timely manner to maintain theory to clinical correlation. The student should see the program director for clinical assignment and assigned instructor for make-up. Acceptable methods of make-up include the performance evaluation in skills laboratory or additional time in the clinical area with clients/patients.

**Cutting Classes** – Cutting of classes will be considered as unexcused absences.

### **DRESS CODE POLICY**

Uniforms must be worn clean and wrinkle-free. Any need for variation from regulation uniform must be discussed and approved by the Program Director.

1. Students must be in full uniform during class and in clinical training.
2. Each student must maintain the appearance of their uniforms.
3. A plain white sweater or jacket (without a hood) may be worn with the uniform. Under shirts must be white and inconspicuous (no flowers, stripes, logos, etc.). Make up should be moderate.
4. White shoes and white lace must be clean. Shoes must meet hospital safety. No open toes or heels permitted.
5. Shoe wear will consist of all-white leather upper shoe with good arch support and nonskid soles (no clogs). Plain white hose must be worn with the dress and plain white socks covering the ankle must be worn with the pants.
6. Students are required to have a watch with a mechanism that records seconds; bandage; scissors; stethoscope with dual head; penlight; protective eye wear as appropriate; and two black pens.
7. No jewelry, other than a watch, school ring, or wedding band is permitted.
8. Hair is to be neat, clean, and off the collar. Hair capable of falling forward, are not acceptable. Hair accessories are to be plain, small, and match the hair color.
9. Beards/mustaches are to be neat and well groomed.
10. Wearing of hats is not allowed.
11. Nails are to be manicured. No polish or artificial nails of any kind is permitted. Length of nails not to exceed length of fingers when palm is turned upward.
12. Tattoos must be covered with school uniform or white undergarment. Body piercing accessories are not allowed in class and in the clinical area.
13. Student ID badge are to be visible when worn in class and in clinical sites and approved by school activities.
14. Beepers/cell phones may not be utilized in the classroom and in the clinical area without consent of instructor unless in emergency situations.

15. Gum chewing is not allowed in class and in the clinical area.

## EVALUATION METHODOLOGY FOR STUDENT PROGRESS POLICY

### Vocational Nursing Program

Students must achieve a grade of 76% or better to successfully pass the subject and must maintain a cumulative grade weighted average of 76% throughout the term. Grades are based on students passing all examinations, assignments, quizzes, and clinical evaluations (performance both in skills lab and the clinical settings).

The student must pass both theory and clinical in order to progress in the Vocational Nursing program.

<b>Evaluation Criteria: Theory</b>		Final Exam	60%
Quiz/Homework	5%	Total	100%
Unit Test	35%		

**Grading Scale:** 76% is required to pass the course.

95-100	Excellent
90-94	Very Good
85-89	Good
80-84	Satisfactory
76-79	Average
Below 76	Fail

The program faculty monitors the student's grades and issues appropriate plan of action if the student is failing the subject. The director upon reviewing the student's academic standing with faculty inputs, will send the failing student to the Student Learning Resource Center Coordinator for tutoring and practice tests as early interventions. Any student who is not making satisfactory academic progress is subject to further review and possible disqualification from the program.

Remediation actions for unsatisfactory academic progress are required to be allowed to continue in the program. The student will be expected to take a remediation test on the material covered in the original course exam and complete a remediation assignment and will be considered to have successfully passed the course when the student has achieved a passing score of 76% or better.

### Remediation Process:

1. The Remediation Form will be completed and signed by the student and the instructor or Program Director.
2. An individual remediation plan will be developed and customized for each student subject to remediation. The outcomes for the plan will be established and measured in accordance with the failed objectives.
3. Students subject to remediation will be required to attend mandatory meetings with the designated instructor. Remedial practice sessions may be provided as necessary. This is to facilitate the student's success through reinforcement of current content and study skills, as well as to provide ongoing support to the student.
4. The student will be given an opportunity to review all materials related to failed subject's objectives to clarify all remedial materials with an assigned remediation instructor prior to sitting for the remediation exam.

5. On the day of the remediation exam, the student must submit all completed/reviewed materials required of their remediation plan in order to sit for the remediation exam. A student will receive a maximum grade of 76% regardless whether the actual score attained is higher. The passing score for the remediation exam will replace the previously failed grade and will be recorded.
6. A student is only allowed two remediations in the entire program. Students who had remediated are closely watched for signs of another possible failure and are reminded and offered tutorial.
7. The program director keeps a record of students who have remediated. Student's decision to undergo alternative methods of tutorial must be documented using the Request for Tutorial Assistance Form. Student's progress will be assessed. Documentation of tutoring assistance and progress report will be kept on a separate binder.

**B. Clinical:**

Nursing Care Plan	15%
Drug Study	15%
Skills	70%
Total	100%

Percentage Equivalent	Rating Scale
76% - Above	Pass
75% - Below	Fail

Students will develop two nursing care plans for each course. These care plans are worth 100% each and account for 15% of the clinical course grade.

Care plans should be written or printed using the school's standard care plan form.

The instructor will tell students if there's a need for revision which will allow only once.

Care plans are to be turned in to the clinical faculty by the due dates.

The following criteria will be used to grade each care plan:

Criteria	Percentage
Nursing Diagnosis: Refer to assessment and list actual or potential problems using NANDA diagnosis.	20%
Goals: Short/long term goals that need to be measured and specific time frame in which goal will be achieved.	10%
Nursing Interventions: List three priority interventions for problems identified separately.	25%
Rationale: Scientific reason to do in each intervention.	25%
Evaluation: State specific data that indicates whether goals were met or not.	20%
<b>TOTAL</b>	<b>100 %</b>



The instructor evaluates student's performance based on the VN Skills Checklist. This tool will be used to assess student's satisfactory performance evaluation. Upon completion of the clinical skill competencies with passing mark, students will be considered to have successfully met the Satisfactory Academic Progress and will be allowed to progress to the next term.

If a student fails the clinical component of the subject, remediation will be offered and the student will need to see the program director for remediation process:

1. The student will be required to demonstrate and pass the failed clinical skill competencies in the Skills Lab setting.
2. The student, after demonstrating satisfactory performance evaluation of identified clinical skill competencies, will be allowed to proceed to the next term.
3. While the clinical evaluation is ongoing, the faculty with the director will write a plan of action for remediation. All documentation of outcomes are to be recorded in a separate binder immediately after the remediation and the students addressed if they are at-risk for failure. A copy of this document will be filed individually in a student's academic folder.
4. A student is closely watched for signs of another possible failure.

VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory progress. No more than two terms or semesters on probation will be permitted.

## **ACADEMIC HONOR CODE**

### **Cheating:**

Cheating is any act or attempted act of fraud, deception or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material. Cheating includes, but is not limited to:

1. The use of unauthorized sources of information during tests. This would include, but is not limited to, crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the instructor and/or lab administrator. It also includes any act or the use of any item which would be deemed as cheating by a reasonable person.
2. Looking at another student's exam or using another's exams, assignments, or other work, or allowing another student to do so.
3. Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for one's self.
4. Altering grades, class work, and resubmitting that work for reconsideration.
5. Engaging in any kind of unauthorized assistance or communication with another person during an exam.
6. Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other class work.

### **Plagiarism:**

Plagiarism is the inclusion in total or part of another's words, ideas, work, material, or data as one's own. Plagiarism includes, but is not limited to

1. Quoting or paraphrasing materials without citing the source in some acceptable manner and submitting those materials as one's own work.
2. Copying, using or borrowing another's ideas, assignments, test answers, lab work, research, report, term paper, computer program, file or data, etc., and submitting it as one's own work or allowing another student to do so.

3. Submitting as one's own work, work prepared by others or prepared in collaboration with others.
4. Reproducing another's work so closely that any reasonable person would, after careful evaluation of the circumstances, conclude that plagiarism has occurred.

**Falsification/Fabrication:**

Any act of inventing or altering information in order to deceive is considered falsification or fabrication. Falsification or fabrication includes, but is not limited to:

1. Inventing and submitting of falsified, fabricated, or fictitious information or falsely attributing the source as coming from another person or material.
2. Falsifying signatures on required forms or other academic records.
3. Using another person's identification, falsifying one's identification, or representing one's self as another person. Changing official academic records or documents, without going through a proper approval process.

Students will receive a failing grade on the examination or the course for noncompliance to the academic code.

**STANDARDS FOR STUDENT CONDUCT**

*(California Code of Regulations, Title 5, Article 2, Section 41301)*

Homestead Schools, Inc. is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

**UNACCEPTABLE STUDENT BEHAVIORS**

The following unacceptable behaviors are subject to disciplinary sanctions:

1. Dishonesty, including:
  - a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage
  - b) Furnishing false information to a school official, faculty member, or campus office
  - c) Forgery, alteration, or misuse of a school document, key, or identification instrument
  - d) Misrepresenting one's self to be an authorized agent of the school or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of school property.
3. Willful, material and substantial disruption or obstruction of a school-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the school or infringes on the rights of members of the school community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus school related activity
6. Disorderly, lewd, indecent, or obscene behavior at a school related activity, or directed toward a member of the school community.

7. Conduct that threatens or endangers the health or safety of any person within or related to the school community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section."
9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, or the misuse of legal pharmaceutical drugs
10. Use, possession, manufacture, or distribution of alcoholic beverages, or public intoxication while on campus or at a school- related activity.
11. Theft of property or services from the school community, or misappropriation of school resources.
12. Unauthorized destruction, or damage to school property or other property in the school community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals on campus or at a school related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
  - a. Unauthorized entry into a file for any purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another's identification or password.
  - d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the school community.
  - e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - f. Use of computing facilities and resources to interfere with normal school operations.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Violation of a campus computer use policy.
16. Violation of any published school policy, rule, regulation or presidential order.
17. Failure to comply with directions or, or interference with, any school official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the school community, to property within the school community or poses a significant threat of disruption or interference with school operations.
19. Violation of the Student Conduct Procedures, including:
  - a. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
  - b. Disruption or interference with the orderly progress of a student discipline proceeding.

- c. Initiation of a student discipline proceeding in bad faith.
- d. Attempting to discourage another from participating in the student discipline matter.
- e. Attempting to influence the impartiality of any participant in a student discipline matter.
- f. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
- g. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- h. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from the school while a disciplinary matter is pending.

## **ANTI-BULLYING POLICY**

Homestead Schools is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The school has adopted the following anti-bullying policy within the framework of the school's Standards for Student Conduct. Homestead Schools recognizes the very serious nature of bullying and the negative impact that it can have on the lives of students and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behavior:

1. A positive school culture and climate which:
  - is welcoming of difference and diversity
  - encourages students to disclose and discuss incidents of bullying behavior in a non-threatening environment
  - promotes respectful relationships across the school community
2. A shared understanding of what bullying is and its impact
3. Implementation of education and prevention strategies that build empathy, respect and resilience in students
4. Effective supervision and monitoring of students
5. Investigation and follow up of bullying behavior
6. On-going evaluation of the effectiveness of the anti-bullying policy

Bullying is defined as follows:

- Bullying is unwanted negative behavior, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.
- The following types of bullying behavior are included in the definition of bullying:
  - deliberate exclusion, malicious gossip and other forms of relational bullying,
  - cyber-bullying and

- identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the community and bullying of those with disabilities or special educational needs.

Homestead Schools confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behavior and to facilitate early intervention where possible. The school will take all such steps that are reasonably practicable to prevent bullying or harassment of students on any of the following grounds specified i.e. gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the community.

### **PROBATION & REMEDIATION POLICY**

This policy serves to ensure that students placed on academic probation are provided the opportunity to demonstrate improvement in cited areas of deficiency in a timely manner in order to progress through the program.

If a student is placed on academic probation, remediation is mandatory.

### **TERMS OF MANDATORY REMEDIATION**

1. An individual remediation plan will be developed and customized for each student subject to remediation. The outcomes for the plan will be established and measured in accordance with the failed objectives, as documented on the student's subject exam.
2. The student will be given five (5) business days from the day the academic probation form is signed, to review and complete all materials and/or assignments issued in order to meet the failed objective(s). This five-day period will not include when school is closed for Winter break or school approved holidays. It will include the week between terms.
3. The student will be given the opportunity to clarify and review all remedial materials with an instructor and/or a remediation instructor prior to sitting for the remediation exam.
4. On the day of the remediation exam, the student must submit all completed/reviewed materials required of their remediation plan in order to sit for the remediation exam. A student will receive a maximum score of 76% for the specified Term regardless whether the actual score attained is higher. The passing score for the remediation exam will replace the previously failed grade.
5. Students subject to remediation will be required to attend mandatory meetings with the designated instructor for a minimum of one (1) time per week until the end of the enrolled term. This is to facilitate the student's success through reinforcement of current content and study skills, as well as to provide ongoing support to the student. Students in remediation are still responsible for ongoing instruction (including all homework, quizzes, exams, etc.) relative to the subsequent topic.

The Remediation Forms indicating first or second remediation meetings/agreements, student's name, current term, student, plan of correction/goal, date of accomplishment, probationary status, and whether student has met or not met the objectives will be completed and signed by the student and the instructor or student and Program Director.

### **COMPREHENSIVE EXIT EXAM POLICY**

Comprehensive Exit Exam will be given to assess the student's acquisition and application of knowledge and skills offered in the school's Vocational Nursing program. Successful completion of the Comprehensive Exit Exam is required to complete the Vocational Nursing program.

Students are required to take the Comprehensive Exit Exam at the completion of Term IV, immediately after the Comprehensive Review. Attendance to Comprehensive Review is mandatory to increase chances of passing the Comprehensive Exit Exam and NCLEX-PN® exam. In order to be eligible for the Comprehensive Exit Exam, students must have satisfied all of the following requirements:

1. Completed all courses with at least a cumulative grade point average of 76% or better.
2. Completed all nursing course requirements within the allowed maximum time frame of the program.
3. Met all applicable clinical, administrative, clerical, classroom and laboratory skill proficiency standards, and must satisfactorily perform the applicable clinical or practical or hands-on portion of their training.
4. Must have attended Comprehensive Review.
5. Settled all financial obligations with the school.

The student must pass the Comprehensive Exit Exam with a grade of 76% or higher. If a student fails the exit exam, remediation process will be offered and the student will be allowed to retake the exit exam within 30 days. The student will be required to take an Alternate Comprehensive Exit Exam (version B of the Comprehensive Exit Exam) only once. The student must pass it with a grade of 76% or higher.

### **COMPREHENSIVE REVIEW POLICY**

Comprehensive Review is designed to reinforce and strengthen concepts learned in the Vocational Nursing program. It offers students the opportunity to assess their own strengths and weaknesses of nursing knowledge and skills through diagnostic tools and to formulate a plan for areas of needed growth.

This review is offered at no cost to the students, requires mandatory attendance, and is conducted by an assigned instructor.

The Comprehensive Review for graduating students is offered immediately after the end of the 1632 hours of the VN curriculum. Attendance at the review is a prerequisite to taking the Comprehensive Exit Exam.

After the Comprehensive Exit Exam, the school also offers a rigorous NCLEX-PN Review conducted over a period of three weeks by an experienced NCLEX reviewer in a classroom setting. Student are encouraged to attend the review but must pay to attend.

### **DISMISSAL POLICY**

1. Dismissal may be initiated if the student fails to meet the terms of any warning and or probation, i.e. academic, attendance.
2. Displays inappropriate behavior.



3. An instructor may recommend dismissal at any time that he or she feels that student problem or situation has seriously jeopardized a patient, violated a safety principle, or interfered with the welfare of the school or clinical site.
4. If the student commits a serious infraction in the clinical facility, the instructor will remove the student from the clinical area. Follow the facility regulations regarding the infraction, and immediately notify the Program Director for further instructions. Any student action that places the patient in danger is grounds for immediate dismissal.
5. If on campus when an infraction occurs, the student will be sent to the Program Director's office for evaluation and advisement.

### **RE-ENROLLMENT POLICY**

1. A student may re-enroll and repeat a Term in which the student has failed or did not complete depending upon space availability in the program. Homestead Schools will make every possible attempt to allow the applicant to repeat the Term. However, the student must first submit a signed and dated letter to the Program Director detailing why he/she should be considered a viable candidate for readmission, including specific reference to resolution of the issue(s) that led to the termination. In cases where a student was terminated due to his or her lack of attendance or progress, the student must show positive proof that the problem causing the termination has been corrected, thereby ensuring proper attendance and/or progress. The Program Director will make final approval of readmission, as well as the right to test any student for knowledge/skills assessment prior to consideration for readmission. Readmission to the program depends on space availability.
2. When a term is repeated, the student must take both the theory and clinical segments of the program concurrently. The student must repeat the entire term. The student's grade received when repeating the term will supersede any previous grade for that term. All satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time-frame allowed (one and half times the program scheduled hours).

### **GRADUATION REQUIREMENTS**

1. Complete all courses with a cumulative grade point average of 76% or better.
2. Complete all nursing course requirements within the allowed maximum timeframe of the program.
3. Meet all applicable clinical, administrative, clerical, classroom and laboratory skill proficiency standards, and must satisfactorily perform the applicable clinical or practical or hands-on portion of their training.
4. Settle all financial obligations with the school.

### **COMPLAINT POLICY & GRIEVANCE PROCEDURES**

Homestead Schools is committed to providing an educational climate that is conducive to the personal and professional development of each individual. In order to ensure this commitment, the school has developed procedures for students to pursue grievances. Resources and procedures are available to students for resolving complaints and addressing concerns.

A complaint involves a concern, problem or issue other than a disciplinary measure. The appropriate response to a disciplinary measure which is deemed unfair or excessive, or dissatisfaction with a grade, or progression, probation, or dismissal from a program, is an appeal, not a complaint. Appeals are made through established school procedures.

The school defines a formal complaint as a written report from a student or other constituent that expresses a serious concern. Complaints may be academic or nonacademic.

An academic complaint may be brought by a student regarding the school's provision of education and academic services affecting his/her role as a student. Academic grievances can include but are not limited to the following types of allegations: discriminatory action toward students within the classroom by a faculty member, e.g., by singling out specific students for either preferential or adverse treatment; failure of a faculty member to follow school or program policies in the conduct of classes or examinations; or capricious or unreasonable arbitrary actions by a faculty member that adversely affects student performance. Nonacademic grievances can include but are not limited to the following types of allegations: issues regarding sexual harassment, discrimination or an alleged infringement upon the rights or sensibilities of an individual by a school employee or other student or discrimination against him/her due to a disability.

Prior to initiating formal Grievance Procedures, the student is required to make a good faith effort to resolve the dispute with the person responsible for the action.

### **Procedure for Addressing Student Grievances**

The grievance procedures are as follows:

1. The student will make an appointment with the faculty member to discuss his/her grievance.
2. The faculty member has to accommodate the student within a 48-hour period. If the faculty is involved in the complaint, Program Director will discuss the issue with the student and the faculty member involved to resolve the issue.
3. If not resolved, the student will make an appointment with the Program Director and present the grievance to the director, verbal and in writing. The Program Director will accommodate the meeting request within 72 hours.

The Program Director makes the final decision. The student will be notified of the decision within a 24-hour period.

If the complaint is against the Program Director the student is required to take the complaint to the Chief Academic Officer.

In the case of support staff or administrative personnel, the President will discuss the issue with the student and the employee involved.

If the student is not satisfied with the decision, the student is referred to the:

Bureau for Private Postsecondary Education (BPPE)  
1747 North Market Blvd. Suite 225 Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone: (916) 574-8900 Toll Free:(888) 370-7589 Fax: (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Scope of practice and nursing education questions are generally answered by the nursing education consultants (NEC) in the Board's Education Unit. You may call the Education Unit secretary directly at (916) 263-7843 and ask to speak to an NEC.  
Mail your inquiry to the Board's Sacramento office at:

Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833  
Phone: (916) 263-7800 Fax: (916) 263-7855  
E-mail: [bvnpt@dca.ca.gov](mailto:bvnpt@dca.ca.gov)

## **STUDENT RIGHTS**

Homestead Schools has set forth the following rights of the students:

1. Students have the right to consistent and judicious evaluation by the instructor.
2. Students are free to take reasoned exception to the data or views offered in courses of study. They may be required to know the material set forth by the instructor, but they are free to reserve personal judgment as to the truth or falsity of what is presented.
3. Students have the right to have faculty meet their classes at the scheduled times and make presentations appropriate to the course. When circumstances require cancellation of a class, the instructor shall make an effort to notify students.
4. While faculty and administrators have primary responsibility in curricular matters, students shall have opportunity for participation in revising and improving the curriculum by serving on operational curriculum committees.
5. Students are responsible for meeting standards of academic performance established for each course. Performance in the course shall be the sole criterion by which students are measured and the professor shall take no action to penalize students because of their opinions or because of their conduct outside the classroom in matters unrelated to the class. Students have the right to a course grade which is a just measurement of performance in the course.
6. Information about a student's performance, views, beliefs, and political association which professors acquire in the course of their work as instructors, advisers, and counselors is considered confidential.
7. Students have the right to have instructional faculty schedule a reasonable number of office hours for student conferences.
8. Students have the right to protection against improper disclosure of personal information. To minimize the risk of improper disclosure, the records of students' academic, counseling, disciplinary, financial and medical contacts with the school are kept separate from one another. Transcripts of academic records shall normally contain only information related to academic status and performance. However, in cases of disciplinary action, a notation of disciplinary status shall be added directly to the transcripts of any student who has been expelled or suspended with the notation for suspension to be removed at the end of the suspension period. Information from disciplinary, financial, counseling, medical, or academic records shall not be available to any person, on or off campus, without the express written consent of the student involved, except in accordance with law.

## **STUDENT RESPONSIBILITIES**

The basic responsibilities of the student include:

1. Respecting the rights of others.
2. Respecting the highest standards of academic integrity.
3. Respecting the property of others, and the property, equipment, facilities, and programs of the school.
4. Refraining from actions that endanger the health, safety, or welfare of any member of the University community or its guests.
5. Complying with the normative standards, rules, and regulations of Homestead Schools as well as with federal, state, and local laws.

## **CREDIT GRANTING POLICY**

An institution may grant credit to a student for prior experiential learning only if:

1. The prior learning is equivalent to a college or university level of learning;
2. The learning experience demonstrates a balance between theory and practice and;
3. The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.

Each college or university level learning experience for which credit is sought shall be documented by the student in writing.

Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.

The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.

- Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
- Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

The institution will consider credit from other institutions accredited by an agency recognized by the U.S. Department of Education or the Council of Higher Education Accreditation (CHEA).

Credit granting for those students who wish to receive credit for previous education is based on the Vocational Nursing Practice Act Rules and Regulations Section 2535 and the Board of Vocational Nursing and Psychiatric Technician guidelines for developing a credit granting policy.

Transfer credit will be given for related previous education completed within the last five years. This includes the following courses:

1. Approved vocational or practical nursing courses.
2. Approved registered nursing courses.
3. Approved psychiatric technician courses
4. Armed services nursing courses.

5. Certified nurse assistant course.
6. Other courses the school determines are equivalent to courses in the program.

Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Homestead School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or diploma you earn in the vocational nursing, nurse assisting, home health aide, RN-BSN, and medical assisting is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Homestead Schools to determine if your certificate or diploma will transfer.

The institution will maintain a written record of the previous education and training of veterans and eligible persons clearly indicating that credit has been granted and the student will be notified accordingly.

### **ARTICULATION AGREEMENT**

Homestead Schools, Inc. has not entered into an articulation or transfer agreement with any other college or university.

### **LEAVE OF ABSENCE POLICY**

Leave of absence may be granted to a student if acceptable reasons are presented. It should be understood that leave of absence is granted only in extreme cases and must be approved by the Program Director, who will prescribe the duration of the leave of absence and specific conditions for resumption of study.

The period of leave for which the student has been approved may be excluded from the maximum time frame in which an individual student will be expected to complete the program. The Leave of Absence together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. If the student does not resume attendance at the school on or before the end of a leave of absence, the school treats the student as a withdrawal.

### **COURSE WITHDRAWAL POLICY**

Students planning withdrawal from a course should contact the Program Director and submit a completed withdrawal form. Students who do not officially withdraw from a course will automatically receive a grade of "F".

The withdrawal date used to determine the refund is the date the student began the school's withdrawal process, although the school reserves the right to use the last date of attendance at an academically related activity.

The withdrawal date is:

- First, the date the student began the institution's withdrawal process or officially notifies the school of their intent to withdraw: or
- Second, the last known attendance at a documented academically-related activity (i.e. exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the institution); or
- Third, the midpoint of the period for a student who leaves without notifying the institution.

The student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction.

If the non-recipient of Title IV funds has completed more than 60% of the program, he'll not receive any refund. If a Title-IV fund recipient withdraws after 60% (or more) of the program, he/she is considered to have earned all of the federal aid and no repayment is necessary.

### **CANCELLATION & REFUND POLICY**

Should the student be terminated or cancelled for any reason, all refunds will be made according to the following refund procedures:

1. Rejection of Applicant: If an applicant is rejected for enrollment by an institution a full refund of all tuition monies paid will be made to the applicant.
2. Program Cancellation: If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.
3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid.

### **STUDENT'S RIGHT TO CANCEL CONTRACT**

The student shall have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrolment, whichever is later.

If the institution gave the student any equipment, the student shall return the equipment within 30 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 30 day-period, the institution may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment within 10 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it.

To cancel the contract for school mail or deliver a signed and dated copy of cancellation notice, or any other written notice or send a telegram to:

Homestead Schools, Inc.  
Attention: Vijay Fadia  
23800 Hawthorne Blvd. Suite 200 Torrance CA 90505

## TUITION REFUND POLICY

The student shall have the right to a full refund of all charges less the amount of \$150.00 for the non-refundable registration charges if he/she cancels the agreement prior to or on the first day of instruction.

Further, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the scheduled period/semester. Students who completed 60.01% or more of the scheduled period/semester will be charged the whole period/semester.

The following examples describe how a refund calculation is made.

Example #1: The vocational nursing program at Homestead Schools, Inc. has 1549 hours of instructional time and costs \$28,500.00 in tuition, equipment, books, and uniforms, and includes \$150.00 nonrefundable registration fee. The student withdraws from the program after attending 300 hours of 450 hours of the scheduled period of instruction at which point he has made a total payment of \$7,000.00.

What would be his refund, if any?

*First, the cost per hour of instruction is established by dividing the total hours of the program (1549) into the total cost of the program (\$28,500.00):  $\$28,500.00 / 1549 = \$18.40/\text{hour}$ . In the example above the student attended 300 of 450 hours scheduled, 66.6%. Based on the policy above student is charged the full 450 scheduled hours. The student is charged \$8,280 ( $450 \times 18.40 = \$8280$ ) the student does not have a refund.*

Example #2: The student withdraws from the program after attending 270 hours of 450 hours of the scheduled period of instruction at which point he has made a total payment of \$7,000.00.

What would be his refund, if any?

*In example #2 above the student attended 270 of 450 hours scheduled, 60%. Since student only completed 60% of the scheduled hours, based on the policy above student is charged only the 270 hours attempted. The student is charged \$4968 ( $270 \times 18.40 = \$4968$ ) the student's refund is calculated below.*

Amount paid	\$7,000.00
Less: Nonrefundable registration fee	150.00
Less: Tuition cost incurred	4,968.00
Refund due the student	<u>\$1,882.00</u>

The student is required to return the equipment, books, and uniforms. If the student fails to return these items, a charge will be made against the student in the amounts enumerated in the Enrollment Agreement. The school will refund the amount owed to the student within 45 days of the date of withdrawal.

## PAYMENT SCHEDULE

For paying students, it's their responsibility to make payment of program fees every month and within the timeframe designated on the statement of account. If a student is unable to make payment within the timeframe given he/she must submit written notification to the Administration

with an explanation and the expected date of payment. If a student is unable to make payment of program fees, the student will not be allowed to progress.

#### **METHOD OF COLLECTING DELINQUENT TUITION**

1. Notification in writing stating outstanding balance.
2. Follow-up phone call one week after written notification.
3. Second written notification 30 days after first written notification.
4. Follow-up phone call one week after second written notification.
5. Third written notification 30 days after second written notification.
6. Follow-up phone call one week after third written notification.
7. Final courtesy follow-up call.
8. If satisfactory payment arrangements are not made, the student's balance will be reported to the Credit Bureau. Delinquent accounts will be turned over for collections. Any costs related to the collection of the amount owed will be charged to the student's account.

#### **RETURN OF TITLE IV FUNDS POLICY**

Homestead Schools Refund Policy complies with the amended version of 34 CFR Section 668.22 of the Higher Education Amendment of 1998.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he /she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The school's Financial Aid Office 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.

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%.

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 clock hours the student was scheduled to complete in the period divided by the total number of clock hours in the period.

Up through the 60% point in each payment period a prorated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. If a student withdraws



after 60% (or more) of the term, he/she is considered to have "earned" all of the federal aid for the term. No repayment is necessary.

If a student after enrollment never attended any classes, he/she did not establish eligibility for any funds. All Title IV disbursed must be returned.

Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Federal Parent (PLUS) Loans
4. Direct PLUS Loans
5. Federal Pell Grants
6. Federal Supplemental Educational Opportunity Grants
7. Other Title IV Assistance
8. Other Federal Sources of Aid
9. Other State, Private, and Institutional Aid

When a student withdraws from Homestead Schools, the withdrawal date used to determine the refund is the date the student began the school's withdrawal process, although the school reserves the right to use the last date of attendance at an academically related activity.

The withdrawal date is:

- First, the date the student began the institution's withdrawal process or officially notifies the school of their intent to withdraw: or
- Second, the last known attendance at a documented academically-related activity (i.e. exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the institution); or

If a student earned less aid than was disbursed, the school would be required to return a portion of the funds and the student would be required to return a portion of the funds.

If a student earned more aid than was disbursed to him/her, the school would owe the student a post-withdrawal disbursement. A post-withdrawal disbursement must be made within 180 days of the date the school determines that the student withdrew.

The following rules apply when completing a return calculation for a student:

1. The school will return any unearned Title IV funds within 45 days of the date the school determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date.
2. The school will disburse any Title IV funds a student is due as part of post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

The student is obligated to return any Title IV overpayment in the same order mentioned above. Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of the date of the school sends the student

notice of the overpayment or the date the school was required to notify the student of the overpayment. Failure to return Title IV funds will result in the loss of eligibility for financial aid.

### **STUDENT TUITION RECOVERY FUND (STRF)**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, **you must pay the state-imposed assessment for the STRF**, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95798, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

### **CANCELLATION OF A PROGRAM BY THE SCHOOL**

The School may cancel the enrollment of any student if the student does not meet the eligibility requirements as set by the school, in case of emergency and/or low enrollment. The school reserves the right to postpone or reschedule any class or instructor at any time. Cancellation notice will be given in writing, stating the reasons for the action.

### **LANGUAGE OF INSTRUCTION**

Students are expected to be proficient in the language of the courses in which the student will be registered in. The primary language of instruction, both in theory and clinical, is English.

### **DISTANCE EDUCATION**

The address where the instructions are provided is 3090 Bristo St Fl4 Suite 15 Costa Mesa, CA 92626.

The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

- If you are enrolled in an Online Program, the course session will be held online using Canvas learning management system. Please see Distance Education syllabus or go to [www.homesteadschools.net](http://www.homesteadschools.net) for more information.
- An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.
- An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

## **STUDENT SERVICES**

Homestead Schools, Inc. is committed to providing a "whole person" education. Classroom learning is supplemented by students' personal growth and development achieved through activities and programs.

Faculty and staff are committed to assisting students as they strive to develop intellectually, physically, socially, morally, and spiritually. HSI provides a comprehensive program of student services. All activities and programs are designed to help students have positive and rewarding personal growth experiences while at HSI.

The following areas are included in Student Services:

**Advising Services** - where students obtain help with educational, career, and personal concerns from the Program Director.

**Tutoring Services** – help students struggling in their subjects and for those who know that their study skills are weak and have trouble in particular courses.

**Career & Employment Services** – provide a variety of opportunities and experiences which will empower our students and alumni to successfully pursue their career goals.

**Campus Learning Assistance Services** - help students increase their mastery of course material through course-specific tutoring and academic skills development. This provides small group tutoring and workshops on note-taking, time management, reading, exam preparation, memory and concentration, and other study skills to assist students in developing their academic skills.

**NCLEX Preparation Through Assessment Technologies Institute (ATI)** – prepares student for the NCLEX exam by systematically strengthening their knowledge-base throughout their nursing education. This program is designed not only to increase pass scores on the NCLEX, but also to lower program attrition rates by early identification of student at risk.

### **Counseling**

Counseling may be initiated by the instructor if a student's performance in class or clinical is not up to the standards. Counseling sessions will be provided during theory days or after class or clinical hours, or anytime during class or clinical hours by the Program Director if absolutely needed. If it has been noted that the student's problems need urgent intervention, the Instructor, Director, or designee may provide the necessary intervention right away.

All counseling sessions are to be written on the anecdotal form. A copy is to be given to the student while the original goes to the student's file.

If a student's grade is failing below the minimum passing grade of 76% per school policy, he/she has to make a request for and make time to attend tutorial/review session with any available instructor/tutor to be assigned by the Program Director. It is the student's responsibility to make an appointment with the instructor or the Director.

Homestead offers individual tutoring to all students who do not meet the satisfactory academic progress. The school has a tutorial program to help its students pass the course. It goes without saying that not all students in a class progress at the same speed. There are some students

who need extra help. These students often need to acquire good studying habits; some need to learn test-taking skills; and some need help with class assignments. A teacher has only a limited time to devote to any one student. This is where a tutor comes into the picture. Homestead offers individualized tutoring to those students who would benefit from it.

### **Employment Placement Services**

Homestead Schools, Inc. provides its graduates with employment assistance with an attempt to place everyone but **cannot guarantee employment**.

Our Career Services staff assist students in:

1. Exploring a full range of career and work possibilities that match their career goals.
2. Preparing job-search competencies and tools to present themselves effectively as candidates for employment such as job search skills, resume writing, interview techniques and career portfolios.
3. Obtaining information on employment opportunities and prospective employers.
4. Connecting with employers through campus interviews, job listings, referrals, networking, publications, and information technology

Career services staff develop and maintain relationships with employers that provide career development and employment opportunities for students.

### **Library Service**

It supplies a variety of innovative materials and services necessary to support instructional programs.

Students can use the variety of materials it has to offer for research, projects, assignments, homework, review, remediation, and other enrichment activities.

The assigned custodian/librarian shall be advised to monitor the logbook for sign-in and sign-out of students using this facility.

#### *Service Hours:*

Monday-Friday	9am-5pm
Saturday	9am-3pm

#### *Regulations:*

1. Leave your school ID and bag before entry.
2. Users must not make noises which disturb those who are studying/reading.
3. Users should not talk except as necessary to conduct business inside.
4. Users should set cell phone to silent mode and should not use while inside.
5. Eating and bringing of food and beverages are not allowed inside.
6. Users must treat furniture, equipment, books and other property with care.
7. Users must not damage, mark or deface library materials. They must not dog-ear pages or use paper clips or post-its in books.

#### *Borrowing Policy:*

1. Items may be renewed one time for the same length of time as the original check out unless another student has placed a hold on it.

2. Each student is limited to checking out two items only.
3. The circulation period for each item is only three days.
4. Any item(s) kept after three days is considered overdue. Borrowing privileges are suspended after the second overdue notice.
5. Library patrons are expected to return library materials in as good of condition as when borrowed. Each student will be responsible for materials checked out, including fines for late returns, lost items, and items damaged beyond repair.
6. For lost and damaged items, the replacement cost will be charged. A lost or damaged item may be replaced with an exact, new copy of the item.

## **HOUSING INFORMATION**

Homestead Schools has no dormitory facility under its control and does not provide any housing accommodation to its students. Furthermore, the school has no responsibility to find or assist a student in finding housing. Students are responsible for finding their own housing.

The area offers many apartment complexes around the campus with rent ranging from \$700 to \$975 for an unfurnished one bedroom apartment. Most apartments supply an oven, refrigerator, dishwasher, and laundry facilities. Renters are usually responsible for their own monthly utilities. Single houses, townhomes, and condominiums are also available with rent ranging from \$1100 to \$1300 per month. Apartment for low rent housing is also available with subsidized government low income rates.

## **STUDENT RECORDS MANAGEMENT & RETENTION**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Homestead Health is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974 (FERPA). Under this law, students enrolled in any educational institution are given certain rights concerning school records.

This privacy right is a right vested in the student. Generally:

1. Institutions must have written permission from the student in order to release any information from a student's educational record.
2. Institutions may disclose directory information in the student's educational record without the student's consent.
3. It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
4. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
5. Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
6. Institutions should notify students about their rights under FERPA through annual publications.
7. When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.
8. The school should always seek a written consent from the student before disseminating educational records to third parties.

## **RETENTION OF STUDENT RECORDS**

The Admissions Office is responsible for ascertaining that school records maintenance, storage, security and management are in compliance with the Bureau's record-keeping requirements, and school's policy, procedures, rules and regulations. The institution maintains records for each student, whether or not the student completes the educational service, for a period of not less than five years at 3090 Bristol St Fl4 Suite 15 Costa Mesa, CA 92626 after the date of the student's graduation, withdrawal, or termination.

Homestead student records, both academic and financial, are all organized, maintained and stored on computer, making records accessible through electronic retrieval. These records are in an electronic format that are readily available and open to inspection by the Bureau upon request.

Printed copies of student records, historical and contemporary, are readily available as well. All hard copy records are scanned and saved online with back-ups stored on a separate hard drive to prevent from damage and loss.

Homestead shall maintain all students' transcripts indefinitely.

The student records shall be retrievable by student name and shall contain all of the following applicable information:

1. Home/mailling address, e-mail address, and telephone number
2. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution
3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid
4. Copies of all tests given the student before admission
5. Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation
6. A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student for each course or subject
7. Copy of certificate granted and the date on which that certificate was granted
8. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received
9. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent
10. Copies of any official advisory notices or warnings regarding the student's progress
11. Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint. (All notices and disclosures provided to students and a record of the time period within which each notice and disclosure was provided).
12. Records of student attendance
13. Satisfactory academic progress report

The institution also maintains complete and accurate records of all the educational programs offered and the curriculum for each, and information of all previous and current faculty and staff files.

The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the state to inspect and copy records.

**Records Custodian:**

Marisela Viveros

E-mail Address: marisela@homesteadschools.com

Physical Address: 3900 Bristol St Fl4 Suite 15 Costa Mesa 92626

Phone: (310) 791-9975

**Location of Records:**

Physical Address: 3900 Bristol St Fl4 Suite 15 Costa Mesa 92626

Phone: (310) 791-9975

The Chief Academic Officer conducts a quarterly checking to ascertain that the records management and retention are being properly handled.

**DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS (DFSCR)**

The Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

HSI is in compliance with these regulations. The school adopts and implements a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. The school has program that complies with the regulations such as:

- A. Annually notifying each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with AOD use; and a description of available treatment programs.
- B. Developing a sound method for distributing annual notification information to every student and staff member each year.
- C. Conducting a biennial review on the effectiveness of its AOD programs and the consistency of sanction enforcement.
- D. Maintaining its biennial review material on file.

The school's DFSCR policy addresses the legal and responsible use of alcohol. It addresses the academic, health, personal and safety risks associated with alcohol and other drug use through education, services and resources that focus on prevention of alcohol and other drug abuse. Through wide dissemination of this policy, the school community will be informed of its contents, as required by the Drug-Free Workplace and Drug-Free Schools and Campuses Act.



It is a goal of the school to provide a safe, productive, and healthy environment in which all members of the school community can learn, work, and grow from a wealth of different school experiences. The school is determined to establish and maintain working, living, and learning conditions that are free from the negative effects of alcohol and other drug abuse. The school recognizes that the misuse or abuse of any drug can be detrimental to the health, safety, learning, and well-being of individuals as well as the school community. Therefore, in compliance with the U.S. Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the school offers substance abuse prevention programs for its students and employees and will identify resources and provide assistance and support for those who have, developed or are in recovery from problems with AODs.

The illegal or abusive use of alcohol and/or other drugs by students, faculty or staff adversely affects school's commitment to provide an environment of excellence in teaching, research and learning. As members of the school community, we all share in the responsibility for creating and maintaining a healthy and productive environment for work and study alike. With this responsibility comes the obligation to be involved in preventing problems caused by the abuse of alcohol, tobacco and other drugs.

The school's comprehensive approach to addressing substance abuse emphasizes:

- A. Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff.
- B. Providing continual prevention, education and counseling services along with referrals to off-campus treatment facilities as appropriate.
- C. Encouraging individuals who are experiencing problems associated with alcohol and/or other drugs or chemical dependency to seek assessment, counseling and/or treatment voluntarily with the understanding that this assistance is confidential and will not be used against them.

School's policy on alcohol and other drug use respects all legal requirements including, but not limited to:

- A. Federal and California controlled substance laws, as well as other administrative regulations concerning alcohol and other drugs.
- B. The Drug-Free Workplace Act of 1988 sets forth special requirements for employees on federal contracts and grants. It requires the school to provide notice of a conviction for a violation of any criminal drug statute occurring in the workplace by an employee engaged in the performance of work under federal contract or grant; and to report to the funding agency within ten calendar days after notice from an employee of a conviction for a violation of any drug statute occurring in the workplace.
- C. California Drug Free Workplace Law. Employees or contractors of any state agency are prohibited from the unlawful manufacture, distribution, dispensation possession or use of a controlled substance as defined in the Controlled Substances Act. The employer or contractor must publish a statement regarding the prohibition and any sanctions that will be imposed and establish a drug-free awareness program.
- D. Federal and California controlled substance laws, as well as other administrative regulations concerning alcohol and other drugs.

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)**

### **Purpose**

Homestead Schools is dedicated to the safety, health and welfare of its students, faculty and staff. The unlawful use and or abuse of drugs and alcohol can have a negative impact on the safety and well-being of college students and on our Homestead Schools (HS) educational environment.

The primary purpose of the following guidelines are in support of the Drug and Alcohol Abuse Prevention Program (DAAPP) developed and implemented in an effort to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities. The College aspires to educate, call our community to action, help those in need, and be in full compliance with the Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA).

### **Guidelines**

#### ***I. Entities Affected by this Policy***

Persons covered by the Drug and Alcohol Abuse Prevention Program (DAAPP) are employees of HS and students who enroll in one or more classes for any type of academic credit except for continuing education units.

#### ***II. Standards of Conduct***

HS complies with local, state, and federal laws and penalties regarding the unlawful use of drugs and alcohol including the possession of illegal drugs and drug paraphernalia on college premises and the sale or use of alcoholic beverages on HS premises. (Please see Drug-Free Schools and Campuses Regulations in School Catalog)

#### ***III. Disciplinary Procedures***

HS believes it is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. If a student/employee is suspected of violating the Drug-Free Schools and Campuses Regulations of the HS, the College will perform an investigation to determine the appropriate course of action. An Incident Report (student or employee) detailing alleged violations of the Standards of Conduct by an HS student/employee will need to be completed to initiate the Disciplinary Actions/Due Process procedures.

#### ***IV. Disciplinary Sanctions***

Violations of the HS Standards of Conduct refer to a student's failure to meet his/her responsibilities and are subject to General Disciplinary Action in accordance with college policy as stated in the HS Student Handbook and School Catalog.

Sanctions: The School Director has the authority to issue sanction(s) including, but not limited to, the following:

- a. Written reprimand
- b. Loss of privileges/access
- c. Removal from course/s
- d. Warning
- e. Suspension
- f. Expulsion
- g. Termination (employee)
- h. Referral for prosecution (student and/or employee)

## ***V. DAAPP Information Dissemination***

Notification of the information contained in the DAAPP is distributed to all enrolled students registered in classes for academic credit in the following methods:

- Admissions application notification to all applicants
- Catalog and/or Registration guide
- Online student handbook
- HS main website (Consumer Right To Know)

Notification of the information contained in the DAAPP is distributed to all employees in the first day of employment and annually thereafter.

## ***VI. Program Resources for Individual and Group Counseling***

A list of local resources with descriptions of drug and alcohol counseling treatment, rehabilitation or reentry programs available to students are provided below:

### **PACE Recovery Center**

3197-B Airport Loop, Costa Mesa, California 92626

PACE Recovery provides local drug and alcohol treatment programs for those struggling with substance abuse.

Payment Structure & Forms: Medicare Assistance, Private Pay, Self Pay

### **Rock Solid Recovery**

2900 Bristol, Costa Mesa, California 92626

Rock Solid Recovery is an alcohol and drug addiction treatment facility. Services involve multiple stages of treatment through a recovery program.

Payment Structure & Forms: Medicare Assistance, Private Pay, Self Pay

### **Sure Haven**

2900 Bristol St., Costa Mesa, California 92626

Sure Haven is a drug and alcohol addiction treatment center. Addiction to drugs, alcohol, or any other substance of abuse, can take a toll on the well-being and livelihood of the addict.

Payment Structure & Forms: Medicare Assistance, Private Pay, Self Pay

### **Casa Capri Recovery**

2801 Bristol St., Costa Mesa, California 92626

Casa Capri Recovery, a drug and alcohol addiction rehab facility that is committed to helping those who are addicted, get the addiction treatment they need

Payment Structure & Forms: Medicare Assistance, Private Pay, Self Pay

### **Clean Path Recovery**

1650 Adams Ave, Costa Mesa, California 92626

Clean Path Recovery is a drug and alcohol addiction treatment center that takes a toll on the well-being and livelihood of the addict.

### **Balboa Horizons Men's Program**

129 Cabrillo St., Costa Mesa, California 92627

Balboa Horizons Men's Program located provides local drug and alcohol treatment programs for those struggling with substance abuse.

1545 Newport Blvd, Costa Mesa, California 92627

Northbound Treatment Services Medical Detox, a drug and alcohol addiction rehab facility is committed to helping those who are addicted, get the addiction treatment they need.

Simple Recovery

1901 Newport Blvd, Costa Mesa, California 92627

Simple Recovery provides local drug and alcohol treatment programs for those struggling with substance abuse.

Yellowstone Recovery

154 E Bay Street, Costa Mesa, California 92627

Yellowstone Recovery is a rehabilitation center that helps those who are seeking assistance for alcohol and drug addiction.

Lotus Place Recovery

16480 Harbor Blvd, Fountain Valley, California 92708

California, Lotus Place Recovery offers treatment for Medical Detox, Obsessive-Compulsive (OCD). The addiction specialists at this multi-licensed treatment facility administers a comprehensive assessment to their patients in order to determine the best course of action.

### ***VII. Oversight Responsibility***

The school director and financial aid director shall serve as the main contacts that will have oversight responsibility of the Student DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, coordination of the annual notification to students, and the biennial review report.

### ***VIII. Assessment of Program Effectiveness and Biennial Report***

The school director and financial aid director will review documented infractions of the student conduct policy on an annual basis. The assessment includes reviewing the incident(s) and the outcome(s) to ensure that college policy regarding drug, alcohol and other substance abuse violations and sanctions are imposed and consistently enforced.

The school director and financial aid director will conduct an annual review to determine program effectiveness and implement changes as necessary. The school director and financial aid director will prepare a biennial review report as required to be in full compliance with the Education Department General Administrative Regulations (EDGAR) 34 CFR Part 86.100.

A review of the number of documented cases regarding students of concerns referred through HS's behavioral intervention team(s) will be gathered for statistical purposes and to ensure prevention and awareness activities are delivered appropriately to all student populations.

Under the leadership of the school director an assessment to measure student perceptions and behavior will be conducted periodically. These data will be analyzed to continuously determine the most appropriate interventions.

### ***IX. Policy History***

The DAAPP for students and policy with accompanied guidelines will be reviewed on an annual basis to ensure that it accurately reflects institutional policy, procedures and programs; and to consider expansion of evaluation, prevention, and awareness activities.

## ***X. Related Documents***

Drug and Alcohol Abuse Prevention Program (DAAPP), Drug Free Schools and Campuses Regulations (34 CFR Part 86), Drug Free Schools and Communities Act (DFSCA) Administrative Rule.

## ***XI. Health Risks Associated with Alcohol and Drugs***

### **Alcohol**

Alcohol is a legal drug. Nonetheless, it is a depressant and is the leading drug of abuse in America. Use of alcohol may affect judgment and decision-making abilities, slow down the central nervous system and brain function, and reduce coordination and reflex actions. Alcohol use (even low doses) may increase the incidence of a variety of aggressive acts, including physical altercations, threats, and domestic abuse. Higher doses may cause marked impairments in mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

A 12-oz. can of beer, a 5-oz. glass of wine and a 1.5-oz. shot of hard liquor all contain the same amount of alcohol. Coffee, cold showers and exercise do not speed up the body's ability to metabolize alcohol – only the passage of time will free the body from the effects of alcohol.

### **SIGNS AND SYMPTOMS OF ABUSE**

- Dulled mental processes
- Lack of coordination
- Slowed reaction time
- Poor judgment
- Reduced inhibitions

Alcohol consumption causes a number of marked changes in behavior. Even small amounts alcohol can significantly impair the judgment, reaction time and coordination needed to safely operate equipment or drive a car.

### **HEALTH EFFECTS OF ALCOHOL**

- Decreased sexual functioning
- Liver cancer, fatty liver, hepatitis, cirrhosis
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and skin
- Kidney disease
- Ulcers
- Increased acid in the stomach
- Insomnia
- Gout
- Contributes to high blood pressure and strokes
- Heart muscle disease or heart failure
- Use during pregnancy can cause fetal alcohol syndrome, increased risk of miscarriages, premature births, stillbirths, and low-birth-weight babies
- Increased blood sugar levels which makes diabetes worse
- Increased severity of mental health problems such as bipolar disorder, posttraumatic stress disorder, depression, anxiety, and addiction

## **Marijuana**

Marijuana is a derivative of the cannabis sativa plant and is illegally used for its intoxicating effects and dreamy state of relaxation and euphoria. All forms of marijuana have negative physical and mental effects. Long-term users of marijuana may develop tolerance levels requiring more and more marijuana to achieve the same “high”. Prolonged use leads to dependence, and the drug can become the center of users’ lives. The active ingredient in marijuana is Delta-9-Tetrahydrocannabinol, or THC.

### **SIGNS AND SYMPTOMS OF USE**

- Several regularly observed physical effects of marijuana include:
  1. substantial increase in heart rate
  2. bloodshot eyes
  3. dry mouth and throat
  4. increased appetite
  5. chronic sore throat
- Use of marijuana also has mental effects that may include:
  1. impaired or reduced short-term memory and comprehension
  2. altered sense of time
  3. changed sensory perception--sight, smell, hearing, touch
  4. reduced ability to perform tasks requiring concentration and coordination, such as driving a car
- Research also shows that people do not retain knowledge when they are “high”. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana also can produce paranoia and psychosis.

### **HEALTH EFFECTS**

- Emphysema-like symptoms
- Respiratory track and sinus infections
- Lowered immune system response
- Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

## **Inhalants**

Inhalants are mood-altering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful, if used for the purpose intended and as directed. Because they are common products, inhalants often are a young person’s first attempt at “getting high”. Inhalants can severely impair judgment and driving ability. They also cause severe disorientation, visual distortion and confusion. There is evidence that tolerance to the effects of inhalants develops with continued use so, users need to increase use to obtain the same high. Studies have shown that dependence on inhalants continues even when the user goes on to use other drugs. Inhalants include: Nitrous Oxide,

laughing gas, propellant aerosol cans, Amyl Nitrite, poppers, snappers in ampules, Butyl Nitrite, rush, bullet, climax, aerosol sprays, aerosol paint cans, containers of cleaning fluid, gasoline, glue and paint thinner.

### SIGNS AND SYMPTOMS OF USE

- Inhaling solvents allows the substance to reach the bloodstream very quickly. The immediate negative effects of inhalants include:
  1. nausea
  2. sneezing
  3. coughing
  4. nosebleeds
  5. fatigue
  6. poor coordination
  7. loss of appetite
- Solvents and aerosol sprays also may decrease heart and respiratory rates. Amyl and Butyl Nitrite cause rapid pulse, headaches and involuntary passing of urine and feces.

### HEALTH EFFECTS

1. Hepatitis
  2. brain damage
  3. debilitating effects on the central nervous system
  4. weight loss
  5. fatigue
  6. electrolyte imbalance
  7. muscle fatigue
  8. permanent damage to the nervous system
- Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or depressing the central nervous system to the point that breathing stops.

### **Cocaine**

Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Although cocaine has been used in the past as a topical anesthetic, its therapeutic uses have almost been eliminated due to the development of safer anesthetics. Cocaine is a powerfully addictive drug leading to physical and psychological dependence. Cocaine powder is sniffed or snorted. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Cocaine powder can also be injected into the bloodstream when it is mixed with water. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Inhalation of cocaine fumes from freebasing produces effects that are very fast in onset, very intense and momentary in duration. Crack is cocaine that is processed into tiny chips having the appearance of slivers of soap. Crack has become a very popular form of cocaine, since it is inexpensive and relatively easy to use. It is smoked in a pipe or rolled with tobacco in a cigarette.

### SIGNS AND SYMPTOMS OF USE

- dilated pupils
- increased pulse rate
- elevated blood pressure
- insomnia
- loss of appetite
- tactile hallucinations
- paranoia
- seizures
- anxiety, agitation
- periods of increased activity followed by fatigue and depression
- wide mood swings
- difficulty in concentration

### HEALTH EFFECTS

- Cocaine stimulates the central nervous system. Its effects include:
  1. dilated pupils
  2. elevated blood pressure
  3. elevated heart rate
  4. elevated respiratory rate
  5. elevated body temperature
  6. death by cardiac arrest or respiratory failure

### **OTHER STIMULANTS**

Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases. Amphetamines can be swallowed in pills or capsules, smoked as “crank” and “ice” or injected. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure.

### SIGNS AND SYMPTOMS OF USE

- Mood changes
- Impaired concentration
- Impaired mental functioning
- Swings between apathy and alertness
- Restless, anxious and moody behavior

### HEALTH EFFECTS

1. increased heart and respiratory rates
2. elevated blood pressure
3. sweating
4. headaches



5. blurred vision
6. dizziness
7. sleeplessness and anxiety
8. rapid or irregular heartbeat
9. tremors
10. poor coordination
11. physical collapse
12. Physical exertion while using stimulants can be dangerous because of the drugs' effects on the body's temperature-regulating and cardiovascular systems and can cause deaths in otherwise healthy young athletes.

### **Depressants**

A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress and tension. The main classes of medical depressants are barbiturates and benzodiazepines. When regular users suddenly stop taking large doses, they can develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result. Depressants are known as: barbiturates, downers and tranquilizers, such as Valium, Librium, Equanil, Serax, Tranxene and Zanax.

### **SIGNS AND SYMPTOMS OF USE**

- The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause:
  1. slurred speech
  2. staggered walk
  3. altered perception
  4. mental clouding and drowsiness
  5. respiratory depression
  6. coma and death

### **HEALTH EFFECTS**

- physical and psychological dependence
- tolerance to the drug, leading the user to increase the quantity consumed.

### **Hallucinogens**

Hallucinogenic drugs distort the senses and often produce hallucinations--experiences that depart from reality. Some negative health effects may last six months to a year following prolonged daily use. Phencyclidine (PCP) interrupts the function of the neurocortex, the section of the brain that controls the intellect and keeps instincts in check, because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries. Lysergic acid (LSD), mescaline and psilocybin also are hallucinogens that cause illusions and hallucinations. It is

common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

#### SIGNS AND SYMPTOMS OF USE

- impaired concentration
- confusion and agitation
- muscle rigidity
- profuse sweating
- a sense of distance and estrangement
- muscular coordination worsens and senses are dulled
- blocked and incoherent speech
- dilated pupils
- elevated body temperature
- increased heart rate and blood pressure
- loss of appetite
- sleeplessness
- tremors

#### HEALTH EFFECTS

- persistent memory problems
- speech difficulties
- Mood disorders, such as depression, anxiety and violent behavior
- paranoid and violent behavior
- hallucinations
- convulsions and coma
- heart and lung failure

#### **Narcotics**

Narcotic analgesics are the most effective compounds used for pain relief. Narcotic analgesics include Opium, Opiates (morphine, codeine, percodan, heroin and dilaudid) and Opioids (synthetic substitutes such as vicodin, darvon, demerol and methadone). Narcotics can be smoked or eaten (opium), injected, taken orally or smoked (morphine), inhaled, injected or smoked (heroin). Opiates also are known as: heroin, smack, horse, brown sugar and black tar.

#### SIGNS AND SYMPTOMS OF USE

- A feeling of euphoria that is often followed by:
  1. drowsiness
  2. nausea and vomiting
  3. constricted pupils
  4. watery eyes and itching
  5. low and shallow breathing
  6. clammy skin
  7. impaired respiration
  8. convulsion
  9. coma

## 10. possible death

### HEALTH EFFECTS

- easy addition
- addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms

### **Designer Drugs**

Illegal drugs are defined in terms of their chemical formulas, but underground chemists can modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs, which do not meet these definitions. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can produce severe neurochemical damage to the brain. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease, including uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness.

Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage, and the designer drugs still cause illusions, hallucinations and impaired perception.

Some designer drugs are: Synthetic Heroin White, MPTP (New Heroin), analogs of MDMA (Ecstasy, XTC, Essence), hallucinogens (STP, PMA, EVE) and analogs of PCP.

## **CAMPUS SECURITY & CRIME AWARENESS (CLERY ACT POLICY)**

### **Purpose**

To establish a policy and procedure for the collection and disclosure of campus crime information in compliance with the Jeanne Clery Crime Awareness and Campus Security Act of 1990.

In compliance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act, information pertaining to specific crime categories at Homestead Schools, Inc. is being reported and made known to students and employees that will include:

1. Murder/Non-negligent homicide
2. Negligent Manslaughter
3. Forcible Sex/Non-forcible Sex Offenses
4. Robbery
5. Burglary
6. Motor vehicle theft
7. Aggravated assault
8. Arson
9. Hate crime
10. Liquor law violations
11. Drug law violations

## 12. Illegal weapons possessions

The school shall publish and distribute an Annual Campus Security report to current and prospective students and employees disclosing crime statistics and shall make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees.

The school shall maintain a public log of all crimes reported to them, or those of which they are made aware that contains the nature, date, time and general location of each crime and disposition of the complaint.

### **Background**

Campus security and safety are important issues for students and their families. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), provides students and families, as higher education consumers, with the information they need to make informed decisions. The Clery Act requires that institutions disclose institutional safety and security policies, along with statistics for offenses committed on campus. The information is a compilation of data reported in the campus records and incidents that were reported to local law enforcement agencies. Crimes statistics are disclosed each year for the previous three calendar years. Statistics for all schools nationwide are made available to the public by the Department of Education's website located at <http://ope.ed.gov/security>.

### **Annual Campus Security Report**

Notices of this Report are published in the School Catalog and Employee Handbook. Further, a notification is sent to all students and employees annually.

Since crime can occur anywhere and at any time, it is our sincere hope that you will read this policy and follow the included guidelines. If you suspect a crime has been committed, notify the School Administrator or any key manager or supervisor. If you witness a crime in progress, call 911 to alert local law enforcement agencies, and then notify the School Administrator or any key manager or supervisor.

While the school employs electronic security systems, there is no such thing as a fail-safe security system. Even the most elaborate security precautions are not a guarantee against crime. The best safety measures are the ones you perform using common sense. You should always remain alert and aware of your surroundings. Secure your vehicles and do not leave valuables in your car. Do not leave your personal items unattended. Avoid walking alone, particularly at night. Again, be cautious, use good sense, and look after your friends and classmates.

### **Timely Warning & Emergency Notification**

A **TIMELY WARNING** is issued if a crime occurs on Homestead Schools campus. If any crime is committed and reported, the School Administrator or designee will authorize the issuance of a timely warning. For purposes of this policy, "timely" means as soon as reasonably practicable after an incident has been reported to the school personnel.

In order to determine if timely warning is required, and to determine the content of the warning, the School Administrator will consult with all relevant outside authorities, including local emergency responders and police department.

The college will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the school community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the school community and (e) the risk of compromising law enforcement efforts.

Upon confirmation of an emergency affecting the school community, the School Administrator or designee will, without delay, take into account the safety of the students and employees, determine the content of the notification and initiate the emergency notification system, and respond to the emergency. Emergency notifications may be issued for fires and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, weather emergencies or other situations requiring building or campus evacuations; criminal or violent acts that may require building lockdowns or shelter-in-place instructions; and other situations requiring communications to the community, such as disease outbreaks.

The school will post applicable messages about the dangerous condition on the school website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety.

### **Forms of Notification**

The following forms of communication may be used to provide timely warnings and emergency notifications:

1. E-mail
2. Text/voice messages
3. Website
4. Classroom's door-to-door contact

### **Emergency Response Procedures**

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs, students and employees will be notified through the e-mail notification or text message system, via building fire alarm systems, and/or other situationally-appropriate means to best protect the health and safety of students and employees. The fire alarm system will be used to order an emergency evacuation of the building. All students, instructors, and staff must immediately evacuate the building whenever the fire alarm sounds. Failure to evacuate will be a cause for disciplinary action for both students and employees.

The e-mail and text message alert system may be used to order a "lockdown". A lockdown order requires all students and employees to quickly enter a classroom, office or other room which can be locked, lock the door and attempt to hide from view of the hallways. Students or employees in large, unsecured areas should either find a secure area or quickly evacuate the building and proceed to a safe distance away from the building.

Prior to initiating the Emergency Response system, the School Administrator (or other designated official) will confirm that an emergency exists, determine the appropriate methods of communication, and determine the message content.

### **Timely Warning Protocols**

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Timely warnings are issued for any Clery crime committed within the Clery geography that is reported to the campus security authorities or a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and

employees. A warning is being issued as soon as the pertinent information is available. In the event of a situation which, in the judgment of the campus security authority, constitutes an ongoing or continuing threat of a criminal nature to the campus community, a timely warning will be issued by the school designated official.

Events that qualify for timely warnings include, but are not limited to, the following:

1. Burglary
2. Homicide
3. Motor Vehicle Theft
4. Arson
5. Hate Crimes
6. Manslaughter
7. Sex Offenses
8. Robbery
9. Aggravated Assault
10. Any crime considered to represent a threat to the public

In order to determine if timely warning is required, and to determine the content of the warning, the School Administrator will consult with all relevant outside authorities, including local emergency responders and police department.

The school will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the school community, including, but not limited to:

- (a) the nature of the incident;
- (b) when and where the incident occurred;
- (c) when it was reported;
- (d) the continuing danger to the school community and
- (e) the risk of compromising law enforcement efforts.

Upon confirmation of an emergency affecting the school community, the School Administrator or designee will, without delay, take into account the safety of the students and employees, determine the content of the notification and initiate the emergency notification system, and respond to the emergency. Emergency notifications may be issued for fires and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, weather emergencies or other situations requiring building or campus evacuations; criminal or violent acts that may require building lockdowns or shelter-in-place instructions; and other situations requiring communications to the community, such as disease outbreaks.

The school will post applicable messages about the dangerous condition on the school website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety.

The following forms of communication may be used to provide timely warnings:

1. E-mail
2. Text/voice messages
3. Website
4. Classroom's door-to-door contact

Campus Security Authority:

1. Christy Magles (310) 791-9975 Ext. 8687 / Cell: (310) 951-1304

2. Hector Correa (310) 791-9975 Ext. 8686 / Cell: (424) 297-9856  
3. Raffy Tolentino (310) 791-9975 Ext. 8672 / Cell: (830) 968-9763

### **Incident Reporting**

Any staff, instructor, or student observing or having knowledge of a criminal act or other emergency situation should first contact appropriate local emergency response personnel by calling 9-1-1. Students witnessing any such event should also report it immediately to the School Administrator or any member of the faculty or staff. For non-emergency events, students may submit an *Incident Report Form* to the School Administrator.

Employees of the school are required to report any incident in which they have been involved or which they have witnessed on the campus or on the public areas adjoining the campus. Incidents will be reported on an *Incident Report Form* and forwarded immediately to the School Administrator (or other available senior official as appropriate).

Copies of all *Incident Report Forms* will be maintained by the School Administrator for use in data compilation for the Annual Campus Security Report. Forms for the previous three calendar years will be archived for audit purposes.

### **Security of and Access to Campus Facilities**

Students should only be on the campus during scheduled school hours, or while attending to other legitimate academic or administrative functions at Homestead Schools. All visitors are required to sign in with the front desk. Further, students are prohibited from being on the campus at any time when the building is not open and staff are not present.

Security of the building is an ongoing concern of all staff and instructors. Each staff and instructor is expected to be security-conscious and vigilant at all times. All security violations, including unauthorized visitors, should immediately be reported to the School Administrator or other senior official.

### **Law Enforcement and Security Personnel**

Homestead Schools does not employ security personnel. All requests for security assistance are handled by law enforcement agencies. The School Administrator is responsible for ensuring that all crimes occurring on campus are reported to the appropriate local law enforcement agency.

### **Informational Programs**

This policy is reviewed during new student and new employee orientations. These sessions promote awareness of crime and crime prevention, along with promoting awareness of rape, sexual assault, and acquaintance rape. During these orientations, students and employees are also told about good practices in crime prevention including securing their autos and other personal property and how to report a crime, emergency, or other incident.

### **Other Safety Policies and Related Topics**

The Homestead Schools Drug and Alcohol Policy prohibits the possession or use of illegal controlled substances on the school's premises or at any school-related activity. In that regard, the *Drug and Alcohol Policy* is considered part of this Campus Security Policy. The *Drug and Alcohol Policy* is posted to the school's website and published in the catalog.

Fighting, gambling, or any other behaviors that are illegal and/or interfere with the ability of other students to learn are forbidden inside the school's premises.

Further, possession of ammunition, long blade knives, or any other type of weapon without written permission is not allowed on the campus or at any other location when participating in a school-sponsored activity.

## **Sexual Assault Prevention and Awareness**

Homestead Schools is concerned about the safety of its students, instructors and staff. With regard to sexual assault, good sense safety practices are your best defense. Remember to remain aware of your surroundings, do not walk alone outdoors especially at night, do not enter areas of the building to which you are not authorized, and do not feel compelled to enter any secluded location or any situation which makes you uncomfortable.

Whether an assault occurs on- or off-campus, victims are strongly encouraged to report sexual assaults to the appropriate authorities. It is important to preserve evidence whenever possible for the police to use in pursuing a criminal investigation.

In the unlikely event that a sexual assault occurs on campus, students should immediately notify their Program Director or any available staff or instructor they are comfortable confiding in. Upon being notified, the school will assist the student in contacting the appropriate authorities if the alleged victim chooses to do so. The school personnel will, to the best of their ability, attempt to secure any affected area of the campus and to otherwise prevent the compromise of evidence until law enforcement officials arrive. If a sexual assault occurs to a student off-campus, the school will assist an alleged victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred upon request of the student.

The school provides referral to local agencies that provide counseling and other support services. Resources for counseling services are posted in the bulletin board.

If an alleged victim of sexual assault on-campus elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the School President. Disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct. Sanctions, up to and including permanent expulsion from the school, will be carried out by the President.

The following principles apply to any such investigation/ disciplinary process:

1. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
2. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.
3. Accuser shall be informed of their options to notify law enforcement.
4. Accuser shall be notified of available counseling services.

## **Missing Person Notification**

If any member of the school has reason to believe that a student may be missing for a period of more than 24 hours without any known reason or if his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his safety, this should be immediately reported to the police authority. No later than 24 hours after determining that a person is missing, the School Administrator or his designee will notify the emergency contact of a missing person. If the student is under 18 years of age and is not emancipated, the school will notify the student's custodial parent or guardian within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the school will inform the local law enforcement agency that has jurisdiction in the area within 24 hours.



Students are advised that their contact information be registered confidentially with the Admissions Office and that this information be accessible only to authorized school officials, and that this may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Regardless of whether they name a contact person, unless the local law enforcement agency is the entity that made the determination that student is missing, Homestead Schools will notify the local law enforcement agency within 24 hours of the determination that the student is missing.

### ***Procedures:***

Responsibility: The School Administrator (or designee) will be responsible for collecting, processing and publishing annual campus crime data, although other staff members may assist with these functions.

Data Collection: All crimes, security incidents, serious injuries, or severe illness incidents known to employees which occur on-campus or on the public areas adjoining the campus should be recorded on an *Incident Report Form*. The forms will be forwarded to the School Administrator.

The School Administrator (or designee) will also request information annually from the appropriate local police department of any incidents, crimes, and/or arrests recorded in their records during the calendar year disclosure period on non-campus or public property.

Data Processing: The internal *Incident Report Forms*, police department data, and any other available information will be combined and cross-referenced to form the crime statistics.

The data collection/reporting period is the calendar year. The School Administrator (or designee) will cross-reference data from different sources to prevent duplicate reporting of one incident. All incidents must be categorized appropriately for reporting purposes. If a particular incident fits into none of the appropriate reporting categories, it will not be reported.

Annual Distribution & Publishing: The annual Campus Security Report will be published by October 1 each year. The report is published on the website which is available to all students and employees and to new student applicants and potential employees. The report will also be published in the catalog. Further, students and employees have an opportunity to request a copy.

Documentation: The School Administrator (or designee) will maintain all data used in the creation of the annual Campus Security Report, a printed copy of the Report, and a printed copy of the student/employee notifications.

Printed Copy Upon Request: Although the Campus Security Report is published electronically and through catalog and handbook, the law requires that a printed copy be distributed to any student, prospective student, or prospective employee upon request. Any member of the staff receiving such a request may print and distribute the Campus Security Report or refer the inquirer to the School Administrator (or designee).

### **ANNUAL SECURITY REPORT (ASR)**

Homestead Schools, Inc. is concerned about the safety and welfare of its students, faculty and staff, and visitors, and is committed to providing a safe and secure campus. The school has very little serious crime, but the potential exists. Homestead Schools has implemented policies and procedures designed to protect all persons on the campus.

The school has taken a number of steps to insure that our campus remains safe. Most recently, the school has completed installation of video surveillance cameras in all facilities of the school building.

The school is diligent in maintaining its buildings and grounds, with special concern for safety and security. Repairs of a safety and security nature are made promptly. For example, outdoor lights are checked on a regular basis to insure that burned out or damaged bulbs are replaced quickly.

In addition, each year classroom buildings are inspected by an outside expert to ensure that the buildings meet state and federal fire code. Defects are given priority and repaired promptly.

The instructors, staff, and students are given basic training course in CPR and first aid in cases of emergency situations.

Smoke detectors and fire extinguishers have been strategically placed in all school buildings. Vandalizing the alarm system, covering smoke detectors or illegally discharging fire extinguishers are serious offenses. Every effort will be made to identify persons who compromise public safety through such acts.

Homestead Schools reports to the Department of Education and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority:

I. Primary crimes, including

(A) Criminal homicide:

- (1) Murder and non-negligent manslaughter; and
- (2) Negligent manslaughter.

(B) Sex offenses:

- (1) Rape;
- (2) Fondling;
- (3) Incest; and
- (4) Statutory rape.

(C) Robbery.

(D) Aggravated assault.

(E) Burglary.

(F) Motor vehicle theft.

(G) Arson.

II. Arrests and referrals for disciplinary actions, including

- (A) Arrests for liquor law violations, drug law violations, and illegal weapons possession.
- (B) Persons not included in paragraph (c)(1)(ii)(A) of this section who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

III. Hate crimes, including

- (A) The number of each type of crime in paragraph (c)(1)(i) of this section that are determined to be hate crimes; and
- (B) The number of the following crimes that are determined to be hate crimes:
  - (1) Larceny-theft.
  - (2) Simple assault.

- (3) Intimidation.
- (4) Destruction/damage/vandalism of property.

IV. VAWA amendment offenses: Dating violence, domestic violence, and stalking.

#### **DEFINITIONS OF REPORTABLE CRIMES AND OTHER ASSOCIATED TERMS**

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Sexual Assault:** Any nonconsensual sexual act proscribed by federal or Illinois law, including when the victim lacks capacity to consent.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

1. **Forcible (Rape, Fondling):** Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.
2. **Forcible (Incest, Statutory Rape):** Unlawful, non-forcible sexual intercourse.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence:**

1. A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred (42 U.S. Code Section 13925 (a)(8)); or
2. Physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation of a family or household member, which includes spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling,

persons who have or allegedly have a child in common, and persons who share or allegedly share a blood relationship through a child.

Dating Violence:

1. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
2. Threatening to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person.
3. The existence of a dating relationship in 1 or 2 above shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress.

For the purposes of this definition:

(i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property; (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; (iii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling; (iv) Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting (42 U.S. Code Section 13925 (a)(30)) or 2. (A) Knowingly and without lawful justification, on at least two separate occasions, following another person or placing the person under surveillance or any combination thereof and (i) at any time transmitting a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person, or (ii) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person; or (B) when, having been previously convicted of stalking another person, knowingly and without lawful justification on one occasion, (i) follows that same person or places that same person under surveillance; and (ii) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person (720 ILCS 5/12-7.3). 3. Stalking may be accomplished by physical act or electronic means, such as computer or cell phone.

**Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force, violence and/or causing the victim fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (All cases are classified as motor vehicle theft where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joy riding.)

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence of drunkenness.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devises utilized in their preparation and/or use.

The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrest of violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Weapons: Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Destruction/Damage/Vandalism of Property To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**HOMESTEAD SCHOOLS CRIME STATISTICS (COSTA MESA)  
(2023-2024)**

<b>VAWA AMENDMENT OFFENSES</b>	<b>Year</b>	<b>On- Campus</b>	<b>Non-campus (Clinical Facility)</b>	<b>Public Property</b>
Dating Violence	2023	0	0	0
	2024	0	0	
Domestic Violence	2023	0	0	0
	2024	0	0	
Stalking	2023	0	0	0
	2024	0	0	
<b>HATE CRIMES</b>				
Murder and Non-negligent Manslaughter	2023	0	0	0
	2024	0	0	
Negligent Manslaughter	2023	0	0	0
	2024	0	0	
Sex Offenses Forcible	2023	0	0	0
	2024	0	0	
Murder and Non-negligent Manslaughter	2023	0	0	0
	2024	0	0	
Negligent Manslaughter	2023	0	0	0
	2024	0	0	
Sex Offenses Forcible	2023	0	0	0
	2024	0	0	
Sex Offenses Nonforcible	2023	0	0	0
	2024	0	0	
Robbery	2023	0	0	0
	2024	0	0	
Aggravated Assault	2023	0	0	0
	2024	0	0	

Burglary	2023	0	0	0
	2024	0	0	
Motor Vehicle Theft	2023	0	0	0
	2024	0	0	
Arson	2023	0	0	0
	2024	0	0	
Larceny	2023	0	0	0
	2024	0	0	
Simple Assault	2023	0	0	0
	2024	0	0	
Intimidation	2023	0	0	0
	2024	0	0	
Vandalism	2023	0	0	0
	2024	0	0	
Liquor Law Violations	2023	0	0	0
	2024	0	0	
Drug Abuse Violations	2023	0	0	0
	2024	0	0	
Illegal Weapons	2023	0	0	0
	2024	0	0	

### **General Procedures for Reporting a Crime or Emergency**

All members of the HSI community including students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents to the school management and to the Torrance Police Station:

Address: 99 Fair Drive  
Costa Mesa, CA 92626  
Front Desk: (714) 754-5280

For all emergencies, dial 911.

If you have any questions about the crime statistics or safety issues on campus, do not hesitate to contact the above-mentioned phone numbers.

The school will issue an annual report of criminal reports made to the school management and other law enforcement agencies of crimes occurring on school property.

The school will issue timely warnings to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes. If it is determined that a threat continues to exist because of a reportable offense, the school will issue timely warning to members of the campus community.

### **CONSUMER INFORMATION**

Homestead Schools participates in federal and state financial aid programs. All consumer information that is required to be disclosed to the student pursuant to the federal and state financial aid programs are available from school catalog, school's website and Homestead Schools Federal Student Aid Policies and Procedures Manual.

#### **Methods of Disclosure**

Homestead School annually distributes to all enrolled students and employees a notice of the availability of the information that is required to be made available.

Federal regulations set forth by the Higher Education Act require the disclosure of certain consumer information each year to prospective and enrolled students. Homestead Schools provides the following consumer information disclosures on the website at [www.homesteadschools.net](http://www.homesteadschools.net) and school catalog. If you need assistance obtaining the information listed on the website or to receive a paper copy of the information, please contact the Financial Aid Office by phone at (310) 791-9975 or by e-mail at [info@homesteadschools.com](mailto:info@homesteadschools.com).

Paper copies are available from the Financial Aid Office Monday thru Friday from 9:00am until 4:30pm.

Disclosures and reporting requirements include but not limited to the following:

1. Completion or graduation rates, retention rates, licensure exam passage rates, placement rates, salary wage data and information
2. Drug and Alcohol Prevention Program.
3. Constitution Day observance
4. Voters Registration information and application
5. Family Educational Records and Privacy Act
6. Selective Service
7. Campus Security Reports
8. Students Right-to-Know Act
9. Copyright Information
10. GED
11. Student with Disability
12. Timely Warning & Emergency Notification

#### **Health & Safety Exemption Requirement**

Homestead Schools adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which the school is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent.



The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

### **Complying with the Constitution Day Law**

Institutions receiving Title IV Financial Aid, are required to hold a program pertaining to the United States Constitution for all students attending the institution. Higher education institutions must offer educational programs about the Constitution on Constitution Day (Sept. 17) in order to remain eligible for Title IV funding.

Homestead Schools encourages students to come to understand freedoms and struggles of our great nation. Examples of activities that Homestead Schools are conducting to meet the requirement are: classroom resources engaging students in the current events and civic education, readings of the Constitution, writing opinions about Constitutional issues, student debates on the Constitution; film showing, playing games that include questions about the constitution, viewing instructional videos about the Constitution, and visiting websites for National Constitution Centers.

### **Voter's Registration**

The Program Participation Agreement (PPA) includes a voter registration requirement that applies to general elections and special elections for federal office, and to the elections of governors and other chief executives within a state.

You can pick up a voter registration form at your county elections office, library, or U.S. Post Office. It is important that your voter registration form be filled out completely and be postmarked or hand-delivered to your county elections office at least 15 days before the election. You will need to re-register to vote when you move to a new permanent residence or change your name. Registered voters may apply for a vote-by mail ballot for an upcoming election at any time. If you apply by mail, your application must be received no later than 7 days before an election, otherwise you will need to apply in person to get a vote-by-mail ballot for that election. You can use the application printed on your Sample Ballot that is mailed to you by your county elections official prior to every election. If you don't want to wait for your sample ballot, you can write to your county elections official for an application or you may use the California Vote-By-Mail Ballot Application. Read the instructions, type your information directly into the application, then print, sign and date the application, and mail it to your county elections office.

Voter Registration Forms are available online at Election Assistance Commission Website [www.eac.gov](http://www.eac.gov). You may receive voter registration forms from the Financial Aid Office.

### **Selective Service**

Males between the ages of 18 through 25 are required to register with the Selective Service System to receive financial aid.

Selective Service "mail-back" registration forms are available at any Post Office. A man can fill it out, sign it, affix postage, and mail it to Selective Service. Another way is to check a box on the application form for Federal Student Financial Aid (FAFSA form). He can check "Yes" on Box #29 of that form, and the Department of Education will furnish Selective Service with the information to register him. Students may also register online by going to the Selective Service website at [Hhttp://www.sss.gov](http://www.sss.gov).

### **Students with Disability**

Homestead Schools does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. The school is committed to providing reasonable accommodations for eligible students with documented disabilities as defined by state and federal laws relating to the Americans with Disabilities Act (ADA). This school offers programs for students with disability depending on the physical ability of the handicapped student. We provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, other students, or employees. If you would like to request academic adjustment or auxiliary aids, please contact the school's Chief Academic Officer.

### **GED**

**What is the GED Test?** The GED test credential is recognized in all states and it is considered equivalent to high school qualifications. It comprises four subjects that must be passed to receive certification. It provides a practical way to demonstrate academic knowledge in GED math, social studies, science and language arts. Students that pass the examination are issued a certificate or diploma. In addition, individuals obtain a GED transcript that allows them to apply for jobs or enroll for higher education.

The examination takes up to seven hours to complete. The test and GED practice are administered in various centers around the country. This helps provide easy access to anyone keen on acquiring the certification.

The credential is updated every ten to fifteen years. It is designed to provide an alternative route for anyone who does not complete or meet basic criteria for a high school diploma.

The GED Testing Service is operated under a joint venture agreement between the American Council on Education and Pearson (the developer of the examination). You are required to take the test in person using a computer. Also, it is expected that you meet the minimum passing score to obtain the Certificate of High School Equivalency or alternative credential.

**Why take the GED Test?** Certificate holders can take advantage of increased opportunities when it comes to higher education. Many educators are convinced that GED practice and achieving high test scores has the capacity to build self-confidence. In turn, this helps students work hard towards higher education qualifications. According to the United States Department of Education, low self-esteem is linked to a wide variety of unfavorable outcomes. Hence, the need to strive for a good education by taking GED classes and mastering the GED study guide.

Achieving good GED prep results allows you to build a solid foundation and avoid a low socio-economic status. Many adult learners have managed to advance careers by switching from lower paying positions to roles that require basic education. Research conducted by the GED Testing Service suggests that the certification may help individuals increase confidence. GED math is one of the key subjects that help open new doors in the labor market.

**GED Sections.** It is important to familiarize with the content and structure of the GED test. The GED math test is designed to evaluate your knowledge relating to mathematical concepts and their application. Some of the topics include probability, geometry, algebra, stat and more. These areas of focus are covered substantially in the GED study guide.

The math exam has two sections, which feature up to 46 questions in total. You are required to complete the sections in 115 minutes. Test-takers who commit sufficient time to GED prep will find it easy to complete the exam within the allotted time. Meanwhile, the use of online or physical calculators is allowed in section two only.

The GED Reasoning Through Language Arts (RLA) test evaluates your capacity to edit and revise informational documents. The exam takes up to 150 minutes to complete. It encompasses topics like mechanics, sentence structure, organization and application. This portion of the exam is divided in two three sections.

The wide variety of questions fielded in the sections require critical thinking. Reading the questions carefully allows you to pick the important details. Dedicating time to GED practice test improves chances of a positive outcome. The exam is designed to test your ability to peruse, understand and respond clearly to complex texts.

The science test focuses on four key areas: physical, life, earth and space science. It is aimed at testing your knowledge of fundamental concepts surrounding these topics. The physical science section concentrates on chemical properties, flow of energy, motion, conservation and more. It is vital that you prepare for this section through GED practice.

On the other hand, the earth and space science section covers topics, such as astronomy, organization of the cosmos, interaction between Earth's systems, including structure and more.

The social studies portion of the exam focuses on questions drawn from a broad range of areas, including geography, government, economics, history and civics. The test is aimed at assessing your abilities when it comes to comprehending basic concepts of the aforementioned topics.

The test comes with a time limit of 90 minutes, which provides you sufficient time to complete both multiple choice and short answer questions. The multiple choice part is allotted 65 minutes while the short questions has a 25-minute cap. The questions are designed to assess your analytical skills and reasoning.

**How to Pass GED.** To ensure success, you need to prepare well in advance. One of the best ways to achieve the objective entails creating a suitable study space. Also, make an effort to familiarize with the GED study guide as well as the content of various sections covered in the exam.

There are free GED prep materials available online consisting of a detailed how-to-succeed study plan, up-to-date learning materials, numerous practice tests, study tools and various tips & tricks that allow you to prepare for the GED at your own pace.

### **GED Test Centers**

If you are searching for GED testing locations near Costa Homestead Schools, please see our listings below.

**Irvine Valley College**

1624 Valencia Ave. Suite 102  
Tustin, California 92782

**Golden West College**

15744 Goldenwest Street  
Huntington Beach, California 92647

**Huntington Beach Adult School**

5832 Bolsa Avenue Suite 100  
Huntington Beach, California 92649

**Copyright Infringement Policy & Sanctions**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

**Criminal Penalties for Violation of Federal Copyright Laws** Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. All equipment, services and technologies provided to students as part of the school's computer system constitute the exclusive property of Homestead Schools. Similarly, all information composed, transmitted, received or stored via the school's computer system is also considered the property of Homestead Schools. As such, all stored information is subject to disclosure to management, law enforcement and other third parties, with or without notice to the student.

Students are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, messages and other material they wish to download, copy, or transmit. This includes peer-to-peer sharing of files and applications. All students obtaining access to any material prepared or created by another company or individual must respect any attached copyrights and may not copy, retrieve, modify or forward such copyrighted materials, except with written permission of the lawful owner. Students receiving electronic files via the school's e-mail system or Internet connection should ensure that the sender is the lawful owner or has obtained the necessary license or permission.

The school monitors and filters all internet activity and provides regular reports of internet use to the office of the President. Therefore, to avoid disciplinary or criminal consequences, students should be very careful to investigate any material obtained via the Internet to be sure it is legal

before copying. Students found to be in violation of any part of the policy will be subject to disciplinary action up to and including dismissal from the school.

Homestead Schools shall notify students and employees annually of the school's obligation to combat illegal file sharing and the information available on this disclosure.

## **FINANCIAL ASSISTANCE**

Homestead Schools participates in federal and state financial aid programs.

Homestead is approved to offer the following:

1. Federal Student Aid:
  - Federal Pell Grant Program
  - Federal Supplemental Educational Opportunity Grant (FSEOG) Program
  - Federal Direct Loan Program
  - Federal Plus Loan Program
2. Funding from California State Approving Agency for Veterans Education for Veterans and their dependents
3. Training Provider to receive Workforce Investment Act (WIA) Fund

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Information regarding Homestead Schools financial aid programs and policies is distributed through the following published documents:

1. The Student Financial Aid Assistance Information Catalog (includes eligibility requirements, application process, academic progress requirements and aid programs available)
2. Homestead Schools Website
3. Additional resources are published and distributed through the Financial Aid Office.
  - These resources include:
    - a. The Student Guide published by the U. S. Department of Education
    - b. Funding Your Education published by the U.S. Department of Education (DOE)
    - c. Fundamentals of Title IV Program published by the U.S. DOE

**TUITION AND FEES**

Students should pay all required fees in accordance with stated policies or initiate arrangements with the Financial Office. The fees listed are subject to change.

<b>Course Programs</b>	<b>Registration</b>	<b>Tuition</b>	<b>Equipment/ Lab Fee</b>	<b>Textbooks/ Handouts</b>	<b>Uniform</b>	<b>STRF</b>	<b>TOTAL CHARGES</b>
Vocational Nursing	\$150	\$35,510	Included	Included	Included	\$90	<b>\$35,750.00</b>

**COST OF ATTENDANCE**

Vocational Nursing			
	1st Yr 900 Hrs	2nd Yr 732 Hrs	1632 Hours
Tuition and Fees (T&F)	\$17620	\$14330	\$31950
Room and Board (R&B)	\$6581.25	\$5568.75	\$12150
Transportation	\$1172.17	\$991.83	\$2164
Student Loan Fee (SLF)	\$98	\$90	\$188
Total COA	\$25,471.42	\$20,980.58	\$46,452.00

## **COURSE PROGRAM:**

### **VOCATIONAL NURSING PROGRAM**

**Program Length:** 1530 Hours

**Instructional Delivery:** Residential

#### **Program Schedule:**

##### Full-time:

(12 Months/50 Weeks)

Theory: Monday/Tuesday: 9:00am-3:00pm; Clinical: Wed/Thu/Fri: 7:00am-3:30pm  
30-40 Hours/Week

(12 Months/50 Weeks)

Theory: Monday/Tuesday: 4:00pm-10:00pm; Clinical: Wed/Thu/Fri: 3:00pm-11:30pm  
30-40 Hours/Week

##### Part Time:

(19 Months/88 Weeks)

Theory: Saturday: 8:00am- 4:00pm; Clinical: Sunday: 7:00am-7:00pm  
16-24 Hours/Week

#### **Program Objectives:**

Upon completion of the nursing program, the graduate should be able to meet the following objectives:

- 1) Provider of Care
  - a) Utilize the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory as the unifying theme to:
    - Collect, analyze, and synthesize relevant data when assessing the client's actual or potential health problems.
    - Identify actual and potential problems and formulate nursing diagnosis.
    - Implement an in depth individualized plan of care for the client and client groups.
    - Provide a safe environment both physically and psychosocially for the client and support persons.
    - Evaluate and re-evaluate alternative plans of care recognizing needs of clients and support persons.
  - b) Utilize knowledge of wellness and health problems as it pertains to client care.
  - c) Demonstrate competency in common nursing procedures, including medication administration.
- 2) Communicator
  - a) Communicate effectively with clients, support persons, and health care team.
  - b) Document implementation of the plan of care.
- 3) Manager of Client Care
  - a) Maintain the role of the nurse as a client advocate.

- b) Use critical thinking to make decisions and take actions that are consistent with standards for nursing practice and licensing laws as defined by the Board of Vocational Nursing.
- c) Utilize the basic leadership and management skills in practice for groups of clients.
- d) Delegate effectively to Unlicensed Assistive Personnel while managing the care of a group of clients.
- e) Function effectively as a member of a health care team.
- f) Accomplish nursing care in a cast effective manner.
- 4) Professionalism
  - a) Recognize current issues and trends in nursing practice and participate as appropriate.
  - b) Utilize resources for continued self-development and learning.

### Program Description:

The school's Vocational Nursing Program is designed to impart the basic knowledge and demonstrative ability necessary for entry level of employment as a vocational nurse.

This program prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist. It includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment.

### Course Outline:

	Hours	Theory	Skills	Clinical	Courses
<b>TERM 1</b>					
		72			Anatomy & Physiology
		90	56	160	Fundamentals of Nursing
		24			Growth & Development
		24			Nutrition
		24			Psychology
	<b>450</b>	<b>234</b>	<b>56</b>	<b>160</b>	<b>Total</b>
<b>TERM 2</b>					
		66	6	0	Pharmacology
		132	54	192	Medical-Surgical Nursing I: Communicable, Integumentary, Musculo, Gastro, Genito, Cardio, Respiratory
	<b>450</b>	<b>198</b>	<b>60</b>	<b>192</b>	<b>Total</b>
<b>TERM 3</b>					
		66	24	224	Medical-Surgical Nursing 2: Endocrine, Neurosensory, Reproductive
	<b>314</b>	<b>66</b>	<b>24</b>	<b>224</b>	<b>Total</b>
<b>TERM 4</b>					
		18	8	32	Maternal & Newborn Nursing



		18	8	32	Pediatric Nursing
		18	8	40	Gerontological Nursing
		12	8	40	Rehabilitation Nursing
		12	6	56	Leadership & Supervision
	<b>316</b>	<b>78</b>	<b>38</b>	<b>200</b>	
<b>GRAND TOTAL</b>		<b>576</b>	<b>178</b>	<b>776</b>	<b>1530</b>

### Course Descriptions:

#### VN 101 Anatomy and Physiology

##### Course Description:

This course of normal structure and function of the body covers various body systems, its parts, and its relationships to one another in order to maintain a state of balance in one's health. Areas of study incorporate common terms, structure of body processes from the unit structure of the cell to the complexity body parts of different systems, in relation to normal functioning and health maintenance.

##### Course Objectives:

At the end of this course, the student will be able to:

1. Define anatomy, physiology and other common terms.
2. Describe body parts and functions and relationships with other body parts and functions.
3. Discuss body systems and general functions of each.
4. Utilize common medical terminology related to Anatomy and Physiology.
5. Describe the human body and explain its organization from cell to system to the whole organism.

##### Course Hours:

Theory	:	72 Hours
Skills Laboratory	:	0 Hours
Clinical	:	0 Hours

**Prerequisite:** None

**Delivery:** Blended

**Outside Work:** None

#### VN 102 Fundamentals of Nursing

##### Course Description:

This course offers skills and knowledge that serve to be foundation in the practice of nursing. Learning modules include History of Nursing, Legal Aspects, Basic Human Needs, Body Mechanics, Personal Hygiene, Communication, Nursing Process, Nursing Assessment, Nursing Care Plan, Patient Education, Safety, Infection Control, Basic Comfort Measures such as Personal Hygiene, Positioning, Heat and Cold Applications, and other common nursing procedures, and client concerns such as advanced directives, organ donations, and significant health care trends. In the clinical setting the students will demonstrate safety and competency when providing client(s) with basic nursing care.

**Course Objectives:**

At the end of this course, the student will be able to:

1. Discuss significant historical events and trends in nursing and health care.
2. Discuss legal aspects pertaining to nursing.
3. Perform basic nursing procedures safely and competently.
4. Explain basic human needs, importance of client education, communication in health care settings.
5. Explain pertinent health care information such as organ donation and advance directives.

**Course Hours:**

Theory	:	90 Hours
Skills Laboratory	:	56 Hours
Clinical	:	160 Hours

**Prerequisite:** None

**Delivery:** Blended

**Outside Work:** None

**VN 103 Growth and Development****Course Description:**

This course incorporates the normal process of growth and development in various stages from birth through adulthood. Aspects covered are physical, mental, emotional, social, and personality development. Concerns of common behavioral problems, health maintenance, education and anticipatory guidance are important aspects of the course.

**Course Objectives:**

At the end of this course, the student will be able to:

1. Describe the expected growth and development pattern in each age and stage of life from birth through adulthood
2. Discuss the significance of the family in relation to child growth and development.
3. Explain expected behavioral characteristics of the newborn, child, adolescents, and development.
4. Describe common behavioral problems and explain ways to resolve them.

**Course Hours:**

Theory	:	24 Hours
Skills Laboratory	:	0 Hours
Clinical	:	0 Hours

**Prerequisite:** None

**Delivery:** Blended

**Outside Work:** None

**VN 104 Nutrition****Course Description:**

This course provides basic knowledge of nutrition science. Topics include concepts of basic nutrition, nutrients, therapeutic diets and nutritional guides and the role of nutrition in health

promotion and maintenance, common alternative ways to provide nutrition, cultural, and social aspects of nutrition.

**Course Objectives:**

At the end of this course, the student will be able to:

1. Discuss nutrients, food groups, and identify corresponding food sources.
2. Explain the importance of adequate nutrition in relation to health maintenance and disease prevention.
3. Identify special nutritional considerations related to pregnancy, infancy, childhood, adolescence, early and middle adulthood, and older adulthood and aging.
4. Explain different types of diets applicable to certain diseases and disorders.
5. Describe common alternative ways of providing nutrition to clients with certain disorders and diseases.
6. Discuss influences of religion, culture, and personal choice on food preferences.

**Course Hours:**

Theory	:	24 Hours
Skills Laboratory	:	0 Hours
Clinical	:	0 Hours

**Prerequisite:** None

**Delivery:** Blended

**Outside Work:** None

## VN 105 – Psychology

**Course Description:**

This is a short course in mental health nursing. It deals with the history and scope of mental health, understanding of behavior, cognitive, social, and personality aspects as well as functional development. Common personality disorders and corresponding treatment modalities are briefly covered so that students may develop in relation to the care of clients with existing psychological concerns.

**Course Objectives:**

At the end of this course, the student will be able to:

1. Define mental health and briefly explain its scope.
2. Explain behavioral characteristics and personality disorders and discuss influences on it.
3. Identify key members of mental healthcare team.
4. Discuss commonly used medications in mental health.
5. Discuss different types of dementias, personality disorders and adaptation.
6. Discuss common personality disorders and corresponding treatment modalities.

**Course Hours:**

Theory	:	24 Hours
Skills Laboratory	:	0 Hours
Clinical	:	0 Hours

**Prerequisite:** None

**Delivery:** Blended

**Outside Work:** None

### Course Title: VN 106 Pharmacology

#### Course Description:

This course provides important background knowledge relating to drug administration, and the role and responsibilities of the nurse. Drug calculation and related mathematics are demonstrated and practiced. The learner will be given several opportunities to develop the skills in drug calculation and medication administration. In the clinical area, the student will administer medications safely and competently.

#### Course Objectives:

At the end of this course, the student will be able to:

1. Identify major sources of drug standards and drug information.
2. Discuss nursing responsibilities in relation to drug administration.
3. Demonstrate proper techniques in administering medications using different routes of drug administration.
4. Explain different classifications of drugs, their actions and side effects.
5. Convert units of measurement of medication to the same system or another system of measurement.
6. Solve problems involving drug dosage calculations.

#### Course Hours:

Theory	:	72 Hours
Skills Laboratory	:	0 Hours
Clinical	:	0 Hours

**Prerequisite:** VN 102 Fundamentals of Nursing

**Delivery:** Blended

**Outside Work:** None

### Course Title: VN 107 Medical-Surgical Nursing I

#### Course Description:

This course is designed to provide vocational nursing students the theory, skills and procedures for the care of the adult with Medical-Surgical disorders. This course provides a review of the anatomy and physiology of the selected body systems. By consistently emphasizing the nursing process and rationale, the format for each body system includes basic assessment and data, planning, implementation, evaluation, and documentation. Course content includes etiology, pathophysiology, assessment findings, and management of communicable diseases, integumentary, musculoskeletal, gastrointestinal, genitourinary, cardiovascular, and respiratory systems. Basic nursing skills are reinforced. Related pharmacological agents, nutritional needs and changes with aging are discussed. Emphasis is placed on the nursing interventions and the psychosocial aspects in the care of the client. Clinical experiences will allow the student to practice appropriate nursing skills.

#### Course Objectives:

At the end of this course, the student will be able to:

1. Apply the nursing process and critical thinking when caring for an adult or geriatric client with acute and/or chronic health problems during classroom activities, group discussions, role playing, care mapping and clinical experiences.

2. Discuss the primary components of the structure and function of integumentary, musculoskeletal, gastrointestinal, genitourinary, cardiovascular, and respiratory systems. Discuss nursing diagnosis and specific interventions related to common medical surgical disorders of integumentary, musculoskeletal, gastrointestinal, genitourinary, cardiovascular, and respiratory systems.
3. Evaluate and modify care of patients with alterations of functions in these systems.
4. Discuss the role of the nurse as manager of care, provider of care, and educator to clients and family.
5. Incorporate abnormal laboratory values and diagnostic studies when planning, prioritizing, and implementing care of clients.
6. Collaborate with various healthcare team members, client, and family when planning and implementing nursing care.

**Course Hours:**

Theory	:	132 Hours
Skills Laboratory	:	54 Hours
Clinical	:	192 Hours

**Prerequisite:** VN 101 Anatomy & Physiology, VN 102 Fundamentals of Nursing, VN 106 Pharmacology

**Delivery:** Blended

**Outside Work:** None

**Course Title: VN 107 Medical-Surgical Nursing II**

**Course Description:**

This course is designed to provide vocational nursing students the theory, skills and procedures for the care of the adult with Medical-Surgical disorders. This course provides a review of the anatomy and physiology of the selected body systems. By consistently emphasizing the nursing process and rationale, the format for each body system includes basic assessment and data, planning, implementation, evaluation, and documentation. Course content includes etiology, pathophysiology, assessment findings, and management of common endocrine, neurosensory, and reproductive systems. Basic nursing skills are reinforced. Related pharmacological agents, nutritional needs and changes with aging are discussed. Emphasis is placed on the nursing interventions and the psychosocial aspects in the care of the client. Clinical experiences will allow the student to practice appropriate nursing skills.

**Course Objectives:**

At the end of this course, the student will be able to:

1. Apply the nursing process and critical thinking when caring for an adult or geriatric client with acute and/or chronic health problems during classroom activities, group discussions, role playing, care mapping and clinical experiences.
2. Discuss the primary components of the structure and function of endocrine, neurosensory, and reproductive systems
  3. Discuss nursing diagnosis and specific interventions related to common medical surgical disorders of endocrine, neurosensory, and reproductive systems.
  4. Evaluate and modify care of patients with alterations of functions in these systems.

5. Discuss the role of the nurse as manager of care, provider of care, and educator to clients and family.
6. Incorporate abnormal laboratory values and diagnostic studies when planning, prioritizing, and implementing care of clients.
7. Collaborate with various healthcare team members, client, and family when planning and implementing nursing care.

**Course Hours:**

Theory	:	66 Hours
Skills Laboratory	:	24 Hours
Clinical	:	224 Hours

**Prerequisite: Prerequisites:** VN 101 Anatomy & Physiology, VN 102 Fundamentals of Nursing, VN 106 Pharmacology, VN 107 Medical-Surgical Nursing I

**Delivery:** Blended

**Outside Work:** None

**Course Title: VN 109 – Maternal & Newborn Nursing**

**Course Title: VN 119 – Maternal & Newborn Nursing**

**Course Description:**

This course is developed to provide students with guidance for acquiring the knowledge, and skills needed to become competent, critically thinking and caring care provider for pregnant individuals and to newborns. The course includes topics regarding pregnancy to include maternal and fetal nutrition needs, labor and birth processes, postpartum care and newborn care. It entails presentation of normal pregnancy as well as newborn at risk and its management.

**Course Objectives:** At the end of this course, the student will be able to:

1. Define common maternity and newborn nursing terminologies.
2. Describe the process of conception and pregnancy.
3. State the physiologic changes and signs and symptoms of pregnancy.
4. Explain fetal circulation.
5. Discuss recommended dietary needs for pregnant women.
6. Explain the importance and preparation and psychological adaptation to pregnancy.
7. Discuss signs of labor and differentiate true labor from false labor.
8. Discuss nurse's role and responsibilities during fetal monitoring.
9. Discuss stages of labor and its specific nursing management.
10. Discuss nursing role and responsibilities and considerations for postpartum care.
11. Discuss nursing care and management of normal and high risk newborns.
12. Explain the importance of providing health teachings regarding special needs of adolescent mothers and high-risk pregnancies and newborns.

**Course Hours:**

Theory	:	18 Hours
Skills Laboratory	:	8 Hours
Clinical	:	32 Hours

**Prerequisites:** VN 101 Anatomy & Physiology, VN 102 Fundamentals of Nursing, VN 106 Pharmacology

**Delivery:** Blended  
**Outside Work:** None

### Course Title: VN 110 Pediatric Nursing

#### Course Title: VN 120 – Pediatric Nursing

##### Course Description:

Pediatric begins with an introduction of the student to related terms, programs, and laws affecting pediatrics. It reviews the normal growth and development and identifies the time span of each age group. The course describes the child's reaction to illnesses, to the nurse and hospitalization, it includes diagnostic tests, nursing procedures, and treatments adapted to the child. The disease conditions of childhood are described in relation to the body systems. The course includes material related to accidents, communicable diseases, mental retardation and care of the premature infant. The pediatric nursing course ends with the adolescent and their problems. Pediatric nursing also focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviation from normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education.

**Course Objectives:** At the end of this course, the student will be able to:

1. Describe health management and maintenance and prevention of illness as they relate to the pediatric client.
2. Describe conditions that may affect the pediatric client at different age stages.
3. Describe nursing observations and interventions related to each of the diagnostic studies and procedures.
4. Describe use of the nursing process with emphasis on assessment and the client education related to the pediatric client.
5. Discuss the nurse's responsibility and the methods of treatment.
6. Discuss drugs most commonly used in diagnosis, prevention and treatment.
7. Compute correct dosages using body weight and body surface area.
8. Discuss pediatric dietary regimen.
9. Explain the normal growth and development of the infant, toddler, preschooler, school age child and adolescent.
10. Discuss standard precautions as they relate to the pediatric client.

##### Course Hours:

Theory	:	18 Hours
Skills Laboratory	:	8 Hours
Clinical	:	32 Hours

**Prerequisites:** VN 101 Anatomy & Physiology, VN 102 Fundamentals of Nursing, VN 106 Pharmacology

### Course Title: VN 111 Gerontological Nursing

**Course Description:** This course will provide information on the care of the elderly. The theories and concepts of aging, the physiologic and psychosocial changes and problems associated with the process, and the appropriate nursing interventions are discussed. Elder abuse, dementia and related disorders are also explored.

**Course Objectives:** At the end of this course, the student will be able to:

1. Describe nursing in geriatric care settings.
2. Discuss nursing measures in assisting the elderly client in meeting nutritional, elimination, and personal hygiene needs.
3. Apply the nursing process as it relates to elderly clients with dementia.
4. Discuss the role of the nurse as manager of care, provider of care, and educator to elderly clients and family.

**Course Hours:**

Theory	:	18 Hours
Skills Laboratory	:	8 Hours
Clinical	:	40 Hours

**Prerequisites:**

**Delivery:** Blended

**Outside Work:** None

**Course Title: VN 112 Rehabilitation Nursing**

**Course Description:** This course focuses on the home health setting for nursing care delivery. It discusses long term care settings and addresses specialized nursing care in this setting. Principles of rehabilitation nursing and the specialized care for clients in these setting are also emphasized.

**Course Objectives:** At the end of this course, the student will be able to:

1. Describe nursing rehabilitative care settings.
2. Discuss appropriate nursing interventions for common health concerns of the older adult.
3. Describe how home health care differs from community and public healthcare services.
4. Discuss goals of long-term care services.
5. Demonstrate understanding of changes associated with aging and their impact on client care in rehabilitative care settings.

**Course Hours:**

Theory	:	12 Hours
Skills Laboratory	:	8 Hours
Clinical	:	40 Hours

**Prerequisites:** None

**Delivery:** Blended

**Outside Work:** None

**Course Title: VN 113 – Leadership and Supervision**

**Course Title: VN 121 – Leadership and Supervision**

**Course Description:**

This course provides the core foundation in preparing the nurse to function in a leadership and/or management role. The student will develop an understanding of leadership theories and management styles, delegation, networking, conflict resolution, information management



recruitment and retention as they relate to the role of the nurse leader/manager in the healthcare delivery system. Concepts include organizational structure, change theory, staff motivation, managing quality and performance, workplace diversity, legal and political influences, budgeting and resource allocation, and health care delivery systems. The importance of the nurse leader as a member of the interdisciplinary health care team is also highlighted.

**Course Objectives:** At the end of this course, the student will be able to:

1. Integrate theoretical and empirical knowledge from nursing, sciences, and liberal arts to the leadership role of the professional nurse.
2. Utilize critical thinking skills in decision making as a nurse leader and manage therapeutic nursing intervention in a variety of clinical settings to promote, maintain, restore, and reorganize health, and support death with dignity.
3. Communicate professionally and effectively with clients and other healthcare professionals to motivate, problem-solve, manage conflict, and to act as a change agent.
4. Employ organization principles to the role of leadership in the clinical setting to include fiscal management, staffing patterns, motivation, delegation, and quality review within a general systems framework.
5. Judge issues of accountability and responsibility in professional nursing leadership roles and behaviors in the changing environment of the healthcare delivery system.
6. Participate in own self-directed learning activities to meet own needs in the role of nursing leadership.

**Course Hours:**

Theory	:	12 Hours
Skills Laboratory	:	6 Hour
Clinical	:	56 Hours

**Delivery:** Blended

**Outside Work:** None

**Prerequisites:** VN 101 Anatomy & Physiology, VN 102 Fundamentals of Nursing, VN 106 Pharmacology

**Instructional Resources and Materials:**

1. Required Textbooks
2. Student Workbook
3. Reference Books
4. Journals / Periodicals
5. Study Guides
6. Recommended Websites
7. Computer / Printer
8. CD/DVD's

**Required Textbooks:**

1. Rosdahl & Kowalski. Textbook of Nursing. 12<sup>th</sup> Edition (2022). Philadelphia: Lippincott.
2. Introductory Medical – Surgical Nursing by Timby & Smith; 13<sup>th</sup> Edition (2022). Lippincott Williams & Wilkins.

**References:**

1. Nursing Drug Handbook (2021). Lippincott Williams & Wilkins.
2. Introductory Clinical Pharmacology by Sally S. Roach & Susan M. Ford (2022). Wolters

Kluwer/Lippincott Williams & Wilkins.

3. Study Guide to Accompany Introductory Medical-Surgical Nursing by Timby & Smith (2018)
4. Study Guide to Accompany Textbook of Basic Nursing by Rosdahl & Kowalski (2017). Lippincott.
5. Saunders Comprehensive Review for NCLEX-PN Examination by Linda Silvestri (2020). Elsevier Saunders.
6. ATI Content Mastery Series Review Modules (2020).

**Method of Instruction and Evaluation:**

Strategies utilized in this course include classroom discussion, demonstrations, review questions, critical thinking, oral presentation, return demonstration, group discussion, role play, use of audio-visuals, concept mapping, computer-assisted activities and hands-on skills. Evaluation includes quizzes, unit tests, skill lab test, final exam/ comprehensive exam.

**Evaluation Methodology for Student Progress Policy:**

Students must achieve a grade of 76% or better to successfully pass the subject. Grades are based on students passing all examinations, assignments, quizzes, and clinical evaluations (performance both in skills lab and the clinical settings).

The student must pass both theory and clinical in order to progress in the Vocational Nursing program.

**Evaluation Criteria:**

Theory	
Class Participation	10%
Homework	15%
Quiz	10%
Unit Test	25%
Final Exam*	40%
Total	100%

*\*Final Exam:* 10% will come from ATI proctored exams: Fundamentals, Pharmacology, Mental Health (Psychology), Medical Surgical Nursing, Maternal Newborn Nursing, Nursing Care of Children, and Management.

## Disclosure on Student Location & Information on Educational Requirements for Licensure or Credentialing

The U.S. Department of Education (USDE) implemented new regulations on July 1, 2024, for institution's educational programs if they participate in Title IV HEA funding and are designed to meet the educational requirements for a specific professional license or certification required for employment.

The regulation requires nursing programs to determine that its curriculum satisfies the state educational requirements for a license or certification where the institution is located. If an educational program offered by the institution is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completing that program would be sufficient to meet licensure requirements in a state for that occupation is required, including:

1. A list of all states for which the institution has determined that its curriculum meets the state educational requirements for licensure or certification;
2. A list of all states for which the institution has determined that its curriculum does not meet the state educational requirements for licensure or certification; and
3. A list of all states for which the institution has not made a determination that its curriculum meets the state educational requirements for licensure or certification.

### Disclosures:

1. Homestead Schools Vocational Nursing curriculum meets California educational requirements for licensure in the state of California.
2. Students and graduates who intend to practice in another state are responsible for contacting the applicable state licensing board to confirm the state's current licensing requirements, as these requirements may change at any time, without prior notice to the school.
3. The National Council of State Boards of Nursing's website has tools for learning about professional licensure requirements in other states where students may plan to move:  
<https://www.ncsbn.org/nursing-regulation/licensure/nurse-licensure-guidance.page>
4. To obtain information on a specific state jurisdiction's licensure requirement, visit the National Council of State Boards of Nursing (NCSBN) website at:  
<https://www.ncsbn.org/nursing-regulation/education/board-of-nursing-licensure-requirements.page>

Homestead Schools reviewed the state board requirements for each licensed profession in every state annually to determine whether the institution's educational programs fall within the state's regulatory oversight for professional licensure.

Program Name and Credential Awarded	Indicate state where enrolled students are physically located.	List the state where the institution determined that program curriculum <b>meets</b> the state educational requirements for	List the state(s) where the institution determined that program curriculum <b>does not meet</b> the state educational requirements for	List the state(s) where the institution <b>has not determined</b> whether its curriculum meets the state educational requirements for

		a license or credential	a license or credential	a license or credential
Vocational Nursing  Diploma	CA	AZ CA GA MN	AL, CT, HI, IL, IN, IA, KY, MD, MA, MI, MS, NE, NH, NM, NV, NY, ND, OH, OR, PA, UT, WI	AI, AK, AR, CO, DE, DC, FL, ID, KS, LA, ME, MO, MT, NJ, NC, OK, RI, SC, SD, TN, VA, VT, WA, WV, WY

*Disclaimer: Please be advised that state laws, regulations and policies may change at any time. It is the responsibility of the student completing the licensure program to check with the licensing board(s) in their state of residence or in the state in which they intend to obtain a license for the most recent information and requirements. Homestead Schools shall not be held liable if a student is unable to qualify for licensure or certification in any jurisdiction.*

### **Fact Sheet for Licensed Vocational Nurses Applying for Licensure in Other States**

***(Source: California Board of Vocational Nursing and Psychiatric Technicians, BVNPT)***

1. Contact the State Board of Nursing in the state in which you intend to apply for licensure and request that they mail you the appropriate application packet.
2. Review the application requirements to be sure that you are eligible for licensure in that state.
3. California LVN's who obtained their initial license by examination between the years of 1974-1986 may not be eligible for licensure in some states due to the fact that California developed and administered the California State-Board Constructed examination during these years. Many State Boards have laws that require applicants to have passed the national examination (National Council Licensure Examination (NCLEX) or National League of Nursing State Board Test Pool Examination.)
4. The Colorado and Florida nursing boards have reviewed the California State-Board Constructed Examination and deemed it to be equivalent to the national examination. The Board has been contacted by other Boards of Nursing who have expressed an interest in reviewing this examination as well.
5. State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

## **Student Location Policy**

### **Purpose:**

This policy outlines how Homestead Schools determines a student's physical location at the time of enrollment and the procedures students must follow to report any changes in their physical location.

A student's physical location and a change to that physical location may impact their ability to complete the program or gain employment in the field, including eligibility for credentialing requirements for employment and whether the curriculum continues to meet licensing or credentialing requirements.

This Policy also outlines the institution's obligation to provide direct notice when a location change affects a student's enrollment, licensure eligibility, or program participation.

Failure to report a change in location may impact a student's eligibility for certain programs, financial aid, or licensure. Students are encouraged to maintain accurate location records to avoid disruptions in their education.

### **Determination of Student Location:**

At the time of enrollment, a student's physical location is determined using:

1. Permanent Address provided during the admission process.
2. Mailing Address, if different from the permanent address.

The school will verify the student's physical location using documentation such as a driver's license, state ID, and signed admission application.

### **Student Responsibility for Reporting Location Changes:**

Students are responsible for notifying the institution of any change in their physical location.

1. Students must update their address details by submitting an official Change of Address Form to the Admissions Office.
2. Students must notify the school in writing within 10 business days of any change in their physical location including state, country, and updated contact details.
3. The institution may require additional documentation to confirm the new location for verification purposes.
4. If a change in location affects the student's ability to continue the program or obtain licensure, the school will provide guidance on alternative options, which may include providing information about comparable programs in the new state and regulatory boards in the new location.

### **Impact of Location Change on Education, Licensure and Employment:**

A student's physical location and a change to that physical location may impact their ability to complete the program or gain employment in the field, including eligibility for credentialing requirements for employment and whether the curriculum continues to meet licensing or credentialing requirements.

Nursing licensure requirements vary by state. Students who relocate must review the new state's Board of Nursing regulations regarding education, clinical hours, and licensure and credentialing requirements.

The school does not guarantee that completing the program in one state will meet the licensure or credentialing requirements in another state.

**Notice to Students:**

Direct notice must be given to prospective students prior to enrollment and to enrolled students within 14 calendar days after a determination that the student's location has changed to another state, or in the case that a program no longer meets the original determination made at the time of enrollment.

If a program no longer meets the regulatory or licensure standards determined at the time of enrollment, affected students will receive notice within 14 calendar days of the determination.

**School's Role in Compliance and Notification:**

1. The school will provide students with guidance on potential licensure impacts upon notification of a location change.
2. If a student's new location does not align with the school's program authorization, the student may be required to withdraw or modify their educational pathway.
3. The school will document all student location updates and maintain records in compliance with accreditation and regulatory requirements.

**Acknowledgment:**

All students must sign a Student Location Acknowledgment Form upon enrollment and each time they update their location, confirming their understanding of this policy and its implications.

**Contact Information:**

For questions regarding location changes, students should contact the Admissions Office or the Program Director for guidance on licensure and program continuation.

## PROGRAM ENROLLMENT TIMELINE

Program	New Class Start Date	Enrollment Period
Vocational Nursing	Proposed Full-time Daytime Class September 2025	Will start upon BVNPT approval

### POLICY RELATIVE TO UPDATING INSTITUTION'S CATALOG

This School Catalog is updated annually and reflects all information of the approved curricular programs of the school to provide students and other interested persons prior to enrollment

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that rules, regulations, and policies change from time to time and that these changes may alter the information contained in the school catalog.

Updated information about new and modified curricula, regulations, policies, procedures, dates, services and fees will be disseminated as addenda of the existing current catalog and will be part of the catalog's next publication date.

The school reserves the right to make changes to any policies and procedures at any time to comply with the laws, rules and regulations set forth by Bureau for Private Postsecondary Education (BPPE).

Any concern regarding this catalog may be directed to:

Homestead Schools, Inc.(Main Office)  
23800 Hawthorne Blvd Suite 200  
Torrance, CA 90505  
Tel No. (310) 791-9975 Fax: (310) 791-0135  
Website: [www.homesteadschools.net](http://www.homesteadschools.net)