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A Letter from Our Superintendent

We're very happy to welcome you to Valley Regional Occupational Program (ROP). Thank you for joining us! We want you to feel that your association with Valley ROP will be a mutually beneficial and pleasant one.

You joined a program that has established an outstanding reputation for providing excellent career technical education for high school students and adults in the Kingsburg Joint Union High School, Kings Canyon Unified, Parlier Unified, Sanger Unified, and Selma Unified School Districts. Each employee plays a vital role in contributing to the success of the program. Your creativity, ideas, and work contributions are part of a team effort that focuses on meeting the needs of our students. The student, after all, is our ultimate employer who reaps the benefits of our services, creating employment opportunities for us all.

This manual provides answers to most of the questions you may have about Valley ROP's policies and procedures we abide by – our responsibilities to you and your responsibilities to Valley ROP. If anything is unclear, please discuss the matter with me. You are responsible for reading and understanding this Teacher Handbook and your performance evaluations will reflect your adherence to Valley ROP policies. In addition to clarifying responsibilities, I hope this manual also gives you an indication of Valley ROP's interest in the welfare of all who work in our program.

From time to time, the information included in our Teacher Handbook may change. Every effort will be made to keep you informed through written communication sent directly to you.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely many other factors count among your reasons for working – love of teaching, pleasant relationships and working conditions, career development, and health benefits are just a few. Valley ROP is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness with Valley ROP.

Sincerely,

A handwritten signature in cursive script that reads "Deborah Marvin".

Deborah Marvin
Superintendent

I. AN OVERVIEW OF VALLEY ROP

About Valley Regional Occupational Program

The Valley Regional Occupational Program was formed on May 15, 1971, by a vote of the Boards of Trustees from the following participating districts of the Kingsburg Joint Union High School District, Kings Canyon Unified School District, Parlier Unified School District, Sanger Unified School District, and Selma Unified School District. It is our intention to offer a wider variety of specialized courses and services to serve a larger number of students than can be provided for by a single high school district. We serve high school students and adults ages 16 and above.

Mission Statement and Goals

The mission of the Valley ROP is to provide career technical courses that prepare students for the challenges of today's rapidly changing work world and contribute to the economic development of California.

Our goals are to provide students with:

- Access to classes that provide marketable entry-level job skills in today's world of work.
- Access to classes that encourage the pursuit of post-secondary education.
- Access to partnerships and internships with the business community.

Purpose of this Handbook

This handbook has been prepared to inform you about Valley ROP's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you. This handbook offers insight on how you can positively perform to the best of your ability to meet and exceed Valley ROP's expectations.

No employee handbook can answer every question, nor would we want to restrict the normal question and answer exchange. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this handbook will help you feel comfortable with us. We depend on you – your success is our success. **Please don't hesitate to ask questions.** We will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find Valley ROP a good organization to work for.

We ask that you read this handbook carefully and refer to it whenever questions arise. We also suggest that you take it home so you can better become familiar with Valley ROP and our policies.

Valley ROP's policies, benefits and rules, as explained in this manual, may be changed from time to time as the Department of Education, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be given an updated handbook.

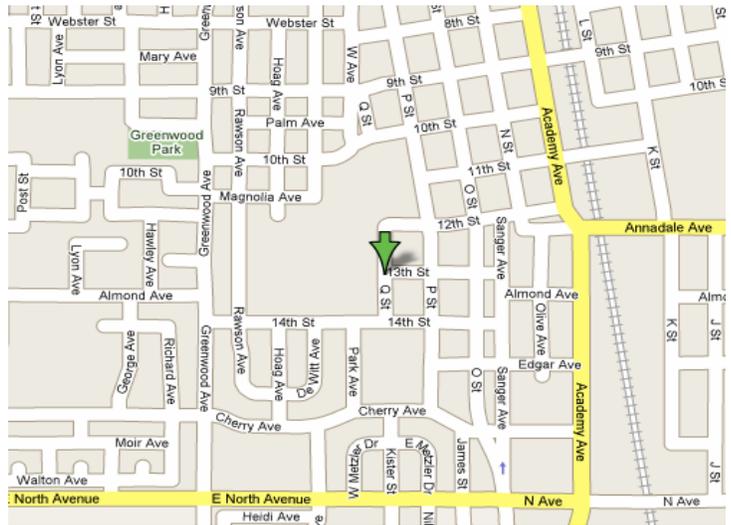
NOTE: As of June, 2014, this handbook supersedes all other previous handbooks for Valley ROP.

Contact Information

Address:
1305 Q Street
Sanger, CA 93675

Phone:
Office: (559) 876-2122
Fax: (559) 876-2102

Hours:
8:00am to 4:30pm
Monday through Friday



Personnel:

Superintendent

Deborah Marvin

Cell: (559) 859-0447
Email: dmarvin@valleyrop.net

Coordinator

Fabrizio Lofaro

Cell: (559) 284-0920
Email: flofaro@valleyrop.net

Business Manager

Dora Alvarado

Cell: (559) 269-2407
Email: dalvarado@valleyrop.net

Attendance/ Student Services Technician

Trish Casarez

Cell: (559) 269-1831
Email: tcasarez@valleyrop.net

Administrative Support Technician

Roberta Westendarp

Email: rwestendarp@valleyrop.net

Technology Consultant

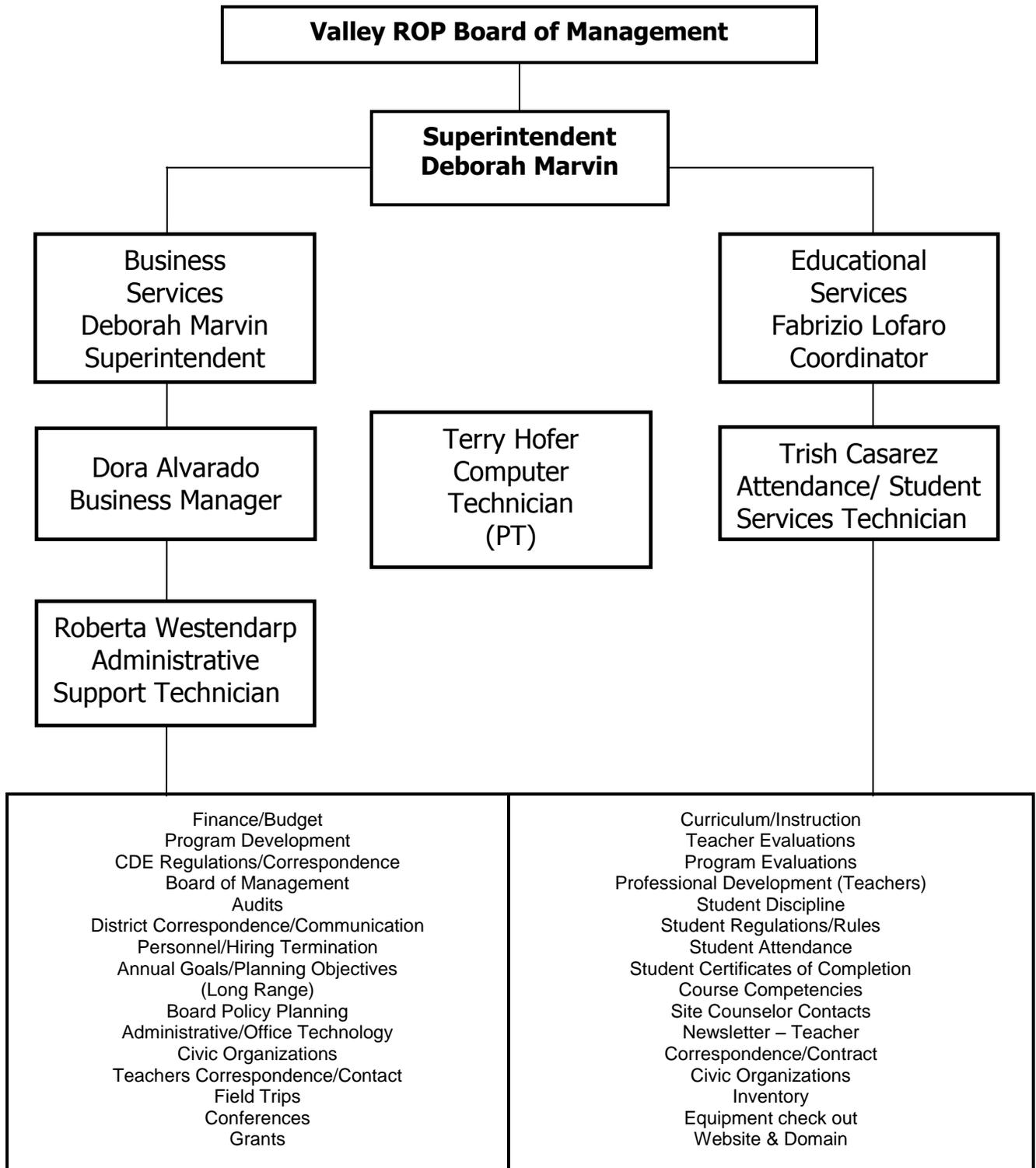
Terry Hofer

Cell: (559) 859-2339
Email: thofer@valleyrop.net



Valley Regional Occupational Program

Organizational Chart



Expectations

You're an Important Part of Our Team!

As a member of Valley ROP's team, you will be expected to contribute your talents and energies to improve the environment and quality of the program.

Valley ROP is dedicated to two standards:

1. To provide our students with the best quality career technical education coupled with superior service and delivery.
2. To provide you with wages and benefits equal to other instructors in your respective school districts.

Whether you are a new hire or a former employee returning to Valley ROP, you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially the Valley ROP Superintendent and Coordinator, as well as your site Principal, want to help you get off to a good start. Feel free to ask them for help concerning anything you don't understand.

One of the first things you should do is carefully read this handbook. It is designed to answer many of your questions about the practices and policies of Valley ROP, what you can expect from Valley ROP, and what Valley ROP expects from you.

What You Can Expect From Valley ROP

Valley ROP's established employee relations policy is to:

1. Operate an economically successful organization so that a consistent level of steady work is available.
2. Select people on the basis of skill, training, ability, attitude and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
3. To provide teachers with wages and benefits equal to others in the respective school districts.
4. Dedicate ourselves to total student satisfaction by providing quality teaching.
5. Develop competent teachers who understand and meet our objectives and who accept with open minds the ideas, suggestions, and constructive criticisms of fellow employees.
6. Assure teachers an opportunity to discuss any problem with the Valley ROP management.
7. Make prompt and fair adjustment of any complaints that may arise in the everyday conduct of our organization, to the extent that is practical.

8. Respect individual rights and treat all employees with courtesy and consideration.
9. Provide a safe working environment.
10. Keep all staff informed of the progress of Valley ROP, as well as organization's overall aims and objectives.
11. Do all these things in a spirit of friendliness and cooperation so that Valley ROP will continue to be known as "a great organization to work for!"

What Valley ROP Expects From You

1. To understand thoroughly your duties and assignment.
 - If you have questions it is your responsibility to ask for clarification! We believe in direct access to management, please know that you can come to us at anytime for help or clarification regarding your assignment.
2. To perform your duties correctly, promptly and pleasantly.
 - You are expected to perform every task to the very best of your ability and to the standards specified by Valley ROP. The result will be better performance for the organization, as well as overall and personal satisfaction for you.
3. To cooperate with management and your fellow employees and maintain a good team attitude.
 - Your interactions with fellow staff members and clients of Valley ROP can, and will, affect the success of your individual program.
4. To seek out and take advantage of opportunities for personal development.
5. To act as a positive representative of Valley ROP on your campus
6. To help create the healthful, pleasant and safe working conditions that Valley ROP intends for you through your actions and deeds.
7. To voice your opinions and contribute your suggestions to improve the quality of Valley ROP in a constructive manner.
 - We are dedicated to making Valley ROP an organization where you can approach the Superintendent, or any member of management, to discuss any problem or question.
8. To be hands-on in the development of your program
 - We strongly believe you should have the right to make your own choices in matters that concern and control your life. Therefore, we know that the success and development of a program is dependent on the individual person and the needs of their site. This handbook has suggestions and guidelines regarding how to improve and grow your program.

Valley ROP Quality Statement

Quality at Valley ROP means exceeding the needs of our students.

We are suppliers of career technical education. We strive to be competitive in new classes, with our overall goal of continuous improvement and growth.

We are committed to total student satisfaction by delivering quality teaching to students. We encourage open and active participation by all staff in achieving this objective.

Quality teaching consists of the use of a variety of teaching methodologies emphasizing hands-on learning. Activities must be practical and authentic. Activities must be diverse to meet the needs of all students and enhance the learning environment for all students.

Our instructors are dedicated to high quality teaching. Our goal is to form partnerships with local businesses to further enhance our curriculum through job shadowing, guest speakers, community classroom, and cooperative vocational education. Our students and business partners are the key to our success in reaching our vision.

II. POLICIES AND STANDARDS

Regarding Students

Mandated Reporting

Under California state law, educators are mandated to report known or suspected child abuse. Knowledge or reasonable suspicion of child abuse is not privileged information and must be reported

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees or any public or private school; and others.

Upon employment you received and signed a document detailing child abuse reporting requirements. If you have knowledge or suspect a student is being abused, notify your site administration immediately to assist you in filing a report.

Privacy Rights

Student records maintained by instructors include, but are not necessarily limited to, identifying data, access log, academic work completed, level of achievements, health information, attendance records, test scores, family background information, ratings and observations of pupils, reports on behavior, grades determined by the teacher(s), and program reports. (Education Code 490063, 49064, 49066, 49067).

A student's right to privacy prohibits the release of confidential information in a student's records to individuals other than a parent, the student (if 16 or older), or certain authorized individuals. (E.C. 49060). **You cannot post students grades by names or social security numbers, cannot give graded students work/test to other students, allow students to see other students' grades.**

Classroom Policies

Attendance

Since attendance is a major factor in successful job performance, regular attendance will be required. All students enrolled in Valley ROP courses are required and expected to maintain a satisfactory attendance record.

Discipline

Students are to adhere to the attendance and discipline policies of their respective school districts. You must obtain a copy of the school's "Student – Parent Handbook" and become familiar with the schools "step" (or discipline) procedure. If you have questions, ask the Assistant Principals or Learning Directors at your respective school.

Community Classrooms

If the students participate in a community classroom (a classroom off-campus at a community or business site), a "Community Classroom Agreement" form must be completed. (See appendix)

In a community classroom situation the standard of dress commonly accepted in the particular occupational field will prevail in each course.

Independent Study Program

Valley ROP students who leave the regular school site to go **temporarily** on Independent Study may be given the opportunity to continue course work until his/her return to said school site.

Permission to obtain Independent Study will be granted on a case-by-case basis as determined by the Valley ROP administration, keeping in mind that the student assumes responsibility to successfully complete all assignments.

The student is obligated to request an Independent Study assignment from the teacher of record. Within five (5) days of his/her return to the classroom, all assignments previously agreed upon are to be delivered to his/her teacher.

It is vital that the student understands that he/she must have available to him/her the equipment necessary to complete the assignments if an alternative assignment is not appropriate.

Behavior and Performance Standards

Students enrolled in ROP courses are receiving career and technical training geared to prepare them for entry-level jobs. Therefore, attitudes and behavior similar to the requirements on the job will be stressed at all times.

Students will be expected to observe administrative rules and regulations of both Valley ROP and the host institution or district facility.

Students and Parents will read and sign the Valley ROP Program Agreement.

The "Teacher-to-Parent Performance Report" form is available to you to use to report student performance to parents. (See appendix). Complete the form and submit it to the Valley ROP office. We will mail them to the parents.

It is vital that you complete these forms if the students are in danger of failing especially if the student is a senior. We must follow due process and give proper notice to parents and students.

Course Credit and Certification

In accordance with the California Education Code Section 52310, credits earned from courses completed in a regional occupational program may be applied toward fulfillment of requirements for a high school diploma.

Grades

We require all teachers to develop and use syllabi. In the syllabus factors impacting grades should be clearly indicated. You may use these as guidelines in determining your grading policy:

1. Grades and credits will not be given if a student voluntarily or involuntarily drops the course prior to the end of the semester.
2. Extensive absences will impact grades; i.e., loss of points per so many absences.
3. Excused absences may be made up.
 - a. Absences must be cleared by the school district before make-up work is assigned.
 - b. It is the responsibility of the students to approach you for make-up assignments.

Certificates of Completion

A Valley ROP Certificate of Completion listing competencies achieved during the class will be awarded to your students upon their successful completion of the course. The Valley ROP office will create the certificates and print them for you to award at the end of the year. Please note that you will receive certificates for all students that were ever enrolled in your class. You must sort through and destroy any certificates for students that do not meet the following requirements.

Certificate of Completion may only be given to students who have:

1. Completed the entire course, in most cases this means the full year
2. Received a grade of "C" or better both semesters

These certificates of completion can help them students when applying for a job. The list of competencies located on the back is documented proof that they have achieved competency in these areas. Teachers must mark the competencies that each student has achieved.

Also, please encourage students to hold on to these certificates. We are constantly having past students contacting us for duplicates and these are difficult to reproduce.

If you have questions regarding certificates of completion or you would like to review or update the competencies for your course, please contact the Student Services Technician.

Student Transportation

In the event the Valley ROP deems necessary and allows a student to provide his/her own transportation, with parental consent and liability insurance verification, the districts and the ROP are relieved of all responsibility.

A "Parent/Guardian Authorization for Community Classroom Walking Permit and/or Use of Personal Vehicle Authorization" form must be completed and on file in the Valley ROP office. (See appendix).

Student Driving Agreement Administrative Regulations:

1. Student must have a Valley ROP "Parent/Guardian Authorization for Community Classroom Walking Permit and/or Use of Personal Vehicle Authorization" permission form completed with appropriate signatures.
2. Student must obtain parent permission with parent assuming full responsibility and legal liability.
3. Student must have permission from a school administrator from his/her home school site.
4. Student must possess a valid CA driver's license and have it in his/her possession while during driving to and from his/her home school to ROP program.
5. Student must take the safest and shortest route to and from the class.
6. Student will not transport any other person while traveling to and from the Valley ROP class site.
7. Student's vehicle must be covered by insurance with a minimum of public liability and property damage coverage.
8. Valley ROP has the right to terminate an agreement at any time for due cause.
9. If the Driving Agreement is revoked for violation of policy, student will be dropped from the ROP class with no grade.

III. INSTRUCTOR RESPONSIBILITIES

Title V Advisory Committee

The Education Code **requires** that each ROP course utilize a business advisory committee for the development and maintenance of the course.

Education Code stipulates the following:

- Valley ROP instructors are required to establish an advisory committee of education and business/industry partners.
- The membership must include **at least three (3) private sector business/industry representatives**.
- The membership must be reflective of the courses you teach.
- You must hold at least one meeting per academic year.

Each instructor is required to:

1. Submit an updated list of members and their contact information each year **by October 31st**.
2. Create documentation of each meeting in the form of minutes.
3. Submit a copy of the minutes to the Valley ROP office where they must remain on file.

Requirements of the advisory committee members and meetings include:

1. At least one meeting is to be held each year. **Additional meetings may need to be held to approve new courses and/or curriculum.**
2. You must have at least 3 business partners in attendance for your meeting to count.
3. Minutes are required and must follow the template found at: **<http://www.valleyrop.net/for-teachers>**, click on "Minutes Template".
4. **Minutes must be submitted electronically** (by email, flash drive, or CD) to the Coordinator no later than **April 30th for existing courses**. Minutes for new courses should be submitted by **January 31st**.
5. Members should be invited to be guest speakers in your classes, assist you with conducting mock interviews during your employability unit, create job shadowing opportunities for your students, and suggest new courses for development and implementation.

See the Valley ROP Advisory Committee Handbook for specifics on forming a committee and holding meetings.

Visit our website at www.valleyrop.net and go to the 'Resources for Teachers' page. Select Advisory Committee Handbook link to view the handbook.

New Course Approval Policy/Procedure

Valley ROP is always interested in developing and implementing new courses. Your advisory committees are instrumental in creating awareness of job market training/skill demand that we might be able to meet.

Steps in Creating a New Course:

1. Contact the Superintendent to discuss the possibility of creating a new course. The Superintendent will then contact the site Principal to set up a meeting to discuss your proposal. At this time the Superintendent will request a capital outlay for the equipment proposal from you.
2. Discuss the creation of the new course with your advisory committee.
3. Develop an outline for the new course.
 - Contact the Valley ROP Coordinator for resources for already existing similar courses and assistance.
 - Obtain current labor market data (<http://www.labormarketinfo.edd.ca.gov/>)
 - At this time we suggest that you contact either the Community Colleges (2+2) or CSUF (UniTrack) to investigate the possibility of articulation. The course outline can then be aligned to articulate upon inception.
4. Submit the course outline to the Coordinator for review.
5. Have your advisory committee review the course outline and approve it.
6. Submit the approved course outline and the minutes documenting Advisory Committee approval to the Coordinator for submission to the Valley ROP Governing Board of Management.
7. Obtain Valley ROP Governing Board of Management for approval.
8. The Coordinator then submits the course to the CA Department of Education (CDE) for approval. **This takes approximately 3 months.**

Timeline

It takes approximately one academic year for this process. In order to implement a new course for the beginning of the **next** school year, the following dates must be adhered to:

- **November** – New course description must be submitted to the Valley ROP office by for inclusion in the course catalogs.
- **January** – You will be asked to present your new course at your sites annual counselor meeting.
- **February** – You must have completed through step 6 above, this includes holding an advisory meeting to approve new curriculum.
- **March** – Your course will be presented to the Valley ROP Board for approval.
- **April** – The course will be submitted for approval to CDE.

Articulations

Articulation is the process of evaluating courses to determine whether coursework completed at our ROP meets the requirements at a community college or post-secondary institution whether by course-to-course equivalency, credit by exam, advanced placement, The College Board Advanced Placement Program, or dual enrollment. The articulation process is designed to help students advance from one course, program or educational level to the next without repetition of essentially similar courses for which credit has been received. By obtaining credit for college while still enrolled in high school or ROP, students can complete a certificate or degree in a shorter time. Establishing an articulation agreement is the final step in creating a connection for students from high school to post-secondary education. Talk to the Coordinator about articulating your courses so that our students can receive college credits while still in high school.

High School Articulation

The high school class is determined to be similar in content and rigor as the college course and is approved by the college instructor and administration. The student is enrolled in the high school course and receives high school credit. No college credit or grade is awarded. The student receives a certificate of articulation upon successful completion of the course. The teacher does not need to meet the college minimum qualifications as an adjunct instructor.

High School Articulation with Credit by Examination

With the high school articulation with credit by exam option the high school class is, again, determined to be similar in content and rigor as the college class and is approved by the college instructor and administration. The college instructor provides the End of Course Assessment (EOCA) or approves the high school exam or appropriate EOCA.

Students 'opt in' for college credit by applying to the college, but are not enrolled in a college class. Upon successful completion of the EOCA, students receive a letter grade and credits on the college transcript. The EOCA may be proctored by the high school teacher or college instructor. The teacher does not need to meet the college minimum qualifications as an adjunct instructor.

Dual Enrollment

With Dual Enrollment the college course is taught on the high school campus. The teacher is approved as a college instructor meeting the minimum requirements. The student enrolls in the course and upon completion receives grade and credits on the college transcript.

For more information visit the website at <http://articulation.statecenter.com/>

Unitrack

Articulation with CSU, Fresno through Unitrack also allows students to generate transcripts upon completion for a small fee. This small registration fee allows students to use all Fresno State facilities and obtain a CSUF student ID card if they so choose. To attain a Unitrack agreement, teachers must be approved by the university and are usually required to hold a master's degree.

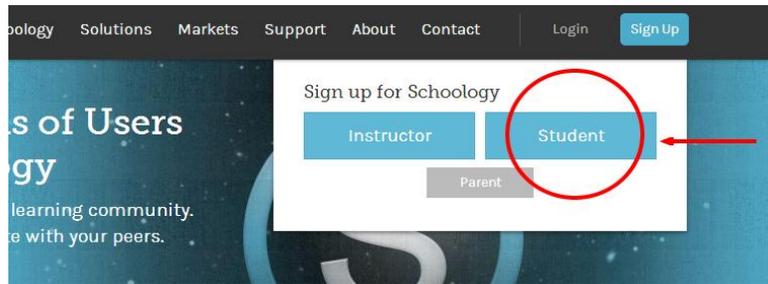
***If you know of any potential articulation or would like to get further information on the submission process, please meet with the Coordinator.**

How to Create an Account on Schoology.com

Schoology.com is an online learning, classroom management platform that improves learning through better communication, collaboration, and increased access to curriculum and supplemental content. Valley ROP uses Schoology.com to collect a variety of Documentation that instructors need to complete during the school year, such as: Advisory Minutes, Course outlines, Syllabi etc.

A. Create an Account:

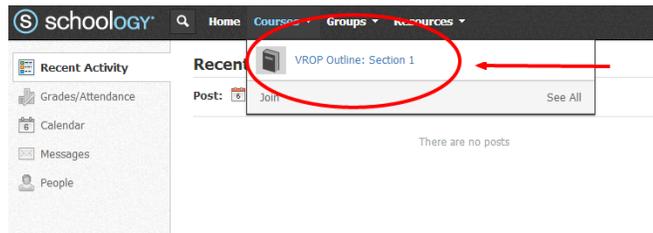
1. Go to www.schoology.com and click on Sign Up as a Student



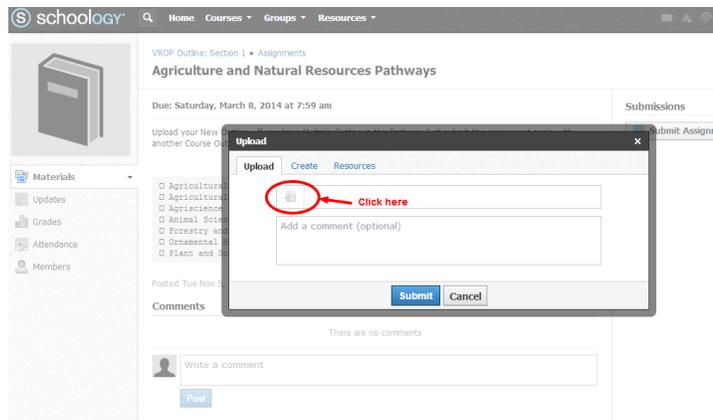
2. Enter this code in the Access Code Box: **2BZKW-KHXWV**
3. Create an Account

B. How to Upload Documents:

4. Click the Courses Tab, find the VROP Outline course.



5. Click on "Assignments"
6. Find the Assignment name and click on it (Ex. Advisory Minutes, Course Outline, Syllabus, Etc.)
7. Click on Submit Assignment:



8. Upload your Document (Word, Excel, .PDF, etc.)
 - a. For multiple Documents Submit new revision of the Assignment and upload again.

Valley ROP Resource Library/Video Check-out Policy

Many resources are available for teachers in the resource library located inside the Valley ROP office. Supplementary texts, teacher tools, and instructional videos are can be found here. All instructors have the opportunity to use any Valley ROP purchased instructional materials in their classroom when needed. If you would like to borrow any materials from the Resource Library, please contact the Student Services Technician.

You can find a complete inventory list of the instructional videos we have online at <http://www.valleyrop.net/for-teachers>. In addition to VHS and DVDs there are also CD-ROMs that can be borrowed. All formats adhere to the following Video Check-out Policy.

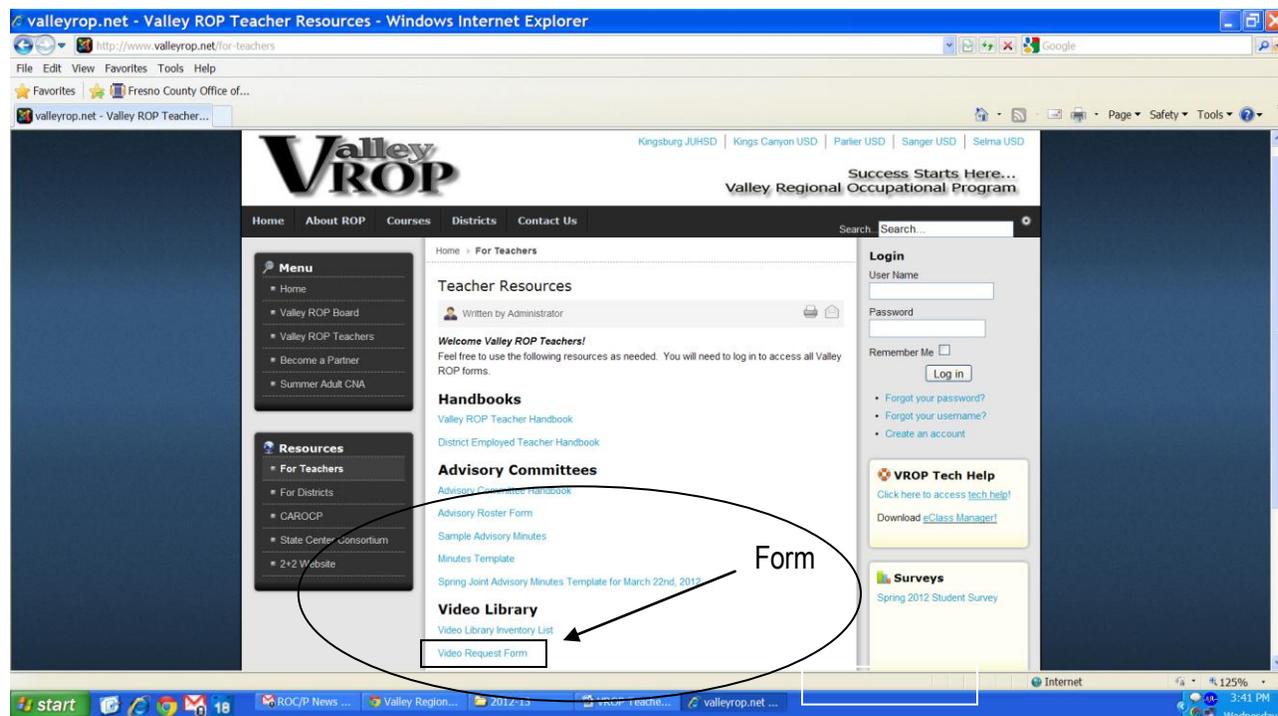
Valley ROP Video Check-out Policy

- 1.** Review the inventory list. The inventory is sorted by industry sector(s).
- 2.** To check-out a video you will need to fill out a Video Request Form with all appropriate information including your name, site, video title, and ID#.
 - a.** You may use the hard copy version, located in the appendix, or you can visit the Teacher Resource page on our website at <http://www.valleyrop.net/for-teachers>.
 - b.** Instructions for *How to Request a Valley ROP Video Online* are also included in this handbook.
- 3.** Please return hard copy or printed forms to the VROP box at your site or email electronic request forms to Trisha at tcasarez@valleyrop.net
- 4.** All requests should be submitted two weeks prior to the "Need by Date" (the date you need the video).
- 5.** Once your request is received we will deliver the video to your campus mailbox.
- 6.** You will have two weeks from your "Need by Date" to view and return the video. If you need to extend your borrowing time, please let us know.
- 7.** Return used videos to the VROP box at your site.
- 8.** You will only be allowed to borrow two videos at any given time.
- 9.** Any videos lost or damaged while in your possession will be replaced using your budget funds.

How to Request a Valley ROP Video Online

Once you have reviewed the list of Valley ROP Instructional Videos, you can visit our website to fill out a request form. Please go to <http://www.valleyrop.net/for-teachers>

On the Teacher Resource page you will find a section labeled "Video Library".



Please fill out the following form.

Valley ROP
Valley Regional Occupational Program

Video Request Form

INSTRUCTIONS:

1. Please complete this form and return to Trisha via email or interoffice mail.
2. All video requests should be submitted two weeks prior to the "Need by Date".
3. Once video is received you will have two weeks for use before you must return it.

Name: Site: Request Date:

Video Title: Video ID #: -

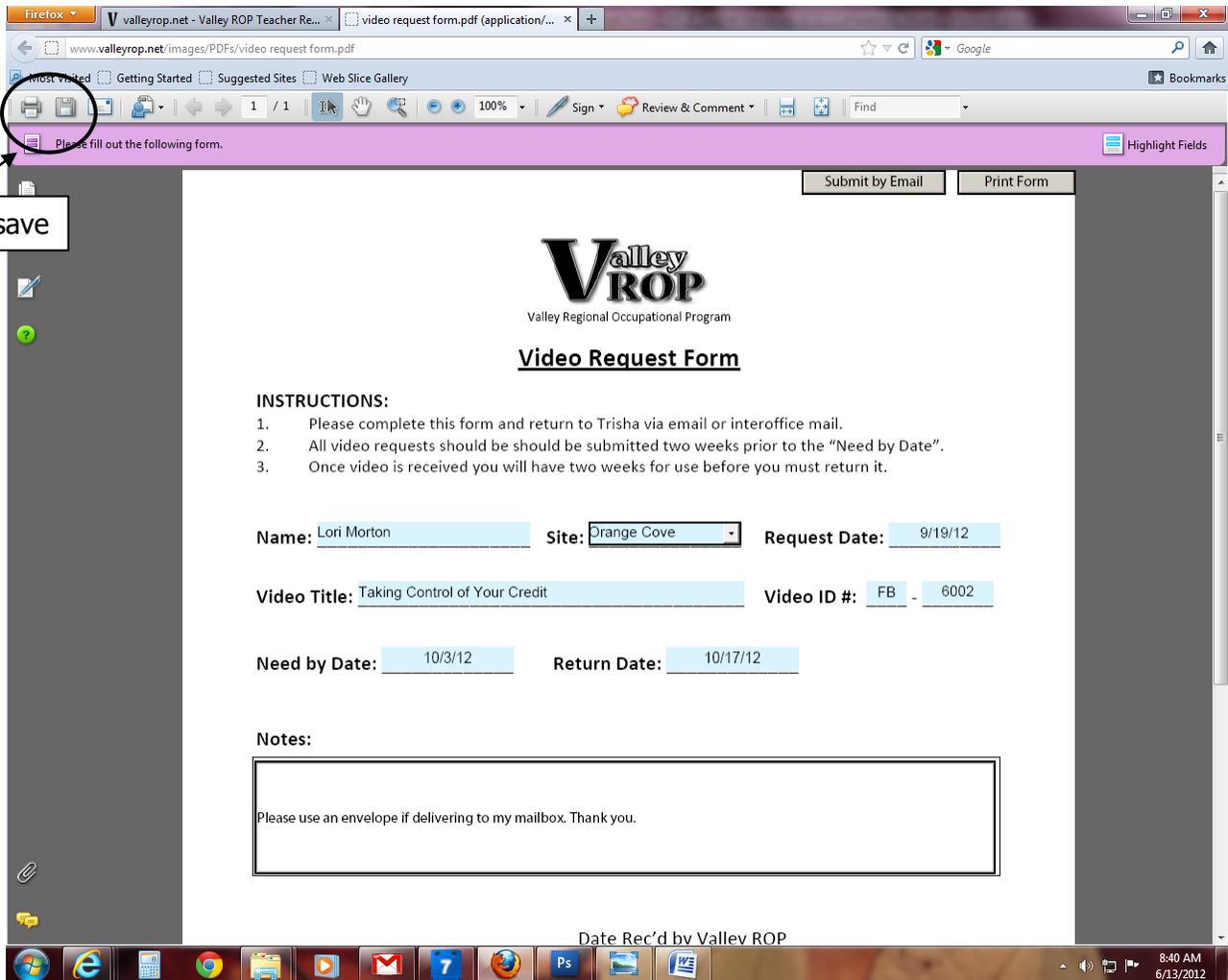
Need by Date: Return Date:

Notes:

Date Rec'd by Valley ROP

The image above shows where the Video Request Form is located in this section. When you click the link an online .pdf form will appear. (left)

Fill in the blue form fields using the tab key or by clicking in each box. You may select your high school site by clicking on the drop down arrow.

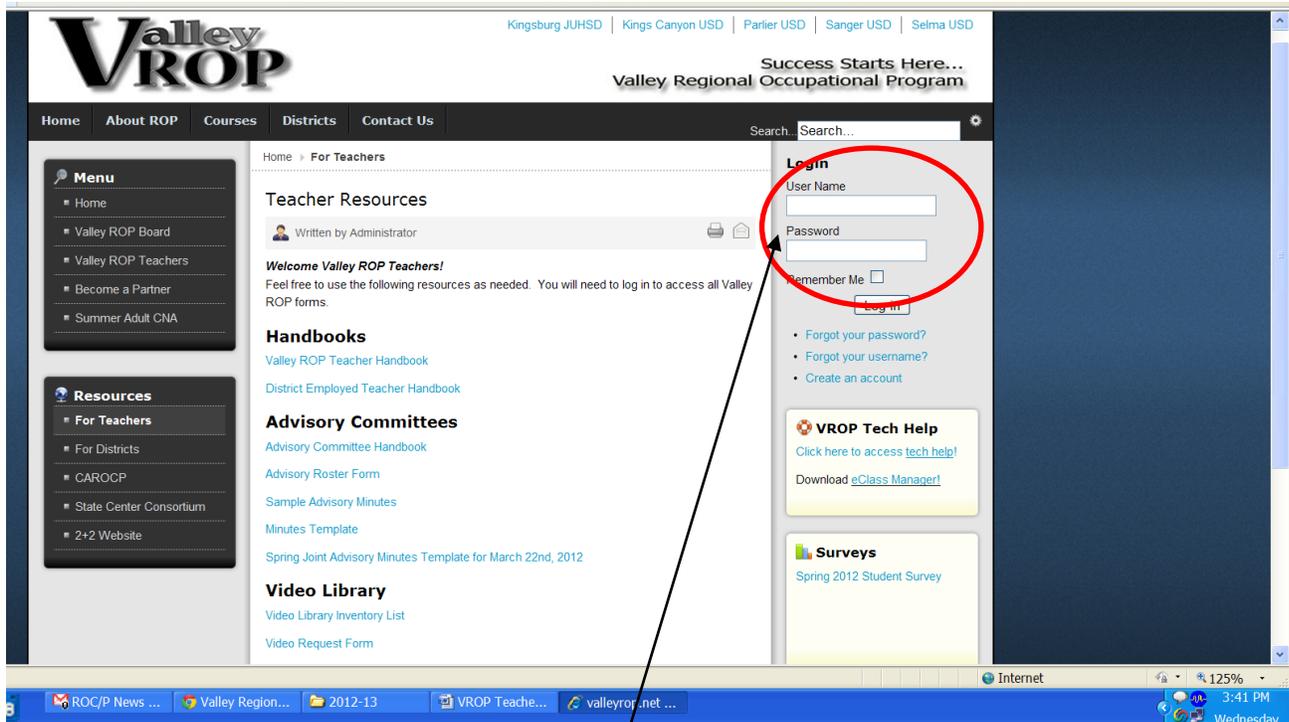


Reference the video library spreadsheet to make sure you have selected the correct video id #. Once you have selected the correct sector abbreviation, type the numerical id code that follows. For example, the "Taking Control of Your Credit" video is FB – 6002. (FB representing Finance and Business) Please use the notes box with any special directions.

Your completed form should look something like the image above. Once you have completed the form you may email it to Trisha at tcasarez@valleyrop.net or place it in the VROP box at your school site. Click in the upper right hand corner to print the form or submit by email. You are also allowed to save the completed form by clicking the save button.

Please submit all requests two weeks prior to the date you need them. Once received you will have approximately two weeks to view and return the videos. Please contact Trisha with any questions.

How to Log In to Valley ROP Website

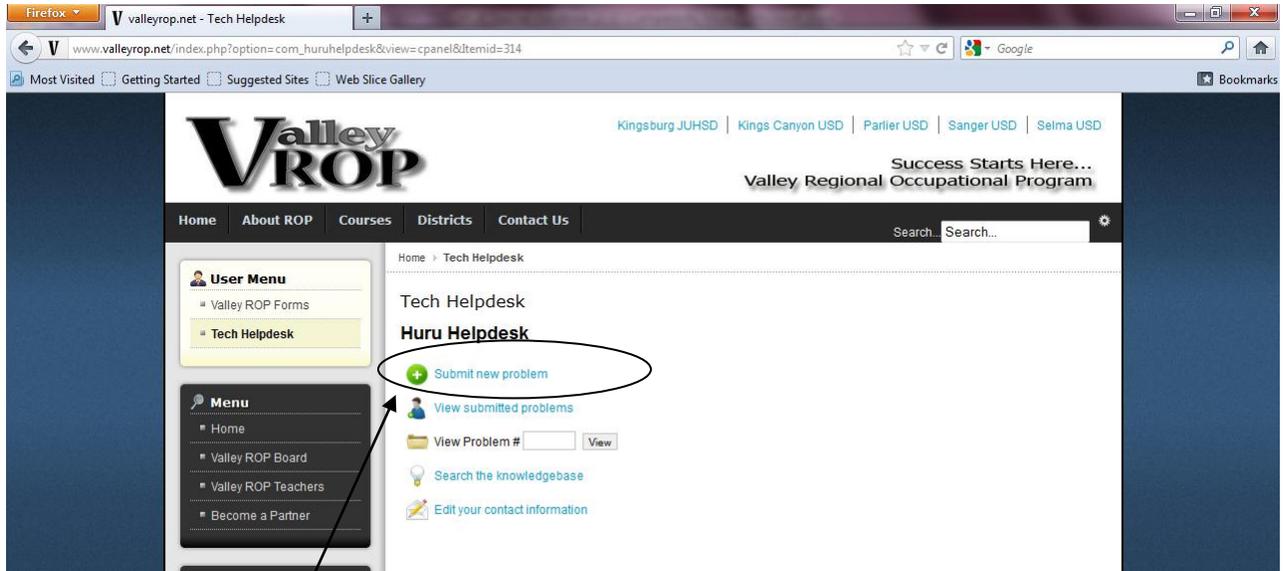


- Your username is your Last Name all CAPS
- Your Password is the same as the eClass Manager/AIM

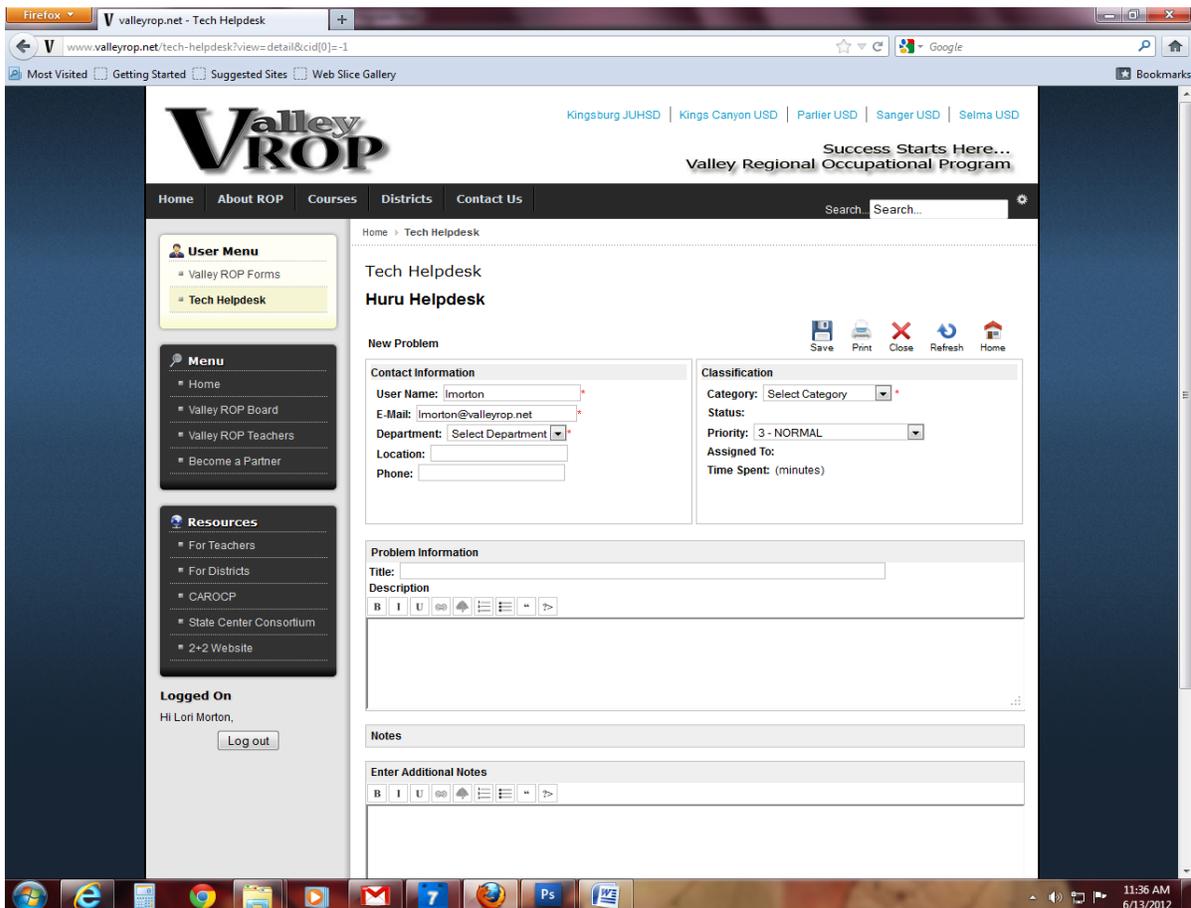
For any question about the Valley ROP log in information please contact Trish Casarez tcasarez@valleyrop.net, Phone: (559) 876-2122.

Tech Helpdesk

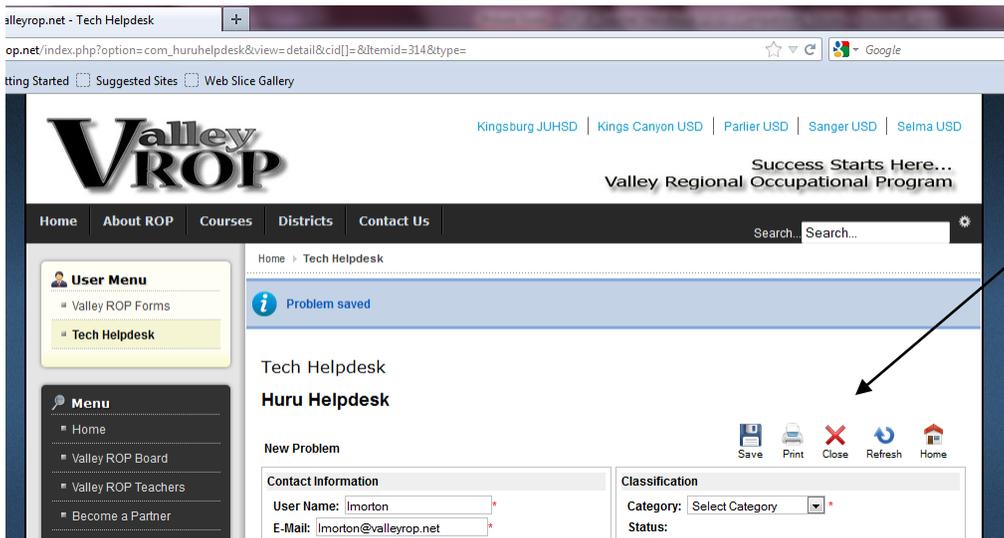
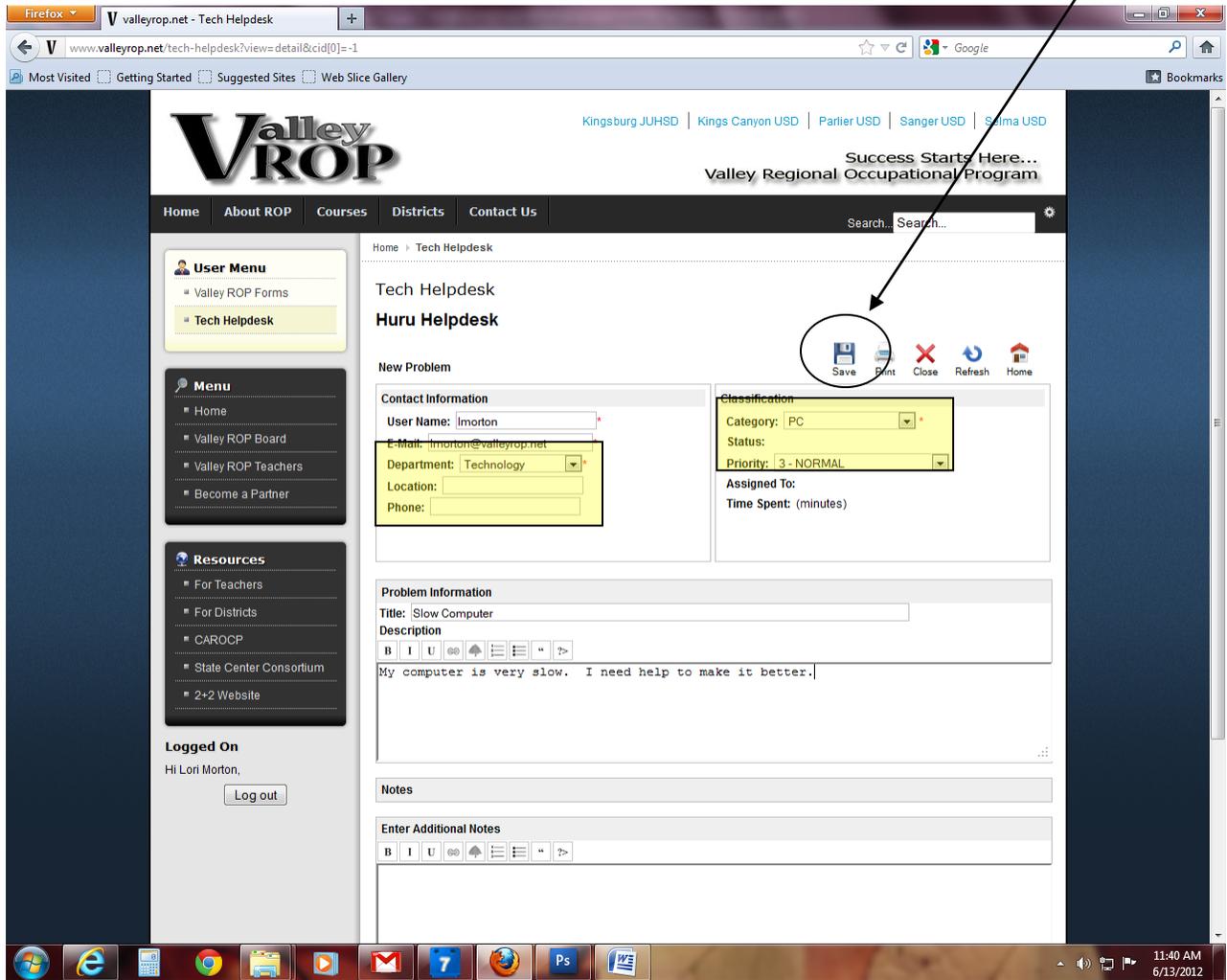
When you are in need of technical assistance login to the Valley ROP website to create a helpdesk ticket. Once you are logged in, click Tech Helpdesk on the User Menu. Your screen will look like the following image.



Click **Submit New Problem** to create a helpdesk ticket.



Your username and email should automatically fill in based on your account information. Select or complete the Department, Location, Phone, Category, and Priority portions of your ticket. Then type in your title and problem information. Once you have completed the form, click the save button.



The blue bar indicates your ticket has been saved and you will also receive a confirmation email. Click the close button to exit. The Valley ROP Technologist will contact you shortly on a solution.

Attendance and Grades

The Valley ROP teachers are in charge of daily attendance of all students under their direction. The home school and ROP staff will work cooperatively with the ROP teacher in maintaining attendance accounting on students. The ROP teacher must complete the proper attendance accounting forms, follow reporting procedures, and sign all necessary attendance reports.

Procedure

1. Become familiar with the AIM program used for Valley ROP attendance.
 - If you are a new employee you will receive orientation on AIM from the Student Services Technician within your first month of school.
 - Questions regarding AIM can be directed to the Student Services Technician at any time. If you don't know how to do something please ASK!
2. Have all students complete the registration Scantron. It is important that all the information is correct.
3. It is no longer necessary to take daily attendance for Valley ROP.
4. Take daily attendance on your high school's attendance program. *Regional Classes must record attendance daily in a roll book or excel document.
5. At the end of the semester grades must be recorded on the AIM software program.

Traveling Students

Because not all courses are offered at every site, on occasion you may have a student enroll in your class that is from another campus or alternative school. After these "traveling students" have met all admission requirements, they will be placed in the requested ROP course. If you have a traveler placed in your class, you must have them fill out a Valley ROP Attendance Scantron. They may not be added to your school's roster, but Valley ROP must be able to track their attendance and grade. If you have any other questions regarding this please contact the Student Services Technician.

Purchasing Policy And Procedures

Requisitions and Purchase Orders

All requests for the purchasing of Books, Materials & Supplies, Equipment, Electronics, Fees, Transportation, etc... will need to be submitted on a Requisition. Only approved Purchase Orders will be used for placing orders and making purchases.

When completing a Requisition:

1. Make one Requisition per Vendor.
2. Indicate the item/catalog number of the item(s).
3. Attach a copy of the item/book.
4. If ordering from a Web-Site indicate the web-site address and attach a copy of the item(s) that will indicate the item/catalog number.
5. Indicate the estimated cost for each item, include shipping and handling and total the full amount of the order.
6. Sign and date the Requisition.
7. Indicate the School Site and the Classroom Budget Name and if known #XXXX.

All Requisitions will be submitted to the Business Manager.

- Once the Requisition has been received the appropriate Budget will be reviewed for available funds.
- Requisitions will then be forwarded to the Valley ROP Superintendent for approval.
- Once the Requisition has been approved a Purchase Order will be generated. Only approved Purchase Orders will be used for placing orders and making purchases.
- All Purchase Orders will be copied and sent to the following:
 1. Original White Copy -VROP
 2. Yellow Copy – Requestor/Instructor
 3. Green Copy – Receiving Department (If you are sent a Green Copy, please return it to the Business Manager once you've received all the items. You will need to sign the P.O. Copy and attach all the receipts (make sure you sign every receipt for confirmation))
 4. Pink – Vendor (P.O. may either be faxed, mailed or hand delivered).
 - If P.O. is faxed or mailed, pink copy will be used for confirmation of items received by the Requestor.

NOTE:

- It is the responsibility of the Requestor/Instructor to make sure the Requisition has been processed and a Purchase Order has been generated. If the Requestor/Instructor has not received a Yellow Copy of the Purchase Order after 5 to 10 business days, a follow up call should be made to the Business Manager.
- Once you have received a Yellow Copy of the Purchase Order, you are encouraged to follow up with the Vendor on the status of your order using the Purchase Order Number located on the upper right hand of the P.O. If the Vendor has not received the order you may send them a copy of the P.O. or call the Business Manager for assistance.

The Requestor/Instructor will need to make special arrangements with the Business Manager for the use of the Credit Card after a Purchase Order has been approved to the following Vendors:

- Costco
- Northern Tool & Equipment
- Save Mart
- Sears
- The Home Depot
- Wal-Mart

When using these Credit Cards, the Requestor/Instructor must present a copy of the Purchase Order to the Vendor at the time of making a purchase.

Delivery and Receipt of Merchandise

For verification and inventory purposes all items ordered will be delivered to the Valley ROP Office unless special arrangements are made ahead of time. Valley ROP will notify all Requestors/Instructors to pick up their items via e-mail or a phone call. Requestors/Instructors will have to sign a copy of the Purchase Order to confirm they have received all or partial items indicated on the Purchase Order. Special arrangements will need to be made with the Valley ROP Office for the delivery of the items to the site if the Requestor/Instructor cannot pick up the order.

Deadline for Requisitions and Purchase Orders

- **April:** All Requisitions on orders for the upcoming academic year will be due. These are for items needed for the beginning of the school year. Most likely these items will be here for the beginning of school.
- **August:** Requisition for the Current Academic School Year will be due. There will be no guarantee delivery of these orders before the beginning of school.
- **September – March:** All Requisitions for the Current Academic School Year will be accepted.
- **Mid-March (Date To Be Announced):** Deadline on all Requisitions for Current Academic School Year.

Collection of Funds from ROP Classes

Some of the ROP classes generate funds through either the sale of goods or services produced by the students. These funds are the product of sales or services from materials purchased by Valley ROP.

- A detailed Work Order, Invoice or Receipt must be generated for each sale or service.
- The Work Order, Invoice or Receipt should list the materials and cost of each item.
- Each Work Order, Invoice or Receipt must be in numerical sequence in Triplicate Form.
 - Original – Purchaser
 - 2nd Copy – VROP, submitted with funds
 - 3rd Copy – Classroom

In some cases, the Instructor may feel a classroom fee is necessary to cover certain materials and supplies. The Instructor must receive prior approval from both the VROP Superintendent and the Site Administrator by providing a written explanation detailing the need for a fee. A roster of the class will need to be submitted also.

- All Instructors must have a Receipt Book in Triplicate Form.
 - Original White Receipt – Purchaser/Student
 - Yellow Copy – VROP, submitted with funds
 - Pink Copy – Instructor
- Students must be given a Receipt every time they turn in money.

The following guidelines should be used in handling the collection of funds.

1. Only Cashier Checks, Money Orders and Cash may be accepted. No Personal Checks.
2. All funds will need to be secured in a safe or if necessary in a locked cabinet until it can be submitted to the Valley ROP Office.
3. Funds should be brought into the Valley ROP Office as soon as possible.
4. When funds are turned into the VROP Office the Instructor must be present while the funds are being verified.
5. Remember to always get a receipt for the money you turn in before you leave.
6. Special arrangements may be made with Trisha to pick up the funds. Again the Instructor must plan on being present when Trisha counts the funds and the Instructor must receive a Receipt.
7. All Work Orders, Invoices and Receipts should be in sequence.
 - Void Receipts – The Original Receipt and the Yellow Copy must be turned in with the complete deposit.
 - Refunds can be given by obtaining the Original White Receipt from the student or having the student sign off the Yellow Receipt Copy indicating “Refund Requested”.
 - Refunds requested after all funds have been deposited must be requested by the Instructor through a VROP Requisition indicating:
 - Student Name, Address, Phone Number
 - Reason for Refund

All funds collected will be deposited to the Instructors Budget to purchase materials and supplies or offset expenses.

Please Note: Instructors are prohibited to collect money from students to pay Vendors directly.

Professional Development: Conference/Workshop Requests

Valley ROP strongly supports professional development for its instructors. You may request participation in one event per semester that directly relates to your VROP assignment. **If you want Valley ROP to pay for and/or reimburse you for expenses, you must have advance approval.**

Procedure

1. Complete a "Valley ROP Conference/Workshop Request" form (example in appendix).
2. Estimate expenses and attach a copy of the brochure, program or agenda, **and complete registration form.**
 - See "Conference/Workshop Request" form for mileage and meal reimbursement rates.
 - **Note:** Extraneous Travel Expenses are expenses that are indirect of the activity and other than the registration, transportation to/from the activity site, extra day lodgings, and meals beyond the time limit.
3. Submit this request to Business Manager for Superintendent's approval.
4. After approval is received the Business Manager will complete your registration for your registration payment.
5. **You are responsible for making the necessary travel and room arrangements.**
6. Keep all receipts during your travels and submit them to the Business Manager upon your return.
 - Valley ROP reimburses based on actual and necessary expenditures.

Please Note: Fees incurred to obtain any units of credit from a college or university (i.e. CEUs) will not be reimbursed by Valley ROP.

Student Field Trips

Valley ROP encourages field trips for students that relate directly to the subject area and/or to career exposure. If you are requesting Valley ROP to pay for part of the field trip expenses you must follow the procedure below. **Valley ROP requires all documentation to be submitted AT LEAST one month prior to the field trip date.**

- **In addition to the Valley ROP procedures make sure to complete the field trip request procedure at your home school site.**

Procedure

1. Complete a "Valley ROP Field Trip Request" form (example in appendix).
 - Estimate expenses and attach a copy of the brochure, program or agenda
 - Attach appropriate copies of home school site forms (i.e., if using District transportation, attach a copy of the District transportation form.)
2. Submit this request to Business Manager for review.
3. Provide instructions to the Business Manager regarding Registration.
 - i.e., you have taken care of registration and request reimbursement. Or, you want the Business Manager to complete the registration for you.
4. Once all documentation is received the Business Manager will check your budget for funds. If funds are available, the Request will be forwarded to the Superintendent for approval.
5. **ONCE APPROVED you are responsible for making the necessary travel and room arrangements.**

6. PRIOR TO GOING obtain signed parent permission forms from students and keep a copy with you at all times.
 - You may use either Valley ROP Parent Release forms or District permission slips. (See appendix.)
7. Keep all receipts during your travels and submit them to the Business Manager upon your return.

Valley ROP Vehicle Use Policy

Valley ROP retains one vehicle for instructor use, a 7 passenger van. Whenever possible we ask that you use this vehicle for travel to and from VROP related functions including professional growth and field trips.

Procedure

1. At the beginning of the school year you must complete a "Request for Release of Driving Record" form.
2. Contact the VROP office to see if the vehicle is available for the date you need it.
3. Reserve vehicle with Student Services Technician.
4. Make arrangements with Student Services Technician to pick up vehicle.

Personal Vehicle Use Policy

Valley ROP retains one vehicle for instructor use. Whenever possible we ask that you use this vehicle for travel to and from VROP related functions. If you are unable to use a VROP vehicle you may use your own personal vehicle if you receive prior approval from the Superintendent.

Procedure

1. At the beginning of the school year you must complete a "Request for Release of Driving Record" form.
2. Fill out the "Conference/Workshop Request Form" and estimate mileage
 - You can use an internet mapping tool (i.e. Google maps) to estimate mileage. Print the mileage out and attach to your "Conference/Workshop Request Form".
 - **You must have prior approval to receive mileage reimbursement.**
3. Report actual mileage to Business Manager upon your return.

Valley ROP reserves the right to refuse or limit an employee's or volunteer's authorization to operate a vehicle on district business or be reimbursed mileage if the individual is determined to be a high risk driver according to the district's guidelines, or fails to maintain adequate insurance and a valid CA driver's license. Education Codes 35330, 39830, 39835, 39937, 39860, 44808
Vehicle Codes 27315, 34501.6

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IV. APPENDIX

Checklist

Forms & Materials You Will Need

FROM THE SCHOOL DISTRICT

- ___ School Year Calendar
- ___ All Schedules
- ___ Early Release Days
- ___ School Personnel Directory
- ___ Campus Map
- ___ Certificate
- ___ Foggy Day Schedule
- ___ Substitute Procedure
- ___ Reporting Forms for Illness
or Emergencies
- ___ Student – Parent Handbook
Containing Discipline and
Attendance Procedures

FROM VALLEY ROP

- ___ VROP Staff Directory
- ___ Teacher Handbook
- ___ Credential/Professional Growth Info
- ___ Sample Student Competency
- ___ Requisition Form
- ___ Conference/Workshop Request
- ___ Field Trip Request
- ___ Teacher-To-Parent
Performance Report(s)
- ___ Student Attendance Sheets
- ___ Advisory Committee Handbook
- ___ Student Registration Forms

Overview of Valley ROP Forms

Due to the high demand of Valley ROP forms, we are trying to make them easier to obtain. Some of the forms in this handbook are also located on our website, www.valleyrop.net, on the **Resources for Teachers page**. You are always welcome to pick up additional forms from the Valley ROP office or make copies from this handbook. Please review the following lists to find which forms are available online. **TO ACCESS THE ONLINE FORMS YOU MUST LOG IN TO THE VALLEY ROP WEBSITE. See page 21 for instructions on "How to Log in to Valley ROP Website"**. Once you are logged in the user menu will appear and you can click the Valley ROP forms button.

Forms available in this handbook and online*:

- Conference/Workshop Request Form
- Field Trip Request Form
- Reimbursement Form (*must print and sign to submit*)
- Requisition Request (*must print and sign to submit*)
- Direct Costs Purchase & Fabrication Fee
- Parent Permission Form, Student Media Release (*must print and sign to submit*)
- Video Request Form
- Program Agreement
- Parent/Guardian Release Form (*must print and sign to submit*)

*When convenient, we do encourage you to use these online forms. Once you have filled in the form electronically, save the file. Then you will be able to attach this file to an email and send it to the Business Manager, Coordinator, or Superintendent for review and approval.

Forms available in this handbook or at the Valley ROP office:

- Requisition Form
- Direct Costs Purchase & Fabrication Fee
- Community Classroom Agreement
- Community Classroom Walking Permit and/or Use of Personal Vehicle
- Teacher-To-Parent Performance Report Form
- Parent/Guardian Release Form
- Memorandum of Incident/Conference Form
- Complaint Procedure Form
- Complaint Form



Valley Regional Occupational Program

Conference/Workshop Request Form

INSTRUCTIONS:

1. This form must be completed by you and approved by the Superintendent prior to making arrangements.
2. Write a statement in the box below of how this conference/workshop will be applied to your curriculum.

3. Attach a copy of the program or brochure.

Name _____ Site: _____ Request Date _____

Conference Title: _____ Location: _____

Departure Date: _____ Departure Time _____ Return Date: _____ Return Time: _____

EXPENDITURE DETAIL

Registration	ESTIMATE	ACTUAL
	\$ _____	\$ _____

(Please attach copy of conference brochure/program)

Substitute Cost	_____	x	\$ _____	=	\$ _____	\$ _____
	# of Days		Rate			

Transportation	_____	x	_____	=	\$ _____	\$ _____
			(IRS rate) x # of Miles			

Other _____	=	\$ _____	\$ _____
-------------	---	----------	----------

Lodging	_____	x	\$ _____	=	\$ _____	\$ _____
	# of Days		Rate			

Parking	_____	x	\$ _____	=	\$ _____	\$ _____
---------	-------	---	----------	---	----------	----------

Other _____	=	\$ _____	\$ _____
-------------	---	----------	----------

Per Diem Meal Allowance*

*Please check the box if the meal is **NOT PROVIDED** at the conference*

	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast	<input type="checkbox"/>				
Lunch	<input type="checkbox"/>				
Dinner	<input type="checkbox"/>				

Estimated Total \$

*Maximum amount Valley ROP pays = \$7.00/breakfast; \$11.00/lunch; \$17.00/dinner; **\$35.00 max/day**

Estimated Total Cost	\$	\$
-----------------------------	-----------	-----------

Business Office Use Only

[_____]	[_____]	[_____]	[_____]	[_____]	[_____]
Fund	Sub Fund	Site	Prog	Obj	Sub Obj

_____ Superintendent	_____ Date
-------------------------	---------------

_____ Date Rec'd by Valley ROP	_____ Approved	_____ Denied
-----------------------------------	-------------------	-----------------

Notice of Non-Discrimination

It is the policy of Valley ROP not to discriminate unlawfully in its educational programs and personnel practices on the basis of race, ethnic background, sex, color, religion, national origin, ancestry, age, physical handicap or medical condition. This non-discrimination policy applies to students, employees, and prospective employees of the Valley ROP. Contact: (559) 876-2122



Valley Regional Occupational Program
 1305 Q Street, Sanger, CA 93657

Ph: 559-876-2122 • Fax: 559-876-2102 • Email: finance@valleyrop.net

Requisition Request

(This form must be approved and assigned a P.O.# before items are ordered or paid by VROP)

Purchase Order No. _____

Vendor: _____ Address: _____ City, State, Zip: _____	Phone Number: () _____ Fax Number: () _____ Email Address: _____
Requisition Requested By: _____ School Site: _____ Name of Class Budget: _____ Budget Classification: _____	Signature: _____ Date: _____ Date Needed: _____

QUANTITY	ITEM # or CATALOG #	COMPLETE DESCRIPTION OR SERVICE	UNIT COST	TOTAL COST

NOTE: A separate request is required for each vendor. Comment(s): _____ _____	Sub-Total Shipping/Handling Sales Tax Total	_____ _____ _____ _____
---	---	----------------------------------

Signature Approval: _____
 Valley ROP Superintendent

Approval Date: _____

White Copy: VROP Office Yellow: Originator



Valley Regional Occupational Program

Parent Permission Form
Media Identification Release

I understand that from time-to-time Valley ROP may wish to publish examples of student projects, photographs of students, and other work on the internet.

As parent/guardian of _____, I
(Student's Full Name)

give permission to allow him/her to be shown, interviewed and/or identified by name on the internet and/or through the media.

Parent/Guardian Signature

Date



Valley Regional Occupational Program

Video Request Form

INSTRUCTIONS:

1. Please complete this form and return to Trisha via email or interoffice mail.
2. All video requests should be submitted two weeks prior to the "Need by Date".
3. Once video is received you will have two weeks for use before you must return it.

Name: _____ **Site:** _____ **Request Date:** _____

Video Title: _____ **Video ID #:** ____ - _____

Need by Date: _____ **Return Date:** _____

Notes:

_____ Date Rec'd by Valley ROP

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Valley Regional Occupational Program

Program Agreement

1. You are enrolled in a Valley ROP class to obtain a marketable skill that will enable you to better prepare yourself for future employment.

2. Your attendance, behavior, and dress are expected to be the same as required in the workplace.

3. I, _____, understand that I must follow the attendance and discipline policies of my home campus.

Behaviors that may result in suspension or expulsion include, but are not limited to, aggressive behavior, gang-related and/or hate violence, possession of weapons, possession of controlled substances, robbery or extortion (force, fear, or threats), vandalism/defacing/graffiti damage, stealing school or private property, use of profanity or acts of vulgarity (also relative to computer/internet misuse), disruption of class activities or willfully defying authority of teachers, administrators, or school personnel, and arson, and/or creating an unsafe classroom/work environment.

Student Signature

Date

Parent Signature

Date

Course Name

Teacher

School Site

NOTICE OF NON-DISCRIMINATION POLICIES

Is the policy of the Valley Regional Occupational Program not to discrimination unlawfully in its education programs and personnel practices on the basis of race, ethnic background, sex, color, religion, national origin, ancestry, age, physical handicap or medical condition. This non-discrimination policy applies to students, employees and prospective employees of the Valley ROP. If you have concerns about these issues, please call the Compliance Officer for all matters which relate to Title IX (Sex Discrimination) (559-876-2122). For matters pertaining to Title VI (Race, Ethnic, Origin, etc.) and matters related to Section 504 (Physical Handicap) and Special Education call (559-876-2122). (revised August 2002)



NAME OF THE COURSE

Course Options

Direct Costs Purchase & Fabrication Fee

Required Assignments: All students are required to complete the following assignments:

List assignments/projects that students will create using the fabrication fees

Students have the choice of completing two different curriculum options, Option One or Option Two, described below. Students' decision of which curriculum Option to follow has no effect on their grade or evaluation in this course.

- 1. **Option One (Direct Costs for Purchase & Fabrication Fee does not apply):**
Under Option One, students may choose to complete the course curriculum with materials provided by the school with the understanding that the materials are the property of the school district and not the property of the student. Therefore, under this option, assignments and projects created as part of the class curriculum must remain at the school and may not be taken home by the student.
- 2. **Option Two (Direct Costs Purchase & Fabrication Fee applicable):**
Students that choose Option Two will pay the course's Fabrication Fee at the beginning of the course. Students will receive written and oral critiques of their fabricated projects. Students will then own the materials used to complete the curriculum of the course and may take their fabricated projects home upon completion and grading.

When choosing Option Two, pursuant to Education Code section 17551, students will be charged a Direct Costs Purchase & Fabrication Fee for all projects indicated above. In this option, students are also allowed to purchase materials beyond the required minimum amount for curriculum projects if the student so chooses. These additional materials would also be the property of the student.

Choosing a Course Option

Upon enrollment in **(NAME OF COURSE)** course, and by **(INSERT DATE)**, students must turn in the attached form indicating whether they elect to participate in Option One or Option Two of the course curriculum. Students that choose to participate in **Option Two must pay their fabrication fee of (\$ _____) when turning in this form.**

This page needs to stay with the student as a record



Valley Regional Occupational Program

Community Classroom Agreement

VROP RESPONSIBILITIES

The VROP will:

1. Provide supervision of high school and/or adult students at all times.
2. Inform high school and/or adult students of all rules, regulations, of VROP and training site.
3. Correlate the job-related classroom instruction with the learning experiences of the training site.
4. Assist in the resolution of the student's school or site-related problems that are affecting the site-related performance of the student.
5. Provide the site with a training plan.
6. Give school credit and grade upon completion of program.
7. Verify training plan, class relationship, and community site activities.
8. Accept the responsibility and status as the legal employer of all students placed in job sites on a non-paid status.
9. Worker's Compensation coverage for the high school and/or adult students' instructional program in the participating firm is covered under the Worker's Compensation policy of the VROP and the enrolling school district. Liability coverage for the students' instructional program in the participating firm is covered under VROP liability policy and the enrolling school district. In no respect shall the sponsor be considered the employer of high school and/or adult students including coverage by Worker's Compensation, liability and malpractice.

Instructor Signature _____

Program Name _____ Date _____

Student's Name _____

COMMUNITY CLASSROOM RESPONSIBILITY

The Training Sponsor will:

1. Inform employees of their role working with the student.
2. Reserve the right to discharge the student upon notification to the teacher or vocational education supervisor with or without cause.
3. Provide a safe working environment.
4. Abide by State and Federal laws/regulations.
5. Report notable good and/or poor performances of students to Valley ROP staff.
6. It is understood that the training is for the sole benefit of the student and the below named "business" is not to be deemed the employer of the student in any legal sense.
7. Accept the district's statement of non-discrimination for student "employees".

Community Site Signature _____

Name of Business _____

PARENT/GUARDIAN RESPONSIBILITIES

Parent/Guardian I agree to:

1. Encourage the student to effectively carry out the duties and responsibilities of the program at school and at the training site.
2. Accept responsibility for the conduct of the student.
3. Give my consent and encouragement to the program.
4. Provide the student with medical insurance coverage.
5. Agree that student must use transportation that is provided by program. Any use of unauthorized transportation may result in termination from program.

Parent/Guardian Signature Date

Address City Zip

Emergency Phone Home Phone

STUDENT RESPONSIBILITIES

As a student in the Cooperative Career Technical Education Program, I agree to:

1. Be 16 years of age or older and enrolled in a career technical education class.
2. Conform to the program rules and regulations established by the school and training site.
3. Submit verification of the number of hours of on-the-site training received as required by the instructor.
4. Maintain regular attendance and punctuality in school and on-the-site training.
5. Regularly attend the site-related classroom instruction.
6. Notify my Valley ROP instructor before I am due at site if an illness or an emergency prevents me from participating.
7. Report to site properly groomed and dressed appropriately for the site.
8. Report any conflicts, problems or anticipated schedule changes to the Valley ROP instructor.
9. Realize that there is no guarantee of a job at the completion of this training.
10. Punch a time clock or sign a time sheet regularly.
11. Consult with instructor if I should find it necessary to terminate my on-the-site training before I make commitment to do so.
12. Report immediately any unsafe conditions or injuries to my Valley ROP instructor.
13. (Eighteen and older only). Relieve the Board of Education, the School District, the Valley ROP and the community site of any liability in connection with transportation to and from this Valley ROP program.

Student Signature Date

OFFICIAL USE ONLY

Date Agreement Completed _____

Valley ROP Administration Authorization _____

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Valley Regional Occupational Program

**Parent/Guardian Authorization For
Community Classroom Walking Permit and/or
Use Of Personal Vehicle**

_____	_____	_____
Course Name	Instructor Name	Community Class Site
_____	_____	_____
Name of Student	High School	Date
_____	_____	_____
Mailing Address	City	Zip

PARENT/GUARDIAN ONLY

Walking Permit: I/We, the undersigned, parent/s or legal guardian/s hereby permit and authorize the above-named student to walk to and from the student’s community classroom site of Valley ROP.

Use of Personal Vehicle: I/We understand, agree, and promise that the student will have in his/her possession during the time of driving to and from the Valley ROP class, a valid California driver license. We further promise that the vehicle that the student will be driving to and from the Valley ROP will be adequately covered with insurance from a reputable and sound insurance company, including but not limited to public liability and property damage. (Choose all options that apply).

Option 1: My child has a current driver license and has permission to **transport themselves** to the Valley ROP class site.
 YES NO

Option 2: My child has a current non-provisional license and has my permission to **transport other students** to and from the Valley ROP class site.
 YES NO

Option 3: My child has my permission to **ride with other students** who hold a current non-provisional license to and from the Valley ROP class site.
 YES NO

Option 4: My child has my permission to **ride, when necessary, with the class instructor.** YES NO

Student’s CA Driver License Number

Insurance Company and Policy Number

I/We assume full responsibility and legal liability for the student and the student’s actions while is in transit to and from the Valley ROP class site, defend and hold harmless the Valley ROP its Board of Management, officers, employees, and agents, from and against any claims, suits, costs, expenses or damages.

Parent/Guardian Signature

Date

HIGH SCHOOL ADMINISTRATOR ONLY

The student listed on this agreement is approved to leave campus in a personal vehicle for the above-mentioned Valley ROP class.

High School Administrator

Date

*This agreement may be revoked by the Valley ROP or school officials at either the high school campus or the Valley ROP class site. In such case the school official must advise the Valley ROP Office at 876-2122 at once.

VALLEY ROP ADMINISTRATOR ONLY

This agreement has all necessary components and is effective upon the date of Valley ROP administrator signature.

VALID FOR SCHOOL YEAR: _____

Valley ROP Administrator
White - Valley ROP Date
Canary – Site

Instructor Signature Date
Pink – Parent/Guardian Goldenrod – Student



Valley Regional Occupational Program

Teacher-To-Parent Performance Report

Student's Name _____ Date _____

Home High School _____ Course & Location _____ Grade Level 11 12

Period _____ Teacher's Name _____ Counselor's Name _____

Valley ROP courses are conducted according to the work ethics of business and industry. Grades are earned on a basis of attendance and passing the class. Excessive absences will result in the grade being lowered; no credits will be given in the case of a failing grade. The following is a course status report on your son/daughter.

Valley ROP créditos están basados en la asistencia y pasando la clase. Faltando excesivamente resultará en menos de lo máximo de unidades de créditos en el curso; no obtendrá créditos en caso de que tenga un grado reprobado.

**CLASSROOM WORK
TRABAJO EN EL SALÓN DE CLASE**

- Failed to do required work
No hizo su trabajo requerido
Dates: _____
- Home work not turned in
Entregó poca tarea
Dates: _____
- Not prepared for class
No está preparado para la clase
- Activity/Lab incomplete or poorly done
Actividades incompletas o mal hechas
- One or more quizzes or tests failed
Reprobó más de un examen
- One or more quizzes not taken
No tomó todos los exámenes
Dates: _____
- Does not participate in discussions or activities
No participa en discusiones ni actividades

**ATTENDANCE
ASISTENCIA**

- Days absent from class
Días ausente de clase
Dates: _____
- Tardy to Class
Llega tarde a clase
of times: _____

**INTEREST AND ATTITUDE
INTERÉS Y ACTITUD**

- Too often wastes time
Muchas veces desaprovecha el tiempo
- Disturbs others in class
Perturba a otros en clase
- Poor attitude
Actitud insatisfactoria
- Poor citizenship
Comportamiento insatisfactoria
- Not working to apparent ability
No hace su trabajo a su capacidad

Current Grade: _____
Grado: _____

Student's Signature _____

If you would like a conference with the teacher or counselor, please call the high school for an appointment.
Si usted desea una conferencia con el maestro(a) o consejero(a) llame a la escuela secundaria para hacer una cita.

NOTICE OF NON-DISCRIMINATION

It is the policy of Valley ROP not to discriminate unlawfully in its educational programs and personnel practices on the basis of race, ethnic background, sex, color, religion, national origin, ancestry, age, physical handicap or medical condition. This non-discrimination policy applies to students, employees, and prospective employees of the Valley ROP. Contact: (559) 876-2122



Valley Regional Occupational Program

Memorandum Of Incident/Conference

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

TIME: _____

INCIDENT:

CONFERENCE: _____

DATE: _____

TIME: _____

PERSONS IN ATTENDANCE:

SUMMARY:

Signature of Teacher or Employee

Signature of Supervisor

Signing the sheet does not necessarily mean that the teacher or employee concurs but does indicate that a conference was held.

The employee may comment upon this report in writing within five (5) working days of receiving a copy.

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Valley Regional Occupational Program

Complaint Procedure Form

In order to promote fair and constructive communication, the following procedure shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage.

Immediate Supervisor

1. Employees are encouraged to attempt to orally resolve concerns with the staff member personally. If the complaint is not resolved at this level, the complainant may request a conference with their immediate supervisor.

The immediate supervisor is responsible for investigating complaints and will attempt to resolve the complaint to the satisfaction of the person(s) involved.

Date and Signatures of Complainant and Supervisor

Superintendent

2. If the complaint remains unresolved after review by the immediate supervisor, the complainant may request a conference with the Superintendent. Complainants should consider and accept the Superintendent’s decision as final.

Date and Signatures of Complainant and Superintendent

Valley ROP Vice President/Clerk

3. The complainant, the employee or the Superintendent may ask to address the Governing Board regarding the complaint.

Date and Signatures of Complainant and Valley ROP Vice President/Clerk

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Valley Regional Occupational Program

Complaint Form

This complaint form is to be used when one district employee has a complaint against or about another district employee and shall be filed with the immediate supervisor.

Name of Complaining Employee _____

Name of Employee Complaining About _____

Date of Incident Giving Rise to the Complaint _____

Description of incident(s) giving rise to the Complaint: (Be specific. Use as much detail as possible, including dates, times, names, locations, etc. Attach additional sheets if necessary.)

Names of Witnesses to the Incident(s):

Remedy or Preferred Resolution of this Dispute:

Date _____

Signature of Complainant _____

Type or Printed Name

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