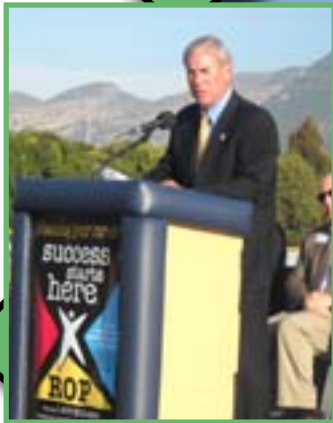


STUDENT HANDBOOK 2011-2012



THE BUILDER

An elderly carpenter was ready to retire. He told his employer-contractor of his plans to leave the house building business and live a more leisurely life with his wife, enjoying his extended family. He would miss the paycheck, but he needed to retire. They weren't wealthy but they could get by.

The contractor was sorry to see his good worker go and asked if he could build just one more house as a personal favor. The carpenter said yes, but in time it was easy to see that his heart was not in his work. He resorted to shoddy workmanship and used inferior materials. It was an unfortunate way to end his career.

When the carpenter finished his work and the builder came to inspect the house, the contractor handed the front-door keys to the carpenter. "This is your house," he said, "my gift to you for your many years as a faithful employee."

What a shock! What a shame! If he had only known he was building his own house, he would have done it all so differently. Now he had to live in a home he had built none too well.

So it is with us. We often build our lives in a distracted way, reacting rather than acting, willing to accept less than the best. At important points we don't give the job our best effort. Then with a shock we look at the situation we have created and find that we are now living in a house we have built none too well. If we had only realized, we could and would have done it so differently.

Think of yourself as a carpenter. Think of life as a house. Each day you hammer a nail, place a board or erect a wall. Build wisely. It is the only life you will ever build. Even if you live it for only one more day, that day deserves to be lived graciously and with dignity. Without doubt, life is a do-it-yourself project.

Who could say it more clearly? Your life today is the result of the attitudes you formed and choices you made in the past. Your life tomorrow will be the result of the attitudes you form and the choices you make today.

Choose wisely, build carefully – and live a great life!

VENTURA COUNTY OFFICE OF EDUCATION

REGIONAL OCCUPATIONAL PROGRAM

465 Horizon Circle

Camarillo, CA 93010

(805) 437-1420

www.venturacountyrop.com



ADMINISTRATIVE & SUPPORT STAFF

ADMINISTRATIVE

Superintendent of Schools.....Stanley C. Mantooth
Associate Superintendent Dr. Roger Rice
DirectorPeggy Velarde
Principal..... Robert Wismann
Assistant Principal.....Amy Cranston

SUPPORT

Administrative Assistant..... Debbie Lopez
Senior SecretaryAurelia Roman
School Office Manager..... Kathleen Kastner
Student Services Assistant..... Peg Meredith
Senior Administrative Clerk.....Diana Conner

Introduction

Welcome to the Regional Occupational Program (ROP). With your decision to enroll in our programs, you have taken the first step in ensuring that you are prepared to enter the work force or continue into advanced occupational training. The teachers and staff of the ROP are highly trained professionals who can provide you with the skills and knowledge needed for successful employment.

As an ROP student, you will be learning skills that will stay with you for a lifetime. These include both the technical requirements of specific jobs and the attributes that are required in all careers like work ethics, attitudes and the ability to be a team member and to think critically.

I encourage you to make the most of your time at ROP. As has been the case since 1970, students who have successfully completed their training here have gone on to have rewarding careers.

Peggy Velarde

Director, Career and Technical Training and ROP

MISSION STATEMENT

The Regional Occupational Program (ROP) is a public education service that provides hands-on career preparation. The ROP is designed to provide students with the technical skills required for particular jobs. Community-based internships in local businesses and industry sites are offered in many classes. Every course offers a unit on employment seeking skills, which includes the job application, resume, and interview preparation.

VISION STATEMENT

The Ventura County Regional Occupational Program (ROP) is at the forefront of Career Technical Education for the State of California. We provide the highest quality of training with the state of the art equipment and facilities. Our commitment is to provide students with entrepreneurial skills and the ability to compete in a global market. Our goal is to produce life-long learners with the skills needed to succeed in industry, as well as in life.

All students are respected and valued in an environment that prides itself on professionalism, communication and partnership between students, staff and the community.

This handbook belongs to:

Enrolled in the ROP class:

_____ Session _____

Important Phone Numbers:

ROP Office Number: 805-437-1420

ROP FAX Number: 805-437-1490

Alternative Number _____

Classroom Number _____ Intern Site Number _____

Other _____

Please sign below & keep this page in your handbook.

STUDENT CERTIFICATION

I understand the intent and requirements of ROP training. I have read and understand the contents of the Regional Occupational Program's Student Handbook. I agree to abide by the regulations contained therein.

_____  _____

Date

Student's Signature

PARENT CERTIFICATION / TRANSPORTATION AUTHORIZATION

I hereby grant my permission for the above named student to enroll in the Regional Occupational Program class listed above. I hereby give my permission and accept liability for the above named student to drive to and from this class and the assigned work site. I understand the intention and requirements of ROP training and I understand and agree to the conditions stated in the Student Handbook. I also authorize a copy of this form to be released to the student's intern site. I hereby grant my permission for authorized ROP staff to transport my child in emergency situations.

_____  _____

Date

Signature of Parent/Guardian

Relationship

Please note: the references made to behavior expected at “school” and in the “classroom” in this handbook also include but are not limited to: intern site, bus stop, riding the bus and fieldtrips. References to “student” include grades 9-12 and adults registered in an ROP class either at the center or off site at a school campus or community classroom.



Certificate of Proficiency

Those students who develop the required skills and demonstrate responsible work habits and attendance will earn a Certificate of Proficiency. This certificate will provide evidence to prospective employers that you have satisfactorily completed an ROP course and are prepared for entry-level employment related to this training. Presenting your Certificate of Proficiency to an employer is an excellent recommendation of your skills.

1. Basic ROP criteria for earning a Certificate of Proficiency are:
 - a. Completion of the set hours; as approved by the Ventura County Board of Education
 - b. Enrollment in both semesters of the program
 - c. Successful completion of an internship, if internship is required
 - d. Completion of teacher’s criteria for earning a certificate

Students who do not meet the basic ROP criteria and those who have excessive absences and/or tardiness will not earn a Certificate of Proficiency.

2. It is recommended that photocopies of the Certificate of Proficiency be made by the student. Copies of the Certificate of Proficiency are not retained by the office. If possible, duplicate certificates will be made for a fee. The student’s original teacher should sign the certificate. When it is not feasible to contact the instructor, an administrator’s signature may be substituted or a letter of verification of completion may be obtained.

Adults

Adults will be expected to follow the rules as outlined in this handbook. We look to the adult student population to set an example of proper conduct in the classroom and at the worksite. It is a privilege for adults to attend ROP classes **at the center (Camarillo Airport)**. For this reason adult behavior must be exemplary. Any infraction of the ROP rules may be cause for dismissal of an adult student. Adult enrollment and termination is at the discretion of Administration. Adults may be asked to leave class at anytime. It is expected that adult students understand the importance of safety issues, California law and industry standards.

Adults will no longer be permitted to attend ROP classes on the high school campuses. The same level of attendance is expected of adult students as is required of those in high school. Should the level of attendance drop, it may be possible for the adult to continue in the class but without earning a Certificate of Proficiency.

3. The ROP Administration Office, upon recommendation of the teacher, issues Certificates of Proficiency. Upon successful completion of all course requirements, students will earn a Certificate of Proficiency. Certificates will be printed twice a year at the end of each semester.
5. Timecards are to be turned in weekly. Tampering with another employee's timecard or falsifying your time card information is considered fraud and a reason to drop a student which will result in loss of credit.
6. During internship the student will be responsible for his/her own transportation. Every effort will be made to place a student in a job site close to his/her home or high school so that transportation problems are minimized.

Intern Program

Students in the majority of our classes will be placed with an employer for further training and supervised practical experience. During this phase of training, students will have an opportunity to apply skills they have learned in the classroom. Students will be exposed to the realism of the work environment in industry related to their training. Employers indicate that this phase of training is an essential part of preparing students for employment. Experience has demonstrated that a student's chance of obtaining gainful employment is greatly increased by the interning phase of the program.

1. Since we cannot expect employers to lower their standards, it is essential that each student being trained with an employer possess appropriate skills, behavior, attitude and work habits. Students must dress in a manner that is appropriate to their training. The teacher will inform students of the proper dress.
2. A student with substandard ability, work habits, dress or attendance cannot be placed in a job site to intern. During the intern phase of training, teachers will be monitoring their students' progress by visiting the job sites. During this time, classroom instruction may consist of pullback days as assigned by the teacher.
3. **Students who cannot be placed in a job site during the intern phase of training or have to be removed from a job site because of substandard work habits, dress or attendance will be in jeopardy of being dropped from the class with the likely result of losing the credit for the course towards graduation.**
4. Students who are absent while interning must notify their job site supervisors and the ROP office **before** the time they are scheduled to report to work. Failure to do so could result in the student being dropped from the ROP program. To report your absence to the Student Services Office, please call (805) 437-1420.

Class and Break Area

1. Instructional efficiency and safety regulations require that all students stay in their assigned class or break areas. If there is a need for you to go to another class building or area, you must obtain permission from your teacher. Students are not to leave any ROP class or facility without permission from the teacher and the Student Services Office.
2. While on break, the following procedures need to be followed:
 - a. Remain in the designated break area
 - b. No cell phones may be used at break time
 - c. Please pick up and properly dispose of your trash
 - d. Keep the noise to a minimum, other classes are still in session
 - e. Your conduct and language should be professional
 - f. This is the time for you to use the restroom, not at the end of your break
 - g. Vending machines need to be used appropriately and with care
 - i. Do not bang or tilt the vending machines
 - ii. Damage to these machines will result in their removal
 - iii. If your food gets stuck or money lost, report this to a break time supervisor or the Student Services Office
 - iv. Students use the vending machines at their own risk.
 - h. All other ROP rules are still enforced during break time.

Fees and Receipts

1. All students enrolled in a high school diploma program are entitled to a free education.
2. Students may wish to purchase equipment, materials for projects or participate in non-required testing/certifications hosted by the ROP. Students may wish to buy and own his/her own uniform/safety equipment. All monetary transactions are to be made with checks or money orders made payable to VCOE-ROP. Cash will NOT be accepted.
3. Adults will be required to purchase additional materials, books or other instructional supplies.
4. Receipts will be issued for all student monetary transactions. If at any time, a student does not obtain a receipt, the student is to report this directly to ROP administration.

ROP Equipment, Books & Supplies

1. Students will be required to return all ROP equipment, books and supplies to their teachers and pay any expenses incurred before grades and credit will be forwarded to their home schools. Grades and certificates will not be released until all outstanding debts are satisfied.
2. Students are required to sign the Student Internet Use Agreement form before using any computers.
3. Unauthorized use of equipment or property (this applies to use of any items at the intern site as well) including but not limited to: the Internet, computers, telephones, tools, presses, paint, etc., will result in disciplinary action that may include dismissal with loss of credit.

Automobile Special Use

Students enrolled in Auto Body, Auto Paint, Auto Service, and Welding will be given special regulations by their teachers regarding the use of automobiles in relation to instruction of these classes and at intern sites. Parental permission must be obtained before any modifications are started on any student's vehicle.

Attendance

Since good attendance is a major factor in success on the job, regular attendance is required in all ROP classes. The majority of the course work is "hands-on" experience which can only be obtained at the training site. Consequently, good attendance is very important in gaining the skills necessary to find a job related to your training. The expected level of attendance is the same as would be expected by an employer.

ONLY STUDENTS WITH GOOD ATTENDANCE WILL BE REFERRED TO EMPLOYERS!

Listed below are the ROP attendance policies and procedures:

1. **YOU ARE RESPONSIBLE FOR VERIFICATION OF ABSENCE. YOU MUST CALL TO REPORT YOUR ABSENCE THE DAY IN WHICH IT OCCURS. ADDITIONALLY, YOU MUST EITHER HAVE YOUR PARENT CALL PRIOR TO YOUR RETURN TO CLASS OR BRING A NOTE FROM YOUR PARENT.** Your teacher will take the reason for absence into consideration for grading purposes, provided the reason is valid and is verified by one of the following:
 - a. A note from parent or guardian
 - b. Readmit slip from your home high school
 - c. A call from parent, guardian or home school
 - d. Student is eighteen and independent of parents
 - e. A student whose emancipation documentation is on file with the ROP Office
2. Not calling to report your absence will result in disciplinary action. Absences not verified will be considered the same as truancy.
3. An absence becomes a non-enrolled if it is verified that the absence was due to the following home school requirements:
 - a. Any State, Federal or Senior Testing
 - b. Minimum Essential Testing
 - c. Registration
 - d. Final Exams

When such an absence is verified, the student will be marked as non-enrolled for that day and therefore would not be considered absent. Students must speak with their teacher about making up work they have missed.

4. Students may also have an absence changed to non-enrolled status (N/E) for the following activities provided they verify the reason with their teacher and the office before the date they are required to miss:
 - a. Field trip required for home school class
 - b. Senior panoramic pictures and activities required for graduation
 - c. Activities related to student's career plans that can only be attended at a time that conflicts with the student's ROP class time
5. The above activities must be verified by a note from the home school **before** the event. If you have any question that a reason qualifies for non-enrolled status, the student should check with the ROP Student Services Office.



6. Any **absences equivalent to three days** in any semester are considered below average attendance; however, the pattern and reasons for absences will be considered in any decision to drop a student because of attendance. A student is more likely to be dropped for excessive absences when the reasons are not considered valid or the reason has not been verified. Students missing more than 10% of actual class time up to that point will be considered to have poor attendance and will be in danger of being dropped from ROP. Under certain circumstances, such as prolonged medical problems verified by a doctor, special consideration will be given.

In no case will a student be recommended for credit who has been absent more than 20% of the time during the semester.

7. **Arriving to class late will not be tolerated and will result in disciplinary action.** Students attending class at the Camarillo facility arriving late **MUST** notify the Student Services Office so that they are not counted absent. Students with excessive tardiness may not be allowed to continue in the ROP. The ROP/ Camarillo site schedule of classes is:

SESSION 2:	12:45 - 5:15 pm	M & W
SESSION 3:	12:45 - 5:15 pm	T & Th
SESSION 4:	5:30 - 9:30 pm	M & W

Off-campus students are advised to see their individual ROP teacher for information.

8. ROP staff will call or write the parents or guardians of a student whose absences and/or tardiness are excessive and is close to being terminated from the ROP.
9. Students who miss class are expected to notify the attendance office as soon as possible, but no later than 4:30 p.m. on the same day that the student is absent. Students attending satellite classes will be given directions by their teacher as to whom to notify. ***If a student misses more than three days of class in a row without notifying the ROP Student Services Office, the student may be in jeopardy of being dropped from the program.*** Once the office is notified of the reason for a student's absence, the teacher will be notified. If there is no call from the student or the parent, the office may call home to inquire about the absence.
10. The ROP office may be contacted at (805) 437-1420. Teachers will provide students with other emergency contact numbers if needed.



11. Students suspended from their home school will be suspended from all ROP activities during home school suspension. ***Students suspended from their home school for any of the reasons listed under the Behavior section of this handbook will be at serious risk of being dropped from their ROP class.***
12. It is the student's responsibility to review the ROP calendar and their home school calendar. Arrangements need to be made for non-corresponding holidays — especially President's Day or Spring Break, which may not be the same as your home school. ROP bussing will continue as regularly scheduled whenever ROP is in session, even if your home school is not in session.
13. If a change in the bell schedule at your home school causes a conflict between home school class and your ROP class, you are expected to attend your ROP class. However, if your home school teacher writes a note that it is imperative that you attend that class you will be excused from ROP.
14. Although a student cannot make up an absence, a teacher can allow students to put in extra time to catch up on their work and thereby improve their grade and increase their chances of earning a ***Certificate of Proficiency.***
15. If a student is unable to attend class at the regular time, the teacher may allow that student to attend at another time during that same day. In this case the student would not be considered absent and this situation would be considered a rescheduled class and part of the regular class calendar. **A note from a parent must be provided to the office granting permission for the student to attend at a different time.**
16. The following attendance awards will be available to teachers to give recognition to students:
 - a. ***Certificate of Perfect Attendance***
 - b. ***Certificate of Outstanding Attendance***
17. Only students attending two semesters without any absences or deviations from the regular class calendar will be awarded Certificates of Perfect Attendance. Makeup time cannot be used to earn perfect or outstanding attendance awards. Students with excessive tardies will not be eligible for an attendance award.



Behavior

The Governing Board and County Superintendent believe that all students have the right to be educated in a positive learning environment free from disruptions.

On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous and respectful towards their teachers, staff, students, supervisors and volunteers.

Students will be expected to conduct themselves as if they were on a job. Horseplay and profanity will not be tolerated. Teachers will be given the same respect as a job supervisor. The teacher will be evaluating students at all times to determine who should be referred for a job to an employer.

Prohibited student conduct includes but is not limited to:

1. Behavior that disrupts the orderly classroom or school environment
2. Behavior that endangers teachers, staff, parents, volunteers and/or students
3. Harassment of students, staff, volunteers, intern supervisors or the public including bullying, intimidation, hazing or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering
4. Damage, loss, theft or inappropriate use of property belonging to the intern site, district (including use of the internet), teachers, staff, parents, volunteers and/or students
5. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment

6. Profane, vulgar or abusive language
7. Plagiarism or dishonesty in school work including homework or on tests
8. Inappropriate dress
9. Tardiness and unexcused absence from school
10. Failure to remain on school premises in accordance with school rules
11. Failure to follow safety procedures
12. Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension
13. The use or possession of tobacco products
14. Showing disrespect or insubordination for ROP staff
15. Unauthorized use of equipment or property including but not limited to: the Internet, computers, telephones, tools, presses, paint, etc., will result in disciplinary action that may include dismissal with loss of credit
16. Students will be **IMMEDIATELY** dismissed from ROP for the following reasons:
 - a. Possession of drug paraphenalia or in possession of/under the influence of drugs, alcohol or any controlled substance
 - b. Possession of a weapon or anything resembling a weapon
 - c. Stealing or fraud (falsifying documents including timecards)
 - d. Vandalizing (including tagging and graffiti)
 - e. Students whose behavior (verbal or nonverbal) contributes to the start of a fight

These rules apply on any campus, bus, bus stop or at the intern/co-op site and being dropped with loss of credit may affect a student's graduation.



Dress Standards

The ROP campus-wide dress code is a reflection of our mission to prepare each and every student for employment. Employers serving on ROP Advisory Committees, former students and teachers constantly reinforce the importance of proper dress on the job. Learning how to dress appropriately is often viewed as important as learning the skills of the job. Therefore, restrictions on freedom of student dress will be imposed whenever the mode of dress comes in conflict with the ROP mission, is unsafe for either the student or those around him or her, is disruptive of school operations and educational process and/or contrary to law.

1. To achieve our mission, the following guidelines will apply to **all ROP school activities**:
 - a. Clothing must be neat, clean and in good repair
 - b. All clothing will be within bounds of decency and good taste
2. In accordance with the minimum standard of dress on the ROP campus, the following dress **WILL NOT** be allowed:
 - a. Clothing that is not accepted by industry professional standards
 - b. Revealing attire, which distracts from the educational mission of the school
 - c. Any type of clothing or items identified by law enforcement officials as gang-related as well as any clothing or hat that is perceived as threatening or that the school administration and/or sheriff's deputies identify as related to gangs or gang activities will be added to the list of items not permitted to wear to school
 - d. Clothing or hats with offensive or obscene symbols, signs, slogans or words which may be degrading to any culture, gender, religious belief or ethnic value
 - e. Clothing or hats that display any language or image toward sports, violence, sex, drugs, alcohol or tobacco products

3. **PROHIBITED ATTIRE:**

- a. **Tops/Blouses:** no revealing tops, including tank tops with less than a 2-inch wide strap, strapless tops, underwear worn as outerwear, bare midriff tops and bare chest and back. Spaghetti straps will not be permitted and bra straps must not be visible.
- b. **Dresses/Pants/Skirts:** no clothing that terminates more than 3 ½ inches above the knee. No stretch bicycle shorts, sports shorts, or exercise tights. No sweat pants or any oversized pants. No pants that sag at the hipline or drag to the floor.
- c. **Shoes/Footwear:** no bare feet, no slippers, no flip flops. No sandals without heel straps and no backless shoes.
- d. **Misc. other attire:** no chains, wallet chains, stud bracelets, stud collars, or stud belts. No sunglasses worn in class. Hats will be worn outdoors only with brims of hats facing forward. No initialed belt buckles.
- e. **Visible tattoos, markings, piercings and gauges** are not recommended and will be discouraged based on industry standards. Offensive tattoos must be covered

4. **In some cases the dress code of a specific class will be more strict than the campus-wide dress code.** Since appropriate dress will vary according to the field for which a student is training, each course will have a specific standard of dress that is unique unto itself. During the first week of class, teachers will inform students of the appropriate dress for their class. For example, in Auto Body, Auto Paint/Refinishing, Auto Service and Welding, students will be expected to wear protective clothing such as coveralls while working in the shop. Students in Computer Business Software, and Fashion/Retail Merchandising will be expected to dress in a more formal manner that is appropriate to their respective job sites. Dental Assistant and Nursing Assistant students will be required to wear uniforms to their respective job sites. As a result, the manner in which students adhere to the dress standard will be a factor in determining total job readiness. Timelines for compliance with the class dress code will be determined by the teacher.
5. Students who fail to comply with the dress standard on campus, in class or while interning will be warned.

A student who continues to disregard the minimum ROP dress standards and/or class dress standards will be dropped from ROP.



Cell Phone and Bluetooth Equipment

The Board acknowledges that there are reasons for students to possess electronic signaling devices (pagers, beepers, cellular telephones, etc.) while on campus. While the Board authorizes the possession of these signaling devices, it also recognizes that their use can disrupt the instructional process that is provided in the classroom and at school functions. Therefore the following procedures shall be implemented:

1. Cell phones and other electronic signaling devices may be in the possession of students; however, students shall have the signaling devices **turned off during school hours including breaks.**
2. Should a student receive a phone call, text message, or page during school hours or at school related activities, the device shall be confiscated by certificated or classified staff members and given to an administrator who will return it to the student at the end of the day. A second infraction will result in the signaling device being confiscated and the parent shall meet with the principal or the principal's designee in order to retrieve the device. A third infraction will result in an in-house suspension with the permission to possess a signaling device being revoked until the end of the semester.
3. The Ventura County Office of Education assumes no responsibility for the protection, loss or damage to any student property including cell phones, ipods, any other electrical devices, etc.

4. Prior written permission by the principal or principal's designee is required before students may possess and use an electronic signaling device at any time if the device has been determined to be essential for the health of the pupil.
5. Office phones are provided for emergency calls either from or to the students.

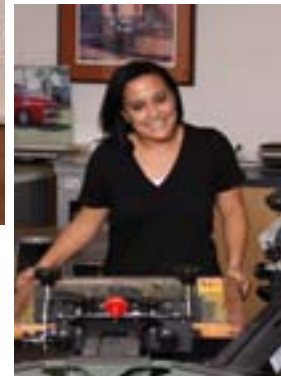
- a. Threatening telephone/cell phone use including texting and all other forms of transmission.
- b. Hate mail/e-mails/cyber bullying
- c. Physical assault
- d. Vandalism
- e. Cross burning
- f. Destruction of religious symbols
- g. Fire bombings

Harassment

The Regional Occupational Program as an integral part of the Ventura County Office of Education along with the Board of Education affirms the right of every student to be protected from harassment and hate motivated behavior with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, physical or mental disability, age or sexual orientation.

Harassment is any unwanted verbal, physical or printed attention of any kind. Harassment can be verbal or non verbal, sexual innuendos, suggestive comments or drawings, threats, insults, jokes about specific traits, sexual propositions, suggestive or insulting noises, obscene gestures, physical body contact or coercing of any sexual activities.

1. Any student who harasses another will be subject to disciplinary action up to and including dismissal from ROP. Any student who feels they are the victim of harassment should notify their teacher, the Assistant Principal or the Principal immediately.
2. A hate motivated incident means an act or attempted act which constitutes an expression of hostility (including any sent by e-mail, Internet or other form of electronic communication) against a person, property or institution because of the victim's real or perceived race, religion, disability, gender, nationality or sexual orientation. Examples of such incidents may include:
 - a. Using bigoted insults
 - b. Taunts or slurs
 - c. Distributing or posting hate group literature or posters
 - d. Defacing, removing, or destroying posted materials or announcements
 - e. Posting or circulating demeaning jokes or leaflets
3. Examples of hate crimes include, but are not limited to:



Tobacco Products

In compliance with Education, Health and Labor Codes, the use or possession of tobacco or nicotine products by anyone on campus or while attending activities sponsored by ROP is prohibited and subject to disciplinary action.

This rule includes, but is not limited to: cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

Alcohol & Narcotics

Possession or use of alcohol, any form of narcotics or any controlled substance will result in immediate disciplinary action and notification to the appropriate legal authorities. Students will be dropped from their ROP class with loss of credit that may affect their graduation requirements.

Leaving Class Early

1. **No student may leave an ROP class until the end of the class session without a note from a parent or guardian.** Students must bring the note to the office to receive permission to leave.
2. Students leaving class without the permission of the teacher will be in jeopardy of being dropped from the program. If the student needs to leave before the end of the scheduled class session, students must always report to the office to sign out before leaving the ROP campus: **NO EXCEPTIONS! This applies to all night class students as well as those who attend the daytime classes.**

10. Should students choose to drive their own vehicle to ROP, the Ventura County Office of Education and the Ventura County ROP do not assume any responsibility for the vehicle, driver or passengers while traveling to and from ROP.



Student Parking

Bringing a car on campus is a privilege that can be revoked at any time. Students will be expected to drive in a safe manner on campus at all times. Not following ROP procedures may result in the student losing the privilege to drive on campus and the student may even be dropped from his/her ROP class with loss of credit. Students do not have the authority to park in other undesignated areas and parking lots on the airport facility.

1. The speed limit in the parking lot is 5 miles per hour.
2. When driving on the ROP campus, radios must be turned low.
3. All vehicles must be parked front end first.
4. Students who drive must park their cars in the area designated for student parking.
5. Loitering in the parking lot is not permitted. After parking your car leave the parking area immediately.
6. Students will not be allowed in the Student Parking Lot during class periods or breaks without permission from the Student Services Office.
7. While vehicles are parked on ROP property, the ROP has the right to search any vehicle.
8. All students being dropped off **must** be let off in the Student Parking Lot – **NOT** in front of the quad or the Administration building.
9. Students must have a valid California Driver's License to operate their vehicle on campus.

Transportation

Transportation is provided for students enrolled in ROP classes located at the Camarillo Airport. Durham School Services performs this service for ROP's daytime classes. We encourage you to ride the bus. The bus company will be prepared to handle only those students who start riding the bus at the beginning of the school year and may not be able to accommodate those who decide to ride later in the year. We will cancel any bus route that has too few student riders.

Many of you are familiar with school bus regulations but a reminder may be of some help.

1. The policy states that the buses will pick up and return students to designated sites only. **Please be prompt in boarding buses at your school and ROP facilities. Buses must maintain their schedules and cannot wait. Students missing the bus because they were late will have to arrange their own transportation.**
2. **Should for any reason a bus not arrive as scheduled, call the ROP Office immediately at (805) 437-1420. Keep the bus stop always within sight, if possible, and do not leave until you have permission to do so.**
3. Each student on a school bus must behave in a satisfactory manner in order for the driver to be alert to the many hazards of driving in heavy traffic. One moment of distraction could result in serious consequences. Since the safety of all students on the bus is of prime importance, **a student who behaves**

in an unsatisfactory manner may be denied the use of transportation services. No student shall be required to leave the bus before reaching his/her destination; however, unruly students may be returned to school and parents notified to pick them up.

4. Section 1085 – Rules and Regulations of the State Board of Education relating to pupil transportation states:

“Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the district. The driver of any school bus shall be held responsible for the orderly conduct of the pupils.”

5. Rules of conduct on the bus must be obeyed:
 - a. Passengers will be seated at all times
 - b. All parts of your body must be inside the bus
 - c. Eating on the bus is prohibited
 - d. No smoking is allowed on the bus
 - e. Behavior while on the bus must reflect consideration for fellow passengers and for the driver of the bus

Violation of any safety rules may result in immediate dismissal from ROP with a loss of credit.

Parents may call Durham School Services at (805) 382-2854 should a bus be late returning students to their home school. Any questions that you have regarding transportation can be answered by the Student Services Office at ROP.



Dismissal Guidelines for Night Students

Students must be picked up at the end of class time. Rides should be here at least 10 minutes before the class ends. Class should not be ending early.

Teachers that witness students waiting for rides away from the designated waiting areas will obtain the student’s name, issue a V-Notice and administration will call the parents/guardians to inform them that due to safety issues students cannot be left unattended.

Any student who does not follow these rules and leaves campus to wait for a ride at another location will be in jeopardy of being dropped from ROP.

Specific Procedures for Disciplinary Action

The sequence of disciplinary action begins with minimal action which can be taken and ends with maximum action which can be administered. This listing does not imply that a “step-by-step” progression of increasing severity needs to be used by the school staff in dealing with a violation. Disciplinary action is based on circumstances unique to each individual incident of inappropriate behavior and will be dependent on such factors as the severity of the incident, student’s attitude and previous behavior record. The school official responsible for corrective discipline uses his or her discretion in these decisions.

1. When inappropriate behavior violates the law, school officials will notify law enforcement authorities and take appropriate disciplinary action.
2. In general, a four–step approach to disciplinary action will be used:
 - a. First Offense: Verbal warning; teachers will issue a V-Notice.
 - b. Second Offense: Notification to parent and home school which may include a student contract
 - c. Third Offense: Suspension
 - d. Fourth Offense: Dropped from class with possible loss of high school credit
2. Violation (or “V”) Notices will be issued for infractions and multiple “V” Notices will result in disciplinary action.

Withdrawing from ROP

Before you make a decision to withdraw from an ROP class, it is important that you talk with your parents, home school counselor and your ROP teacher. Your decision could create some problems for you, particularly a loss of graduation credit. The ROP Office would like to know if there are any problems. We would like to help you stay in your ROP class. The Principal or Assistant Principal are available in person or by phone.



School Safety Plan

The ROP feels very strongly about the protection, safety and welfare of ROP students. For this reason ROP is a closed campus with a comprehensive safety plan.

1. Teachers will review safety procedures with all students. Students are expected to conduct themselves in a safe, quiet and orderly manner during disaster preparedness exercises, fire, earthquake and emergency drills.
2. NO VISITOR POLICY: For safety issues, students are not allowed to bring guests, family members or children to class without prior approval of the office.
3. Students who do not abide by the rules of safety and orderly conduct during drills will be in jeopardy of being dropped.

School Records

The County Board believes that it is necessary to keep accurate, comprehensive student records. Student records of the Ventura County Office of Education include records of an identifiable student in the schools or programs operated by the County Superintendent of Schools including the Regional Occupational Program.

Information about a student maintained in the school office shall be used judiciously and in ways that contribute to the student's welfare and protect the student and the student's family from invasion of privacy. The Ventura County Office of Education assigns responsibility for ensuring that students' records are properly maintained, retained and stored with the ROP Administration. This person, or his or her designee, shall be the custodian of student records. Student records shall be treated as confidential and reviewed by authorized employees, parents/guardians or persons authorized by court order or as otherwise provided by law. The County Board directs that a parent/guardian and the student shall be notified whenever a subpoena is received to review a student's file.

1. Each school is required to notify parents and eligible students of the rights afforded them by the Family Educational Rights Privacy Act and the California Education Code:
 - a. Parents and adult students (i.e., those 18 years of age or older) are hereby advised that student education records are those records which pertain to student health, student progress and attendance of classroom activities.
 - b. All educational records maintained by the Ventura County Office of Education are subject to periodic review and possible removal according to standards established by the State Department of Education.
 - c. Directory information may be released to any non-profit-making organization while serves the interests of education, provided prior approval has been received from the County Superintendent. No information shall be released regarding any student when a parent has notified the County Superintendent that such information should not be released in writing.

(Directory information includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major or field of study, dates of attendance, participation in officially recognized activities or sports, degrees, honors and awards received and the most recent or previously attended school).

- d. Confidential records are accessible only to certificated personnel employed by the Ventura County Office of Education. They are made accessible to professional personnel employed by other agencies upon signed consent of the student's parent, guardian or surrogate (or the student, if he/she is of adult age).
2. Educational records will be maintained at the ROP Administration Office, 465 Horizon Circle, Camarillo, CA 93010. Records include:
 - a. Instructional ROP Student Records on file
 - b. Registration Form
 - c. Student Emergency Card
 - d. Student Individual Training Plan (ITP)
 - e. Monthly Attendance Reports
 - f. Student Drop Notices
 - g. Student Grade Reports
 - h. "D" and "F" Grade Notices
 - i. Placement Information Folder
 - j. Accident Report Form
 - k. On-site Job Supervisor Evaluation Form
3. Persons responsible for maintenance of all student records for instructional programs: Student Services Office.
4. Persons Having Access to Student Instructional Records:
 - a. ROP students
 - b. ROP & home school counselors
 - c. ROP teachers
 - d. ROP students' parents
 - e. ROP administrators & staff
 - f. Home school attendance personnel
 - g. Home school administrators
 - h. Home school psychological services personnel
5. Procedures for Reviewing and Expunging Records:
 - a. Pursuant to the General Education Provisions Act, Section 438 and the Educational Code, Section 49069, the student's parent, guardian or surrogate (or the student, if he/she is of adult age) may view any part of the school records in the presence of the school personnel who has custody of the records.

- b. If the parent or guardian (or the student, if he/she is of adult age) asserts that any portion of the school record is unreasonable or inaccurate, this person must file a written request with the Ventura County Office of Education, pursuant to Education Code, Section 49070, that any part of the school record be expunged. On the grounds that it is granted, the ROP Principal will destroy such information in the presence of the person making the request.
- c. Upon request of the parent or guardian (or the student, if he/she is of adult age), the ROP Principal will have a complete copy of the student's record duplicated and given to the parent, guardian or student at the actual cost to the parent, guardian or student.

Non-Discrimination Policy

The Ventura County Regional Occupational Program (ROP) is an integral part of the local public education system. The ROP provides equal opportunity for vocational job training to high school students, out of school youth and adults within Ventura County.

The Ventura County ROP is a program within the Ventura County Office of Education Office and shall be free from discrimination with respect to gender, sexual orientation, race, color, religion, national origin, ethnic group, ancestry, political affiliation, marital or parental status, physical or mental disability or employment practices as required by Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964. The lack of English language skills will not be a barrier to admission and participation in this program. Students, parents or others who wish further information about these regulations or about handicapped access of the ROP facilities or who wish to file a complaint should contact the following:

David Simmons, Director, Human Resources
Section 504 and Title IX Coordinator
Ventura County Office of Education
5189 Verdugo Way
Camarillo, CA 93012

No Class/Non Work Day
 No Class/Holiday
 No Class/Teacher Work Day
 Attendance Due
 Home Notices Due
 Grades Due


M&W Student Days 68
 T&TH Student Days 75
 M&W Night Class 68
 Teacher Days 178

*Buses will leave early


2011-2012 ROP Approved STUDENT CALENDAR

S	M	T	W	T	F	S	S	M	T	W	T	F	S
August							February						
2011							2012						
1	2	3	4	5	6		5	6	7	8	9	10	11
7	8	9	10	11	12	13	12	13	14	15	16	17	18
14	15	16	17	18	19	20	19	20	21	22	23	24	25
21	22	23	24	25	26	27	26	27	28	29			
28	29	30	31										
15 - Adult Registration 30 - Teachers Begin 31 - Students Begin							13 - Lincoln's Day/Holiday 20 - Presidents Day/Holiday						
September							March						
2011							2012						
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30		25	26	27	28	29	30	31
5 - Labor Day							2 - Home Notices Due 15 - Grades Due						
October							April						
2011							2012						
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
30	31						29	30					
6 - Parent Night 13 - Home Notices Due 27 - Grades Due							2 - 6 - Spring Break 6 - Holiday						
November							May						
2011							2012						
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30				27	28	29	30	31		
11 - Veteran's Day 23 - No Classes 24 & 25 - Thanksgiving							6 - Car Show 17 - Home Notices Due 25 - Intern ends/last day at site 28 - Memorial Day Holiday 30 - Student BBQ*						
December							June						
2011							2012						
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29	30	31	24	25	26	27	28	29	30
(Dec 19 - Jan 2) Winter Recess 23 & 26 - Holiday 30 - Holiday							6 - School Ends - Graduation* 7 - Grades Due 14 - Off-campus Grades Due						
January							July						
2012							2012						
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				
2 - Holiday 3 - ROP Reconvenes 5 - Home Notices Due 16 - M. Luther King Jr.'s Day 19 - Grades Due 30 - 2nd Semester Begins							4 - Independence Day						

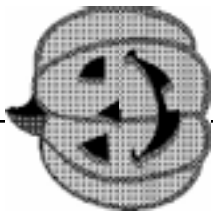
Assignments for the month of August	
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

S	M	T	W	TH	F	S
August 2011						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Adult Registration	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Teachers Begin	31 Students Begin			


Assignments for the month of September						
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						

S	M	T	W	TH	F	S
September 2011						
				1	2	3
4	5 <i>Labor Day</i>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

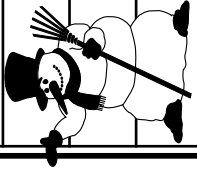
Assignments for the month of October	
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

S	M	T	W	TH	F	S
October 2011						
						1
2	3	4	5	6 Parent Night	7	8
9	10	11	12	13	14 Home Notices Due	15
16	17	18	19	20	21	22
23	24	25	26	27	28 Grades Due	29
	30	31 <i>Halloween</i>				

Assignments for the month of November	
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

S	M	T	W	TH	F	S
November 2011						
		1	2	3	4	5
6	7	8	9	10	11 <i>Veterans Day</i>	12
13	14	15	16	17	18	19
20	21	22	23 <i>No Classes</i>	24 <i>Thanksgiving</i>	25	26
27	28	29	30			

Assignments for the month of December	
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	




S	M	T	W	TH	F	S
December 2011						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Winter Recess Begins	20	21	22	23 Holiday	24
25	26 Holiday	27	28	29	30 Holiday	31

S	M	T	W	TH	F	S
January 2012						
1	2 <i>New Year's Holiday</i>	3 ROP Reconvenes	4	5 Home Notices Due	6	7
8	9	10	11	12	13	14
15	16 <i>Martin Luther King Jr. Day</i>	17	18	19 Grades Due	20	21
22	23	24	25	26	27	28
29	30 2nd Semester Begins	31				


Assignments for the month of January
Week 1
Week 2
Week 3
Week 4
Week 5

Assignments for the month of February	
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

S	M	T	W	TH	F	S
<h1>February  2012</h1>						
			1	2	3	4
5	6	7	8	9	10	11
12	13 <i>Lincoln's Holiday</i>	14	15	16	17	18
19	20 <i>President's Holiday</i>	21	22	23	24	25
26	27	28	29			

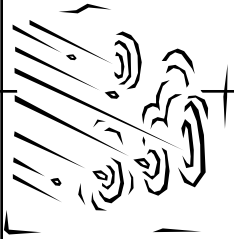
S	M	T	W	TH	F	S
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March 2012


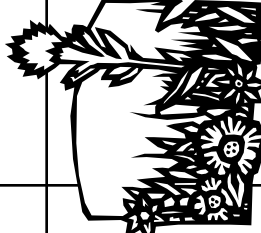
				1	2	3
					Home Notices Due	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
				Grades Due		
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Assignments for the month of March						
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						


Assignments for the month of April	
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

S	M	T	W	TH	F	S
April 2012						
1	2	3	4	5	6	7
		Spring Recess			<i>Holiday</i>	
8	9 ROP Reconvenes	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					




Assignments for the month of May	
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

S	M	T	W	TH	F	S
May 2012						
		1	2	3	4	5
6 ROP Car Show	7	8	9	10	11	12
13	14	15	16	17 Home Notices Due	18	19
20	21	22	23	24	25 Last Day at Intern site	26
27	28  Memorial Day	29	30 Student BBQ/ Early Dismissal	31 		

Assignments for the month of June	
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

S	M	T	W	TH	F	S
 <h1 style="font-size: 48px; margin: 0;">June</h1> <h1 style="font-size: 48px; margin: 0;">2012</h1>						
					1	2
3	4	5	6 School Ends Graduation Early Dismissal	7 Grades Due	8	9
10	11	12	13	14 Off-Campus Grades Due	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Assignments for the month of July						
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						

S	M	T	W	TH	F	S
 <h1>July 2012</h1>						
1	2	3	 4 Independence Day	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

ROP Classes Offered

ACE Charter High

Architectural Drafting
Construction Technology

Buena High

Auto Service
Cabinet Making Technology
Computer Business Software
Computerized Accounting
Machine Tool Technology
Video Production
Web Design

Camarillo Airport ROP Campus

Auto Body/Collision Repair
Auto Paint/Refinishing
Auto Service
Computer Business Software
Dental Assistant
Emergency First Responder
Fashion Retail Merchandising &
Entrepreneurship
Floral Design
Graphic Design
Health Careers
Information Technology
3 Com, Cisco, & Networking
Medical Assistant
Nursing Assistant I & II
Practical Computer Literacy
Screen Printing
Welding & Manufacturing

Channel Islands High

Auto Service
Banking & Finance

Fillmore High

Agricultural Fabrication
Auto Service
Computer Business Software
Construction Technology
Office Technology & Computer Software
Photo Communications

Moorpark High

Computer Repair & Maintenance
Diversified Occupations
Graphic Design
Virtual Enterprise
Web Design

Newbury Park High

Cabinet Making Technology
Culinary Arts

Nordhoff High

Auto Service
Graphic Design & Desktop Publishing
Medical Lab Technician
Video Productions
Welding & Manufacturing

Oak Park High

Architectural Drafting
Cabinet Making Technology
Computer Business Software
Diversified Occupations
Sports Medicine
Video Production

Oxnard High

Architectural Drafting
Hospitality & Tourism

Pacific High

Diversified Occupations

Pacifica High

Culinary Arts

Royal High

Computer Business Software

Santa Susana High

Computer Repair & Maintenance
Graphic Design
Stagecraft Technology
Video Production
Virtual Enterprise
Web Design

Sears-Janss Mall in T.O.

Fashion Retail Merchandising &
Entrepreneurship

Simi Valley High

Machine Tool Technology

Thousand Oaks High

Diversified Occupations
Fashion Retail Merchandising &
Entrepreneurship
Machine Tool Technology
Video Production

Ventura High

Auto Service
Computer Repair & Maintenance
Computer Security
Culinary Arts
Floral Design
Landscaping
Network Technology (Cisco I & II)
Practical Computer Literacy

Westlake High

Diversified Occupations

ROP TEACHERS

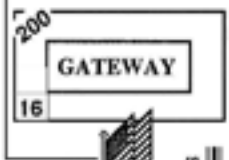
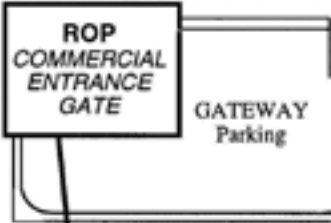
AGRICULTURAL FABRICATION	JOE RICARDS
ARCHITECTURAL DRAFTING	KEN PAULSON
AUTO BODY/COLLISION REPAIR.....	DEVIN THOMPSON
AUTO PAINTING/REFINISHING	STEVE BUDY
AUTO SERVICE	BILL ATWOOD, FENDER CARNINE, KEVIN CORSE, NORM ROTH, BEN TAKEDA, JONATHAN THROCKMORTON
BANKING & FINANCE.....	TANYA KOMATSU
CABINET MAKING TECHNOLOGY.....	KRISTIAN ATKINS, SCOTT MANNINEN, KEN PAULSON
COMPUTER BUSINESS SOFTWARE	ERIK AMERIKANER, LINDA BEYLIK, MARY ELAINE CHANEY, ZORKO JEZINA
COMPUTER REPAIR.....	VELMA LOMAX, ALAN PENNER
COMPUTER SECURITY	VELMA LOMAX
COMPUTERIZED ACCOUNTING	MARY ELAINE CHANEY
CONSTRUCTION TECHNOLOGY	HENRY BELTRAN
CULINARY ARTS	LEIGH ANN DIFFENDERFER, PATRICIA DOLER, LINNEA HOWE
DENTAL ASSISTANT	MARIA VALLEJO
DIVERSIFIED OCCUPATIONS	CATHY GLASS, DEBI KEHOE, ANGEL SILVA
EMERGENCY FIRST RESPONDER	RICHARD GOMEZ
FASHION RETAIL/MERCHANDISING	ZENDA ABBOTT, SUZY MCKEAN
FLORAL DESIGN	DEBBIE ALVAREZ, AMY LEWANDOSKI
GRAPHIC DESIGN/MULTI-MEDIA	MATT ABBE, ZOSIA BLAIR, HEATHER FARLEY, TED TYTELL
HEALTH CAREERS ACADEMY	RANO SIDHU, OSCAR GUTIERREZ
INFORMATION TECHNOLOGY ACADEMY	TONY LUBOFF
LANDSCAPING	ANDREW MORENO
MACHINE TOOL TECHNOLOGY	ROICE BASSETT, ABEL MAGANA, TBA
MEDICAL ASSISTANT	LINETTE BRAMMER
NETWORK TECHNOLOGY	VELMA LOMAX
NURSING ASSISTANT	MARJORIE PALMER
OFFICE TECHNOLOGY	LINDA BEYLIK
PHOTO COMMUNICATIONS	MARY ELLEN WORTHAM
PRACTICAL COMPUTER LITERACY.....	TONY LUBOFF, VELMA LOMAX
SCREENPRINTING	RUBEN REYES
SPORTS MEDICINE.....	BRENDA PASQUA
STAGECRAFT TECHNOLOGY	IRENE SILBERT
VIRTUAL ENTERPRISE	ANDREW BRADY
VIDEO PRODUCTIONS	TOM FRIEDMAN, LUKE GOLDEN, ALLAN HUNT, ALAN PENNER, NANCY SCHROEDER
WEB DESIGN	RAY KNERR, ALAN PENNER, MARK SHEINBERG
WELDING	FENDER CARNINE, JUAN RODRIGUEZ

101 FREEWAY



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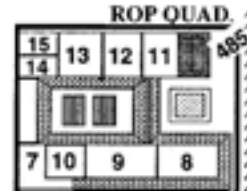
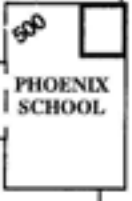
Durley Ave.



- Horizon Circle -



Willis Ave.



BUS ONLY



A
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W
a
y

Conference Center
Parking



BBQ
AREA

ROP
Student
Parking

JAMES COWAN
CONFERENCE
FACILITY

LEGEND

1. Information Technology
2. Computer Business & Software
3. Welding & Manufacturing
4. Auto Painting/Refinishing
5. Auto Body/Collision Repair
6. Auto Service
7. Medical Assistant
8. Graphic Design
9. Screenprinting
10. Health Careers/EFR
11. Floral Design
12. Dental Assistant
13. Nursing Assistant
14. DIVO Lab
15. Fashion Retail Merchandising

570

ACE
Charter
High
School

Skyway Ave.



- Pleasant Valley Road -