

STUDENTS- 5000 SERIES
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Concept and Roles in Student Personnel

The focus of the Mission Valley Regional Occupational Program is on the learner, the student. His/Her educational development toward the school's goals is the central concern of the Council's policies and the Superintendent's regulations.

Each student shall be given equal opportunity. But since students vary widely in abilities, interests, social and economic background, no two can be treated exactly alike if the fullest development of each is to be achieved.

Discrimination among students applying for admission to or attending our school with respect to color, creed, race, sex, religion, and ancestry or natural origin is prohibited.

Legal reference: Title IX of the Education Amendments of 1972 Education Code
200-261 Prohibition of Discrimination on the basis of sex

First Reading:	3/12/92
Second Reading:	5/14/92
Adopted:	5/14/92

Entrance into the ROP

Admission of students is based upon participating schools' recommendations. Preference shall be for those students enrolled in the Twelfth Grade, with adults having the lowest priority.

No restrictions, other than those created by local, state or federal laws, shall be imposed.

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Second Reading:	5/14/92
Adopted:	5/14/92

Student Attendance and Excuses

Mission Valley Regional Occupational Program Governing Council desires to insure compliance with the attendance and education laws of the State of California and to protect the health of it's students.

Mission Valley Regional Occupational Program students are expected to attend school regularly and punctually. School officials shall employ every reasonable means to insure this attendance and to secure proper verification when absences occur.

School officials shall maintain a close working relationship with the home. Parents shall be informed of problems as soon as feasible, and every effort shall be extended to secure parental understanding and support for attendance regulations. Rules and regulations shall be clearly communicated to parents and students.

The Superintendent of his/her designee may require reasonable verification of a students absence, allegedly due to illness, in cases where such authority determines that a students absence has been excessive, habitual or recurring, or where it has been unusual.

Legal Reference: Education Code

- 46010-46015 Absences
- 48205 Absence for justifiable personal reasons
- 48260-48273 Truants
- 48292 Filing complaint against parents
- 48320-48324 SARB
- 48340 Improvement of pupil attendance
- 49067 (b) Unexcused absences as cause for failing grade
- California Administrative Code, Title V
- 306 Explanation of absence
- 420 Record of verification of absences

First Reading:	3/12/92
Second Reading:	5/14/92
Adopted:	5/14/92

Student Discipline

General:

The Governing Council believes that a positive learning environment is essential to quality education. To achieve that goal, it is essential that school personnel exercise sound judgment to prevent or protect against behavior which threatens the safety of individuals or property, or which may lead to disruption of learning.

The Governing Council believes that mandatory early parent contact will enable the parents and students to more easily remedy inappropriate school behavior.

The purpose of this policy is to insure that each student has the opportunity to learn in a positive learning environment. It is the policy of Mission Valley Regional Occupational Program to enforce standards of acceptable behavior among all students. To this end, the following basic policies are set:

Students must:

- a. follow local, state, and federal laws while at school;
- b. follow all school rules;
- c. follow all classroom rules; and
- d. respect the property and personal rights of others.

Legal References: Education Code

- 35291 Notice of Discipline Rules
- 48900-48925 Suspension, Expulsion
- California Administrative Code, Title V
- 300 Duties of Pupils
- 302 Pupils neat and clean entering school
- 353 Detention

First Reading: Second	3/12/92
Reading: Adopted:	5/14/92
	5/14/92

Student Discipline - Exclusion

1. Cases of students having filthy or vicious habits or students suffering from contagious or infectious diseases shall be referred to the Superintendent. The Superintendent shall immediately inform the appropriate home school administrator.
2. Cases of students having physical or mental disabilities that cause his/her attendance to be inimical to the welfare of other students, shall be referred to the Superintendent. The Superintendent shall immediately inform the appropriate home school administrator.
3. When the Superintendent and the home school administrator concur, the Superintendent shall present the recommendation for exclusion to the Governing Council for consideration.
4. Reinstatement. Reinstatement will be by action of the G Governing Council upon recommendation of the Superintendent.

Legal References: Education Code

48211, 48212, 48213, 49403, 49451, 49423

Health and Safety Code

3118

First Reading:	3/12/92
Second Reading:	5/14/92
Adopted:	5/14/92

Attendance Records

The Superintendent shall be responsible for maintaining a system of attendance accounting for all students in the ROP, which will serve as a basis for attendance apportionment.

Legal References:

Education Code
52324-52326 Computation in Regional
Occupational Centers and Programs
California Administrative Code, Title V
400 Attendance Records
401 Forms and procedures for recording attendance
402 Attendance that may be counted

First Reading: 3/12/92
Second Reading: 5/14/92
Adopted: 5/14/92

Progress

The primary responsibility of the professional educator within a system of public education shall be to provide the best possible learning experience for the greatest number of students while recognizing the needs of the individual student. Reporting continuous student progress and achievement is consistent with this goal and should be considered an integral part of the teaching and learning process. Reporting student progress and achievement is essential in facilitating communication between the student, his/her parents or guardian, and those within the teaching profession. Finally, the reporting process is intended to assist teacher and learner in evaluating the student's mastery of established course competencies. It is the intention in the Mission Valley Regional Occupational Program Center for a grade to:

- A. Reflect academic achievement.
- B. Be related to established evaluative criteria which are well understood by students and parents, and which are consistently interpreted by teachers.
- C. Be accepted as an objective evaluation of performance and an indication of successful performance at increasingly difficult levels of work.

First Reading:	3/12/92
Second Reading:	5/14/92
Adopted:	5/14/92

Students

BP 5121.1

Credits

Students earn high school credit for their ROP training based upon the number of hours of attendance. The amount of credits earned for these hours of attendance in and ROP course is determined by the Governing Council.

First Reading: Second
Reading: Adopted:

3/12/92
5/14/92
5/14/92

Students Records; Confidentiality

The Governing Council supports the need for and usefulness of keeping records for each student which could reflect the physical, emotional, social and academic aspects of a student's development in the training process.

Information about a student demands judicious use and shall always be used so as to contribute to the student's welfare. Safeguards shall be established by the ROP administration to protect the student and the student's family from invasion of privacy in the collection, maintenance, and dissemination of information, and to provide accessibility to recorded information by those legally entitled to review a student's records.

Maintenance and administration of all student records shall be in accordance with the "Privacy Rights of Parents and Students Act of 1974," and section 49063 of the California Education Code.

Legal Reference: Education Code
 49060-49078 Pupil records

First Reading: 3/12/92
Second Reading: 5/14/92
Adopted: 5/14/92

Drugs and Alcohol

The Governing Council recognizes that drug or alcohol use, abuse, or dependency can interfere with student behavior, learning, and development.

A student involved in the possession, sale, and/or use of behavior-affecting substances, and drug paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion from the ROP course.

Legal Reference:	Education Code
	48900 Suspension or expulsion (grounds)
	48900.5 Suspension, limitation or imposition; exception
	48909 Narcotics or other hallucinogenic drugs
	49480 Notice to school by parent or guardian; consultation with physician
	Health and Safety code
	11357 Marijuana possession fines and punishment; one ounce distinction
	11361.5 Records of arrest or conviction; timely destruction of; hearings to order; methods of destruction; official consequences of marijuana arrests to terminate with records thereof

First Reading:	3/12/92
Second Reading:	5/14/92
Adopted:	5/14/92

Dress and Grooming

The Governing Council, in keeping with the ROP's philosophy that its students be prepared to enter the working world, expects students in the program to be aware of acceptable dress in their area of training.

Students in all courses are encouraged to develop business-like standards of dress and grooming. Dress and grooming which meet business/industry standards are essential for those students involved in community classroom situations. Students who do not conform to the standards may be excluded from their training sites.

In all courses, dress should not interfere with training or cause any safety hazard.

Legal Reference: California Administrative Code, Title V
30200 Pupils to be neat and clean on entering school

First Reading:	3/12/92
Second Reading:	5/14/92
Adopted:	5/14/92

Prohibition against Discrimination or Harassment

It is the policy of Mission Valley Regional Occupational Program Center to prohibit discrimination or harassment in any program or activity on the basis of age, gender, race, religion, ancestry, national origin, sexual orientation, marital status, physical handicap or disability.

Legal Reference: Government Code §, et seq.
Section 504 of the Rehabilitation Act of 1973;
P. L. 93-112

First Reading: March 12, 1992
Second Reading: May 14, 1992
Adopted: May 14, 1992

First Reading: September 20, 2006
First Reading (Revised): November 8, 2006
Second Reading: December 13, 2006
Adopted: December 13, 2006

COMPLAINT PROCEDURE CONCERNING DISCRIMINATION AR 5145.7 (4)

The following procedures shall be followed when a student has a complaint alleging that a specific action, policy, procedure or practice discriminates against him/her on any basis other than sexual harassment specified in the ROP's non-discrimination policies.

1. The complaint must be initiated within 30 days after a complainant knew, or should have known, of the alleged discrimination.
2. All parties involved in allegations of discrimination shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The complainant also shall be notified of his/her right to appeal the decision to the next level.
3. When a complaint is brought against the individual responsible for the complaint process at any level, the complainant may address the complaint directly to the next appropriate level.
4. Meetings related to a complaint shall be held at times the ROP determines as least likely to interfere with school schedules and operations.
5. For the protection of the complainant and the ROP, complaint proceedings shall be kept confidential insofar as appropriate.
6. All documents, communications, and records dealing with the complaint shall be placed in an ROP
7. No retaliation shall be taken in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint procedures. Such participation shall not in any way affect the academic status of the complainant.
8. Time limits specified in these procedures may be revised only by written mutual agreement of all parties involved. If the ROP fails to respond within a specified or adjusted time limit, a complainant may proceed to the next level. If a complainant fails to take the complaint to the next step within the prescribed time, the complaint shall be considered settled at the preceding step.

Level I

The complainant shall first meet informally with his or her ROP Instructor, School Counselor, or ROP Administrator.

If the complainant's concerns are not clear or cannot be resolved through informal discussion, the ROP Instructor, School Counselor, or ROP Administrator shall prepare,

within ten working days, a written summary of his/her meeting(s) with the complainant. A copy of this report shall be given to the ROP Administrator designated by the Superintendent.

Level II

An ROP Administrator will review the summary report and the information collected to determine whether the alleged conduct constitutes discrimination, giving consideration to the record as a whole and the context in which the alleged incident(s) occurred.

Where investigation confirms the allegations, corrective action will be taken by the ROP Administration within 20 working days after receipt of summary report.

Level III

If a complaint cannot be satisfactorily resolved at Level II, the complainant may submit a written complaint to the ROP Superintendent within ten days of his/her attempt to resolve the complaint with the ROP Administrator. The written complaint shall include the following:

1. The complainant's signature or that of his/her representative.
2. The complainant's name, address, and telephone number.
3. The name of the ROP employee who committed the alleged violation.
4. A description of the allegedly discriminatory act(s) or omission(s).
5. The discriminatory basis alleged.
6. A specific description of the time, place, nature, participants in and witnesses to the alleged violation.
7. Other pertinent information which may assist in investigating and resolving the complaint.

The Superintendent shall assign a staff member to assist the complainant with this writing if such help is needed. The Superintendent shall respond to the complainant in writing within ten working days.

The Superintendent shall conduct any investigation necessary to respond to the complaint, including discussion with the complainant, person(s) involved, appropriate staff members and students, and review of the Level I report and all other relevant documents. If response from third parties is necessary, the Superintendent may designate up to ten additional working days for investigation of the complaint.

Other Remedies

Complainants may appeal the ROP's action to the California Department of Education. The superintendent or designee shall ensure that complainants are informed that injunctions, restraining orders, and other civil law remedies may also be available to them.

Legal Reference: **Education Code 252.3 Appeals; civil law remedies; notice**

First Reading:	September 20, 2006
First Reading (Revised):	November 8, 2006
Second Reading:	December 13, 2006
Adopted:	December 13, 2006

SEXUAL HARASSMENT

It shall be the policy of the Mission Valley ROP that sexual harassment is deemed unacceptable conduct in the workplace/school and will not be tolerated.

All individuals are entitled to a work and academic environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of personal misconduct that undermines the integrity of employment and academic relationships. No individual, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

CONFIDENTIALITY

The names of accused individuals or of those filing sexual harassment complaints shall not be released except as may be necessary in order to investigate and resolve the matter(s). There shall be no retaliation against any individual filing such a complaint, regardless of the resolution of the matter.

Students

BP 5153

School Sponsored Trips

It is the policy of Mission Valley Regional Occupational Program Center to adhere to the most restrictive portion of each of the partnering school districts fieldtrip policies.

Legal Reference: Education Code
35330 Excursions and Fieldtrips

School District BP 6153

First Reading: October 21, 2010
Second Reading: November 15, 2010
Final Reading: December 16, 2010
Adopted: December 16, 2010

Gang Affiliation and Activity

BP 5338

The governing council intends to maintain campuses which are safe for students and staff in accordance with the mandate of the Constitution of the State of California. In meeting this commitment, the governing council finds that gangs which initiate or advocate activities which threaten the safety and well-being of persons or property on school campuses are harmful to the educational purposes for which the schools are operated. The council further finds that the use of hand signals and the presence of any apparel, jewelry, accessory, book, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, denotes membership in such a group creates a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

The council further finds that incidents involving initiations, hazings, intimidations and/or related activities of such group affiliations are likely to cause bodily danger, physical or mental harm to students and are prohibited.

The Superintendent or designee shall develop appropriate regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or making gestures which symbolize gang membership, or causing an incident affecting the school attendance of another student shall be subject to appropriate disciplinary action.

The Superintendent or designee shall provide staff in-service training in gang recognition and communicate to all staff current symbols of gang membership.

The Superintendent or designee shall establish programs designed to enhance individual self-esteem, to foster interest in a variety of wholesome activities, and to promote membership in authorized student organizations in order to counter gang membership.

Legal Reference: California Constitution, Article I, Section 28(c)
 California Education Code
 32050 - Hazing Definition
 32051 - Hazing Definition
 48907 - Student Rights and School
 48900 - Grounds for Suspension and Expulsion (General)
 48900.5 - Suspension by Principal

First Reading: 10/17/96
Second Reading: 12/12/96
Adopted: 12/12/96

Mission Valley ROP

GANG AFFILIATION AND ACTIVITY

I. Intervention Procedures

In compliance with Policy #5338, intervention strategies must be initiated with any violation of the policy. The intervention process to be utilized with Governing Council Policy #5338 is as follows:

- a. When appropriate, ROP staff will meet with home school staff, student, parent or guardian, and law enforcement officials to discuss the concerns and consequences of involvement in gang-related activity.
- b. The student shall be referred to the site or district counselor for further intervention actions deemed appropriate by site or district administration.
- c. After all means of intervention have been tried, disciplinary action such as suspension and/or expulsion may be used as a final means of enforcement of the policy.
- d. In the event that Policy #5338 has been violated with other suspendable incidents (i.e., vandalism, fighting), disciplinary action such as suspension and/or expulsion may be utilized with intervention strategies.

The Superintendent shall ensure that--

- a. All ROP staff, certificated and classified, are aware of the provisions of Board Policy #5338 and of the responsibilities they have for complying with the provisions as follows:
 1. Ensure continuing staff, parent, and student awareness of the signs of gang affiliation/activity with programs to inform students of the potential dangers of gang involvement;
 2. Refer to the ROP Administration any student considered to be in violation of the policy;
 3. Implement procedures to provide intervention(s) for students found to be in violation of the provisions of Policy #5338.

II. Continued

- 4 Recommend the expulsion of any student who, after all other means of intervention have failed, engages in gang-related activity as defined in Policy #5338.

III. **Training**

Training to provide increased awareness of the threat to the safety of students and staff posed by gang-related activity shall be provided annually to all staff. All presentations shall provide training in current identification symbols used by students involved in gang-related activity, as well as hand signals, apparel, jewelry, and any other significant gang-related material/information.