



MISSION VALLEY ROP

Policies and Procedures for High School Students

2024 - 2025 School Year

ATTENDANCE:

- Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. **Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day.** If your home high school has a minimum day or an optional student event that may conflict with your Mission Valley ROP class, you are still expected to attend your Mission Valley ROP class, unless otherwise directed by your MVROP instructor.
- Make-up assignments will be given for excused absences only, which include medical, legal, or bereavement circumstances. Failure to complete make-up assignments will adversely affect your grade. If you are tardy or miss a Mission Valley ROP class multiple times your grade will be adversely affected.
- **Students must arrive on time for class.** Talking on a cell phone or having personal conversations outside the class is unproductive and will be considered a tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may result in a student earning a lower grade or prevent the student from receiving a course certificate for the course. Tardy students will be placed on contract, which may result in being dropped from the ROP Center class.
- Except in cases of a serious emergency, a student must have a note or receive the permission of the instructor to leave class to see an administrator.
- Hall passes prescribed by teachers are required for unaccompanied students to exit classrooms when class is in session. Students are to present their hall pass when asked by a school official.

BULLYING AND HARASSMENT

- Bullying is repeated behavior, which involves an imbalance of power by the perpetrator(s) that causes harm to the target(s). It may harass, intimidate, threaten, terrorize, harm, or exclude. Such behavior is often executed using electronic, written, verbal, visual, physical acts or gestures, or conduct toward another person or persons.
- Mission Valley ROP is committed to providing a safe educational environment for students and staff in which all school community members are treated with dignity and respect in an environment free from harassment, intimidation, or bullying. Mission Valley ROP prohibits harassment, bullying, hazing, or any other form of victimization.
- This policy is in effect while students are on property within the jurisdiction of the school; going to or coming from the school, on school-owned and/or school-operated vehicles, attending or engaged in school-sponsored activities; on/or away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.
- All incidents of bullying and harassment should be reported to administration for resolution.

CHEATING:

- Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not tolerate cheating.
- Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

DRESS CODE:

- Proper attire is expected of Mission Valley ROP students. Pajamas, slippers, or clothing that is too revealing, a distraction, or poses a safety concern (i.e. pants that must be held up with one hand because they are too baggy) should not be worn. Appropriate undergarments must be worn at all times. Clothing must be clean, neat, and in good repair, and must convey professionalism. Clothing/accessories that identify affiliation with street gangs may not be worn. Clothing that covers the head and eyes for fashion purposes will not be allowed in MVROP buildings (i.e.: hats, caps, hoodies, do-rags, skull caps, bandanas, sunglasses, etc.) Applying makeup must be done outside of class. At the discretion of the instructor and/or administrator, students may be placed on contract for violating the dress code and/or removed from class. Repeated dress code violations may result in dismissal from ROP Center class.
- Picture Identification Badges must be worn by MVROP students at internship sites.

OFF-CAMPUS RELEASE:

- When circumstances require a student to be released from class early at the parent's request, photo identification will be required by Mission Valley ROP to facilitate the release of the minor child to the parent.
- Photo identification will be copied and a signature will be required.
- If parent/guardian cannot come to the ROP Center, a signed note from parent/guardian to the instructor and/or front desk stating the date, time, reason for release, and valid signature. The note must contain a phone number to verify with the parent/guardian the reason for leaving campus.
- If a signed note is not presented to proper personnel and a parent/guardian cannot be present to check out the student, a phone call from the parent is required. Once confirmed, students are required to sign themselves out at the front desk.
- Once on campus, students may not leave Mission Valley ROP campus during school hours without proper authorization. An unauthorized student leaving campus may result in dismissal from the ROP Center class.

NO FOOD/NO DRINKS:

- No food or drinks will be allowed in MVROP buildings, including classrooms, lobby, hallway, and restrooms. The Student Lounge is the only room where food or drinks other than water should be consumed. Students violating this policy will receive one warning via a behavior contract. Further incidents may result in termination from the ROP program.
- Students are encouraged to brown bag their lunch and eat before attending their ROP class to avoid being tardy.
- No food delivery services are allowed to be delivered to MVROP such as Grub Hub, Door Dash, or pizza delivery except when pre-approved by the Instructor for a class party. If a food delivery comes through MVROP buildings, the food will be disposed of.

SMOKING/ALCOHOL/ILLEGAL SUBSTANCES:

- The use of tobacco, alcohol, and drugs by minors is against the law. Students found in violation will be reported to law enforcement, dropped from his/her Mission Valley ROP program, and returned to his/her home school for further disciplinary action. This policy extends to all Mission Valley ROP-related training and activities including internship and job shadowing opportunities, field trips, and events.

STUDENT BEHAVIOR:

- Mission Valley ROP provides courses for both high school and adult students, often in the same classroom. Appropriate behavior is expected from every student.
- Attending Mission Valley ROP programs is a privilege and is elective, not compulsory. Students who are unable or unwilling to comply with the established policies and procedures will be referred for transfer to their home school.

COVID/HEALTH REQUIREMENTS:

- Students should stay home from school and school activities if they have any symptoms of an illness such as a fever, a cough, a sore throat or headache.
- Students should not return to school until at least 24 hours have passed since last fever without the use of fever-reducing medications, and symptoms (e.g., cough, shortness of breath) have improved.
- Should you have more questions on when it is safe to return to school, refer to the COVID-19 School Guidance at [acoe.org](https://www.acoe.org).