

# HIGH SCHOOL STUDENT HANDBOOK 2024-2025



## Mission Statement

"The mission of the Eden Area ROP is to build a foundation for students that prepare them academically, technically, and professionally to meet challenging opportunities of the 21<sup>st</sup> century with confidence and purpose."

## Core Values

**Equitable:** We believe all students, families and staff should be seen, heard, valued, welcomed, protected, included, respected, loved, and have rights to economic and educational mobility.

**Accessible:** We believe that by co-creating a community identity founded in humility, empathy, and deep listening, we will foster belonging, and a safe and inclusive environment that works to eradicate the impacts of racism, bias, discrimination, and privilege.

**Responsive:** We believe that instruction should be culturally responsive, restorative, trauma-informed, ethical, allow for the application of knowledge and information literacy, and prepare students for a path to self-fulfillment and self-actualization.

**Outcomes:** We believe that all people should have the opportunity to find a pathway that guides them towards a career, college, service to others, and life-affirming endeavors with confidence and purpose.

**Professional:** We believe excellence is the standard. We will work with integrity, transparency, and clear communication.

## Hayward Center Programs

All programs offered at the Hayward Center operate three hours daily

### Monday, Tuesday, Thursday & Friday

MORNING (AM) CLASS: 8:30-11:25 a.m., AFTERNOON (PM) CLASS: 12:40-3:35 p.m.

### Wednesday

MORNING (AM) CLASS: 8:55-11:45 a.m., AFTERNOON (PM) CLASS: 12:45-3:35 p.m.

## EAROP Administration

Blaine Torpey, Superintendent

Manuschka Michaud, Principal

Michelle Stephens, Assistant Principal-Educational Services

Mark Rizkallah, Assistant Principal-Pathways

Anthony Oum, Fiscal Services Administrator

Mercedes Henderson, Human Resources Administrator

Craig Lang, Director of Adult Programs



26316 Hesperian Blvd., Hayward, CA 94545, (510) 293-2900, Fax: (510) 293-8325

[www.edenrop.org](http://www.edenrop.org)

Accredited by the Schools Commission of the Western Association of Schools and Colleges  
A Joint Venture of Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts

# TABLE OF CONTENTS

---

Attendance Policy	3-5
Tardy Policy	5
Off Grounds Pass	5
Program Changes – Adds/ Drops/ Transfers	6
Student Discipline Process	6-7
Sexual Harassment Policy	7-8
Anti-Bullying Policy	8
Student Complaint Procedure	9
Identification Cards	9
Student Parking Regulations	9
Campus Security (Locker Searches, Lost and Found)	10
Emergency Forms	10
Student Injury Procedures	10
Visitors on Campus	10
Telephone Usage Policy	11
Dress Code	11
Photo Release	11
Child Abuse Reporting	11-12
Electronic Information Systems	12-13
Program Directory	13
Student Transportation	14
Campus Map	15
2024-2025 Academic Calendar	16
2024-2025 EAROP Parent Registration Checklist	17
2024-2025 EAROP Photo Release	18

# ATTENDANCE POLICY

---

The State of California has identified chronic absenteeism as a primary cause of low academic achievement and a powerful predictor of students who may drop out. Chronic Absenteeism is missing 10 percent of school days in a school year for any reason, excused or unexcused (Education Code §60901). Students approaching more than 9 days for the semester, or 18 days for the year, will be placed on a student improvement agreement, or may be removed from the program.

## **PHILOSOPHY:**

Students should be in attendance whenever school is scheduled. Students who fail to attend are denied the opportunity to experience learning opportunities and the effectiveness of learning is diminished. Learning is the "job of all students." Each student is expected to reach their maximum potential in this endeavor. Therefore, students must develop the attitudes and work habits to assist them while attending school, as well as in the workplace. Daily attendance is mandatory for all students; however, there are times when a student's absence may be excused. Absences may be excused for the following reasons:

## **Excused Absences**

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)  
(cf. 5112.2 - Exclusions from Attendance)
3. Medical, dental, optometric, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)
5. Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)
6. Jury duty in the manner provided by law (Education Code 48205)
7. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)  
(cf. 5146 - Married/Pregnant/Parenting Students)
8. Upon advance written request by the parent/guardian and the approval of the Principal or designee, justifiable personal reasons including, but not limited to:  
(Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process.
  - g. Service as a member of a precinct board for an election pursuant to Elections Code 12302  
(Education Code 48205)  
(cf. 6142.3 - Civic Education)
9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)  
(cf. 6173.2 - Education of Children of Military Families)
10. Participation in religious exercises or to receive moral and religious instruction in accordance with Eden Area Regional Occupational Program (ROP) policy (Education Code 46014)
  - a. In such instances, the student shall attend at least the minimum school day.
  - b. The student shall be excused for this purpose on no more than four days per school month.  
(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
11. Note from a medical doctor stating that the student was physically unable to attend class given to Instructor.

## ATTENDANCE POLICY CONTINUED

---

12. Administratively approved absences. (Example: state testing)
13. Extenuating circumstances, as agreed to by the administration prior to the absence.

### **EXCUSED ABSENCE PROCEDURES:**

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian.

**To clear or report absences, please call the instructor at their classroom number or the Attendance Office: 510-293-2909**

### **The following methods may be used to verify student absences:**

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, ROP staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. When a student has had 5 absences in the school year for illness verified by methods listed in #1-3 above, any further absences illness may require verification by a physician.

### **Absences, Grading and Certificates**

If a student's absence is excused under Education Code §48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time.

(Education Code §48205)

If the student's absence is not excused, then the days that they were absent will be considered unexcused. However, students ARE permitted to make up any missed work.

### **PARENT NOTIFICATION:**

In every class there are curricular objectives that a student must demonstrate mastery in order to earn a grade. Attendance and punctuality must be mastered like all other criteria of the course. As in the workplace, the employer may inform the employee of the consequences of excessive absenteeism. **Instructors must keep a contact log recording all notifications.**

#### **First School Notification**

- Teacher Phone Call: When a student has 1-3 unexcused absences, the teacher will make a phone call to the student's parent/guardian upon each absence.

#### **Second School Notification**

- Teacher Phone Call: When a student has 4-6 unexcused absences, the teacher and counselor will make a phone call to the student's parent/guardian upon each absence.

## ATTENDANCE POLICY CONTINUED

---

- Upon 4-6 absences, written notice shall be sent home to the parent/guardian by the teacher, along with communication to the student's resident high school counselor, of having 4-6 unexcused absences.
- The student will be placed on a **Student Improvement Agreement** outlining expectations and the interventions of further absences to be signed by student, teacher, principal, ROP counselor, and parent/guardian.

### Third School Notification

- Counselor Phone Call: When a student has 7-9 unexcused absences, the ROP counselor will make a phone call to the student's parent/guardian upon each absence.
- Upon 7-9 unexcused absences, written notice shall be sent home to the parent/, along with communication to the student's resident high school counselor.
- A parent/teacher conference will be arranged by the ROP counselor.
- Administration may recommend that student be removed from program.

## TARDY POLICY

---

Students are expected to be on time to class each day, as would employees reporting to a workplace. Students who are late for class due to a late bus and who have an office-issued bus pass will not be considered "late." **Students who arrive more than 30 minutes late should report directly to the Attendance Office to receive a tardy slip in order to be admitted to class.** Students with excessive tardies will jeopardize their success at the Eden Area ROP.

**Early departure:** Leaving class prior to scheduled end time. Phone call to the office and home is required when a student leaves class without permission.

### 1<sup>st</sup> and 2<sup>nd</sup> tardy/early departure

- Verbal warning

### 3<sup>rd</sup> and 4<sup>th</sup> tardy/early departure

- Phone call or written notification to the parent/guardian

### 5<sup>th</sup> and 6<sup>th</sup> tardy/early departure

- Phone call and written notification by the instructor to the parent/guardian
- The student will be placed on an Student Improvement Agreement outlining expectations and the consequences of further tardiness to be signed by student, teacher, resident school counselor, ROP counselor, and parent/guardian.
- Should more than six tardies occur, the Principal will determine next steps.

## OFF GROUNDS PASS

---

**ROP is a closed campus. Students may not leave the campus (once they arrive) without confirmed permission.**

Students leaving the Hayward Center campus during class time must have an "Off Grounds Pass" issued by the Attendance Office. High school students must have a note or a telephone call from a parent/guardian before a pass will be issued. Students are not to leave their classroom without permission and a hall pass issued by their instructor. Only one student will be permitted out of a class at a time unless approved by administration.

**Students who are found out of class without prior permission and without a hall pass are considered truant and appropriate behavior interventions may be taken by Administration.**

## PROGRAM CHANGES – ADD/DROPS/TRANSFERS

---

### Adds

- Students adding a class who are not on an official roster must have an Add Slip from the ROP Career Counselor.

### Drops

- Students must first meet with their resident school counselor to request the drop.
- The resident school counselor will notify the ROP Career Counselor that the drop is approved/denied via email.
- Students are required to have positive attendance, behavior, and academic performance during the process time
- If approved, the ROP Career Counselor will complete the Drop Form and request an exit grade if the student attended 20 hours or more.
- An email will be sent to the instructor verifying the approved/denied drop.

### Transfers

- Once enrolled in an ROP course, a student may request one transfer to another ROP course within the first 3 days of school.
- Please refer student to their resident school counselor for changes.
- The resident school counselor will contact our Career Counselor to make appropriate changes to schedule.
- The Add/Drop form must have instructor signatures agreeing to the transfer of programs.
- An email will be sent to instructor verifying the transfer.

## STUDENT BEHAVIOR PROCESS

---

**Policy based on Eden Area ROP Administrative Regulation 5131 and California Education Code Section 48900.**

**Behavior interventions is a joint effort between the ROP, students, parents, teachers, counselors, and administrators – and is most effective when the teacher, parent and student communicate on a consistent basis. The Eden Area ROP is committed to providing the best learning environment that models expectations of positive and collaborative behaviors, attitudes and ethics required in the work place. Students who profit from this unique learning opportunity can expect a smooth and successful transition to the real world of work.**

If a student demonstrates behaviors that are not acceptable in the workplace, the ROP staff will attempt to work with him or her towards improvement. Unresponsive behaviors that disrupt the learning environment or are a safety issue will be referred to the Principal. A progressive discipline approach will be documented which may lead to removal from the program.

### **Such behaviors include but are not limited to:**

- **Defiance of ROP personnel's authority:** Refusal to comply with request of ROP personnel.
- **Bus disruptions:** Not following bus rules or not complying with the request of the bus driver.
- **Verbal abuse:** Statements that intimidates, uses profanity, angrily condemns or vilifies another person.
- **Forgery:** Using signature or initials of a teacher, parent or supervisor.
- **Theft:** Receiving or taking property that doesn't belong to you.
- **Destruction or defacement of property:** Tagging, attempting to damage or destroy materials belonging to the ROP, ROP personnel or other students.
- **Intimidation:** Threatening physical contact on another person, bullying, including but not limited to, Electronic Acts, whether the creation and transmission of the message "originated on or off the school site". (AB 86 and EL 48900.2, 48900.03, or 48900.4, 48900(r)(2)(A))
- **Engaged in an act of bullying:** Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupils as defined in Section 48900.0, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have an effect.
- **Unauthorized use of an electronic recording or listening device in classrooms of elementary or secondary schools.** (El. 48901.5 and 51512)

## STUDENT BEHAVIOR CONTINUED

---

- **Loitering:** Being in the ROP parking lots at inappropriate times, or on neighboring private property. (Once arriving on campus students should report to their class.)
- **Possession of any controlled substance including alcohol.** Items such as drug paraphernalia, vaping devices, matches, lighters are not allowed on campus.
- **Gambling:** Wagering money or participating in games of chance.
- **Inappropriate items:** Wearing or bringing to the center any gang paraphernalia or items that may be considered by staff to be antagonizing, distracting or inappropriate for educational work or safety purposes.
- **Smoking:** The use of any form of tobacco or controlled substances are prohibited within 1000 feet of campus. This includes smoking in cars.
- **Cellular phones,** or other communication devices must be turned on silent and are not to be a distraction to the learning environment during instructional time. Headphones/earbuds are not to be worn during instructional time unless directed by the teacher, as a part of the learning activity.
- **Possession of illegal substances or weapons, or the commission of robbery, arson, sexual harassment or assault may result in immediate removal from the program.**
- **Removal of any equipment or supplies from the classroom.**
- **Inability to follow specific class procedures and processes.**

### **INDIVIDUAL SEARCHES**

School officials may search any individual student, his/her property, or ROP property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the ROP or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on ROP property.

**RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291):** Rules pertaining to student discipline, including those that govern suspension or removal from the program, are set forth in Education Code Sections 48900 and following, and are available upon request from the school. In addition, the following disciplinary information is provided to parents:

**ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1):** If an administrator suspends a student, they may require the child's parent to attend a portion of the school day in his or her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

## SEXUAL HARRASMENT

---

**SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917):** Each district is required to have adopted a written policy on sexual harassment and to display such policies in a prominent location and include it in orientation for employees and students.

### **Policy based on ROP Board Policy 5114.1**

As defined in Title I of California's General Education Code (212.5, 212.6 and Code 48900.2 – Prohibition of Sex Discrimination), "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting. Eden Area ROP prohibits harassment, intimidation or insult on the basis of an individual's gender in any of its facilities and/or during any program or activity it conducts. The ROP shall take action to eliminate such behavior by its employees or students.

## SEXUAL HARRASMENT CONTINUED

---

A student may be **suspended or removed from the program** for sexually harassing another student or an employee if:

1. The student made sexual advances, requested sexual favors or exhibited other verbal, visual or physical conduct of a sexual nature
2. A reasonable person of the same gender as the victim would consider the conduct sufficiently severe or pervasive to:
  - have a negative impact upon another's work or academic performance
  - create an intimidating, hostile or offensive work or education environment

### **Complaint Procedure**

Students alleging sexual harassment shall make their concerns known to the ROP Instructor and/or ROP Administrative Staff.

### **Examples of Sexual Harassment**

Sexual harassment includes, but is not limited to:

- Verbal – sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, epithets, sexual flirtations, propositions or spreading sexual rumors
- Written – suggestive or obscene letters, notes or invitations
- Physical – sexual assault, touching, impeding or blocking movement
- Visual – leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Making reprisals or threats of reprisal, following a negative response to sexual advances, or following a sexual harassment complaint.

## ANTI-BULLYING POLICY

---

### **EAROP Board Policy 5131.2**

The Eden Area ROP recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. All EAROP employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

This policy is in effect during the school day, while students are on property within the jurisdiction of the EAROP campus; going to or coming from school, on school-owned and/or school-operated vehicles, attending or engaged in school sponsored activities; and/or away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Corrective actions for a student who commit an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code [48900](#), may include suspension or removal from the program in accordance with EAROP policies and regulations.



## STUDENT COMPLAINT PROCEDURES

---

### **Informal Process**

If an ROP student has a disagreement with an instructor or disciplinary action in the classroom, the following process should be adhered to:

1. Convey concern or subject of complaint in a respectful manner to the instructor during a time set aside for this issue.
2. State your issue and listen to the instructor's response.
3. Speak to your family about the issue.
4. If there is no resolution refer your complaint to the Counselor and or the Principal.

### **Formal Process**

If the student and/or family are not satisfied with the resolution from the Informal Process, the following steps should be taken:

1. Complete the full informal process.
2. Discuss the situation with the Principal.
3. File a written complaint form (See Policy 1312).

## IDENTIFICATION CARDS

---

- ROP students enrolled at the Hayward Center will be issued an ROP Student Identification Card.
- It is mandatory that all students carry their ID card at all times.
- Upon request, students will be required to show their Student ID card to any ROP staff member.
- Failure to present their ID card may result in behavior interventions.
- Replacement ID Cards will cost \$5.00 each.

## STUDENT PARKING REGULATIONS

---

### **All students should follow these parking regulations:**

- ROP students at the Hayward Center are to park in designated student parking areas. Under no circumstances are students to park in areas designated **STAFF** or **VISITORS ONLY**. Vehicles parked in the front loop, bus zones or unauthorized areas are subject to being towed at the owner's expense.
- Students must have instructor's permission prior to driving their vehicle to the automotive program shop areas.
- Cars are not to be **backed** into parking spaces.
- **Car stereo music is to be turned down**, not to be heard outside of the car.
- The **maximum speed limit** on school grounds at all times is five miles per hour (**5 mph**).
- **The parking lot is off limits for students during school hours**. Students are not to go to their cars during break time. Students who need to go to their cars are to be escorted by Security.
- Fire Lane between A & H building Auto Collision must be kept clear at all times (**NO PARKING or WORKING ON VEHICLES IN THIS AREA IS ALLOWED**).

***Students who park illegally or drive in an unsafe, reckless manner, will lose the privilege of driving on this campus.***

## CAMPUS SECURITY

---

The Hayward Center Campus Security works closely with staff and students to provide safe and secure conditions for all students to learn.

- Once students arrive on campus, students may not leave without permission.
- Gang graffiti, tagging, or other marks made on school or private property is strictly prohibited.
- Classroom lockers on the Hayward Center campus are the property of Eden Area ROP, even when assigned to an individual student and is subject to search when reasonable suspicion occurs. The use of lockers for other than ROP related purposes are prohibited.
- Lost and found is located at the Receptionist's desk in the 'A' building

## EMERGENCY FORMS

---

**Emergency Forms are a vital part of the safety program on the Hayward Center campus, so that we may provide immediate medical assistance, and/or make parental contact in the event of an emergency.**

It is absolutely essential that each student:

- **Fill out an emergency card with complete current information.**
- **Have their parent/guardian sign and date.**
- **Notify the Attendance Office at 293-2909 should any of the emergency information change** (i.e. new telephone number, address change, emergency contacts.)

**ONLY THOSE ADULTS LISTED ON THE EMERGENCY FORM MAY RELEASE HIGH SCHOOL STUDENTS FROM CLASS.**

**MEDICATIONS:** Any student who must take a prescribed medication at school must present to the Principal the specified written confirmation and authorization from the student's physician, surgeon, and parent.

## STUDENT INJURY PROCEDURES

---

Any ROP student injured on the **Hayward Center Campus** must follow these procedures:

- Report the injury to his/her ROP Instructor.
- Instructor will notify the Receptionist immediately, who will assist the student in obtaining medical attention and in contacting the parents, if necessary.
- The student will then be directed to the Educational Services Office to fill out an Injury Report.

If the student is at a **Community Classroom** job site and is injured on the job:

- Report the injury to the ROP Instructor.
- Fill out the Employee's Claim for Workers' Compensation Benefit form as soon as possible.

If the student is in a **Cooperative Work Program** and receives wages from an employer:

- Report the injury to the ROP Instructor.
- Report the injury through Workers' Compensation on the employer's industrial insurance form.

## VISITORS ON CAMPUS

---

**FOR THE SAFETY OF ALL STUDENTS,** Only those visitors who have legitimate business at the school will be permitted on the Hayward Center campus. Visitors, parents and guests must register in the school office immediately upon arrival and wear a visitor's badge, which should be visible at all times.

Deliveries requested and coordinated by students are prohibited. This action is considered a safety risk for our campus and will result in disciplinary action.

**Students may not bring visitors with them on campus or to class. If a visitor would like to meet with a school administrator, instructor or staff member, they should call ahead in order to ensure an appointment at a time convenient for them. (Please, not during class time as this takes away from other students learning environment.)**

## TELEPHONE USAGE POLICY

---

- Students are NOT allowed to leave class to make telephone calls. If it is an emergency, they must come to the front office with a pass from the instructor.
- Telephone calls may be made in the front office.
- Parents who need to reach a student in the event of an emergency should call the Attendance Office at 510-293-2909, and we will relay the emergency message or bring the student to the office to contact you. Please do not call the student on their cell phone, as it is a distraction to the learning environment.

## DRESS CODE

---

**It is the goal of the Eden Area ROP to prepare all students for successful employment and career preparation.**

ROP students are expected to dress appropriately for school. Any type of clothing that distracts from the educational process in the classroom or work-site environment is inappropriate and should not be worn to class or off-site training facility.

## PHOTO RELEASE

---

Eden Area ROP occasionally shows students in photo or video presentations for the purpose of program promotion, publicity and highlighting student achievement. These photographs may appear in the newspaper, television, program brochures, and campus display cases on our World Wide Web page. If a picture or video of any of our students is showcased in one of these areas, no monetary compensation will be made. **A Photo Release form will be provided to all students for the purpose of giving permission for photograph or video usage OR prohibiting usage.**

## CHILD ABUSE REPORTING

---

### STATEMENT OF KNOWLEDGE OF DUTY TO REPORT

I have read and am familiar with the provisions of the Child Abuse and Neglect Reporting Act, California Penal Code 11166. Penal Code 11166 requires any child care custodian, health practitioner or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or "Within the scope of his/her employment whom he or she knows or reasonably suspects has been a victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as 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; and instructional aide, teacher's aide, or a teacher's assistant employed by any public or private school who has been trained in the duties and imposed by this article, if the school district has so warranted to the State Department of Education; a classified employee of any public school who has been trained in the duties imposed by the article, if the school has so warranted to the State Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated personnel employees of any public or private school; administrators of any public or private day camp; licensees, administrators, and employees of licensed community care or child day care facilities, head start teachers; licensing workers at licensing evaluators; public assistance workers; employee of a child care institution including, but not limited to foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers; or any other person who is an administrator or presenter or: or a counselor in, a child abuse prevention program in any public or private school.

"Health practitioner" includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists or any other person who licensed under Division 2 (commencing with Section 500) of the Business and Professional Code; marriage, family and child counselors; emergency medical technicians I or II, paramedics, or other persons certified pursuant to Division 2.5 (commencing with Section 1791) of the Health and Safety Code; psychological

## CHILD ABUSE REPORTING CONTINUED

---

assistants registered pursuant to Business and Profession Code 2913; marriage, family and child counselor trainees as defined by Business and Profession Code 4980.03(c); unlicensed marriage, family and child counselor interns registered under Business and Profession Code 4980.44; state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; and religious practitioners who diagnose, examine or treat children.

## ELECTRONIC INFORMATION SYSTEMS

---

**The Eden Area Regional Occupational Program has provided all classes with access to a telecommunications network ("network"), which includes the vast resources available through the Internet. These resources are to be used only in conjunction with teacher directed classroom study**

### **Acceptable Use:**

1. The purpose of providing access to the Internet network is to support classroom instruction and educational research by furnishing access to unique resources and the opportunity for collaborative work. The use of the Internet network must be in support of classroom directed activities and consistent with the adopted curriculum and educational objectives of the Eden Area ROP.
2. Transmission of or access to materials, which are not related to instructional activities, (e.g. in violation of federal or state laws or the Eden Area ROP administrative regulations, are prohibited.) This includes, but is not limited to: harmful, threatening, harassing, inflammatory or obscene material or material restricted through password or other user access codes. Use for commercial or personal advertising and political lobbying is also prohibited.

### **Privilege:**

The access to resources contained on the network is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The site administrator will determine when a person has violated these provisions based upon recommendations from the instructor. Renewal of the privilege is the option of the site administrator.

### **Network Etiquette:**

The use of an EDEN AREA ROP account requires that a user abide by accepted rules of network etiquette. These include, but are not limited to the following:

1. **Be Polite:** Do not send abusive or harassing messages to anyone.
2. **Use appropriate language:** In all messages, do not curse or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
3. **Respect Privacy:** Do not reveal the names, photographs, location, personal address or phone numbers of yourself or any other person. Do not forward/ distribute an e-mail message without permission from the author.
4. **Connectivity:** Do not use the network in such a way that would disrupt the use of the network by others.
5. **Confidentiality:** Keep account passwords confidential and do not allow others to use them.

**\*\*Under no circumstances are students to use this technology for their personal use, i.e. social media or downloading personal materials.**

### **Additional User's and Parent/Guardian's Understandings:**

1. I understand that each person using the network for academic purposes as provided by the Eden Area ROP, must adhere to the rules of courtesy, etiquette, and all laws regarding access and use of the communications network.
2. If a user breaks the rules, the privilege to access the network and the use of the network may be revoked.

## ELECTRONIC INFORMATION SYSTEMS CONTINUED

---

### **District Property/Privacy:**

The Eden Area ROP computer systems, including equipment and all user accounts are the property of the Eden Area ROP. There is no right to privacy in the use of the computer system or user accounts, and the Eden Area ROP reserves the right to monitor and access information on the system and in users' accounts, for the purpose of determining whether a violation of this agreement has occurred. The Eden Area ROP may remove any information on the Eden Area ROP system, which the staff determines to be unlawful, obscene, pornographic, abusive, harassing, or otherwise in violation of this agreement. The network may not be used to obtain, view, download, or otherwise gain or provide access to such materials. The Eden Area ROP staff will refer for disciplinary action any individual who does not comply with the provisions of this agreement. Cancellation of user privileges will be at the discretion of the staff.

### **Release and Hold Harmless:**

Parent/Guardians release its officers and employees from any and all claims and damages arising from their student's use or inability to use the Eden Area ROP network. Parent/Guardian will not hold the Eden Area ROP responsible for:

1. Materials acquired on the network or for loss from delays, non-deliveries or service interruptions incurred in connection with the use, operation or inability to use the system;
2. The accuracy or quality of information obtained electronically;
3. The kind or quality of information obtained from the network because it is not feasible to completely limit access to materials a parent or guardian might consider inappropriate or harmful.

### **Reporting Requirements:**

Students agree to report any misuse of the network to an Eden Area ROP administrator.  
(Policy based on ROP Board Policy 3590)

## PROGRAM DIRECTORY

---

Program	Instructor	Telephone Number	Room Number
Automotive Collision & Refinishing	Daniel Pareja	510-293-2932	G-1
Automotive Technology	David Espinoza	510-293-2923	F-4
Automotive Technology	Todd O'Leary	510-293-2921	F-1
Careers in Education	Erika Emery	510-293-2954	B-1
Careers in Law, Forensic, & Public Safety	Jim Shimon Kanhai	510-293-2963	C-7
Construction Technology	Jose Lopez	510-293-2933	G-2
Culinary Science	Amanda Rose	510-293-2941	G-4
Cybersecurity	Edwin Kang	510-293-2959	C-6
Dental Assisting	Anissa Barrot	510-293-2957	C-5
First Responder (Fire Science/EMT)	John Peters	510-293-2940	H-2
Medical Careers I	Mikel Jackson	510-293-2964	C-2
Medical Careers I	Bridget Miller	510-293-2961	H-1b
Medical Careers I	Sharyce Pittman	510-244-5793	B-4
Medical Careers II	Heather Bystrom	510-293-2960	H-1
Merchandising Occupations	Megan Bello	510-293-2955	C-1
Welding Technology	Barbara Juarez	510-293-2931	G-3

## STUDENT TRANSPORTATION

---

**Bus transportation is provided from the resident school to the Hayward Center and return for junior and senior high school students attending ROP.**

- Any student who does not follow bus safety rules will lose the privilege of riding the bus and may be subject to behavior interventions.
- Students may be asked by the Bus Driver to show valid ROP Student ID Card.
- Students may only ride the ROP bus designated to their registered high school.
- Students must read and sign the School Bus Safety Rules Acknowledgement Form.

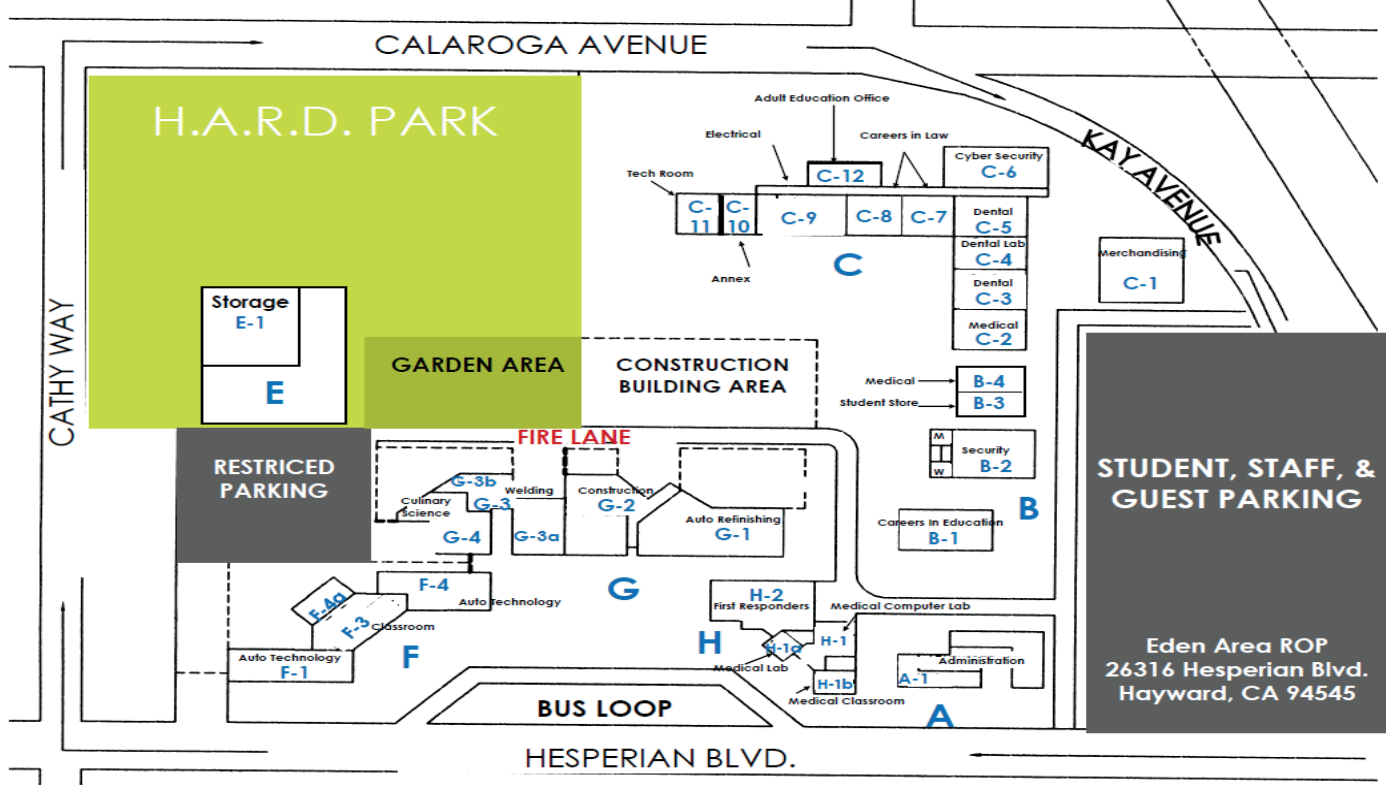
### **SCHOOL BUS SAFETY RULES:**

- Be on time.
- Always stand back and wait until bus stops.
- Throwing objects in or out of the bus is prohibited.
- Keep your voices down.
- Blocking the aisle or emergency exit is prohibited.
- Stay in your seat until bus stops.
- Always follow bus driver's directions.
- Cursing, vulgarity, rude or abusive behavior is prohibited
- You may not push or shove.
- Fighting is prohibited.
- Be respectful of others.
- Noise or behavior that could distract the driver is prohibited
- Only electronics that are permitted at school are permitted on the bus.
- Eating or drinking is at the discretion of the bus driver.
- Touching other's belongings without permission is prohibited.
- Smoking or using any other tobacco product is prohibited.
- Pets are not allowed.
- Littering is prohibited.
- You may not put your head or arms out of the window.
- Vandalizing any part of the bus is prohibited.
- No weapons, drugs, or alcohol are allowed on the bus.
- You may not crawl under the bus to get anything. Seek assistance from an adult.
- Enter the bus in an orderly manner.
- Emergency exits are for emergencies only.
- You may not chew gum on the bus.
- Spitting on the floor is strictly prohibited.
- Skateboards or scooters must be placed in the storage compartment under the bus.

**NOT FOLLOWING ANY ONE OF THESE RULES MAY LEAD TO POSSIBLE LOSS OF BUS PRIVILEGES.**

**The following signed statement indicates that you have read, understand, and take responsibility for the school bus safety rules, regulations, policies, and procedures of the Eden Area ROP.**

# EAROP Campus Map



# EAROP Campus Map

"B" BUILDING		
Instructor	Program	Classroom Number
Erika Emery	Careers in Education	B1
Sharyce Pittman	Medical Careers I	B4
"C" BUILDING		
Megan Bello	Merchandising	C1
Mikel Jackson	Medical Careers I	C2
Anissa Barrot	Dental Assisting	C5
Edwin Kang	Cybersecurity	C6
Jim Shimon Kanhai	Careers in Law, Forensics, & Public Safety	C7
"F" BUILDING		
Todd O'Leary	Automotive Technology	F1
David Espinoza	Automotive Technology	F4
"G" BUILDING		
Daniel Pareja	Automotive Collision & Refinishing	G1
Jose Lopez	Construction Technology	G2
Barbara Juarez	Welding Technology	G3
Amanda Rose	Culinary Science	G4
"H" BUILDING		
Bridget Miller	Medical Careers I	H-1b
Heather Bystrom	Medical Careers II	H1
John Peters	First Responder (Fire Science/EMT)	H2

# EdenAreaROP 2024-2025 HIGH SCHOOL STUDENT CALENDAR

2631 6 Hesperian Blvd., Hayward, CA • 510.293.2900 • www.edenrop.org

### JULY

M	T	W	TH	F
1	2	3	*4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
0				

### AUGUST

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
13				

### SEPTEMBER

M	T	W	TH	F
*2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
20				

### OCTOBER

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
*14	15	16	17	18
21	22	23	24	25
28	29	30	31	
22				

### NOVEMBER

M	T	W	TH	F
				1
4	5	6	7	8
*11	12	13	14	15
18	19	20	21	22
25	26	27	*28	*29
14				

### DECEMBER

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	*24	*25	26	27
30	31			
14				

### JANUARY

M	T	W	TH	F
		*1	2	3
6	7	8	9	10
13	14	15	16	17
*20	21	22	23	24
27	28	29	30	31
19				

### FEBRUARY

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
*17	18	19	20	*21
24	25	26	27	28
15				

### MARCH

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
*31				
20				

### APRIL

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
18				

### MAY

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
*26	27	28	29	30
21				

### JUNE

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	*19	20
23	24	25	26	27
30				
4				

## IMPORTANT DATES

July 4, 2024	Independence Day*
August 9, 2024	Teacher Work Day
<b>No 10 month classified</b>	
August 12, 2024	Professional Development
August 13, 2024	Professional Development
August 14, 2024	First Day of School
September 2, 2024	Labor Day*
October 14, 2024	Indigenous Peoples' Day*
November 1, 2024	Professional Development
November 11, 2024	Veterans Day*
November 25-29, 2024	Thanksgiving Break
<b>No students, instructors, 10 month classified, 11 month classified &amp; career counselor. November 28-29, Thanksgiving Holiday*</b>	
December 19, 2024	End of 1st Semester
December 20, 2024	Non-instructional Day
<b>No students, instructors, 10 month classified &amp; career counselor</b>	
December 23-January 3	Winter Break
January 20, 2025	Martin Luther King Jr. Day*
February 17-21, 2025	President's Week Break
<b>No students, instructors, 10 month classified &amp; career counselor. February 17 (Lincoln's Birthday) &amp; February 21 (President's Day) Holidays*</b>	
March 31, 2025	Cesar Chavez Day*
April 1-4, 2025	Spring Break
<b>No students, instructors, 10 month classified, 11 month classified &amp; career counselor</b>	
May 26, 2025	Memorial Day*
June 5, 2025	Last Day of School
June 6, 2025	Teacher Work Day
<b>No students &amp; 10 month classified</b>	
June 19, 2025	Juneteenth*

**\*Holidays**

	Holidays/Breaks/Non-Instructional Day
	First/Last Day of School/End of Semester
	Professional Development (PD)/Teacher Work Day (TWD)

## DISTRICTS' FIRST DAY OF CLASS

August 7, 2024	Castro Valley USD
August 15, 2024	Hayward USD
August 14, 2024	San Leandro USD
August 14, 2024	San Lorenzo USD

## DISTRICTS' LAST DAY OF CLASS

May 30, 2025	Castro Valley USD
June 6, 2025	Hayward USD
June 5, 2025	San Leandro USD
June 4, 2025	San Lorenzo USD

## NUMBER OF INSTRUCTIONAL DAYS

180 days of instruction  
Number of instructional days in a month are in the shaded gray boxes.

## EMPLOYEE WORK CALENDAR

August 9, 2024-June 6, 2025	10 Month Certificated
<b>Days Off:</b> All holidays, all breaks & December 20	
August 5, 2024-June 16, 2025	Career Counselor
<b>Days Off:</b> All holidays, all breaks & December 20	
August 12, 2024-June 5, 2025	10 Month Classified
<b>Days Off:</b> All holidays, all breaks, August 9, December 20 & June 6	
July 30, 2024-June 30, 2025	11 Month Classified
<b>Days Off:</b> All holidays, Thanksgiving Break, Winter Break & Spring Break	
July 1, 2024-June 30, 2025	12 Month Classified
<b>Days Off:</b> All holidays & Winter Break	

Accredited by the Western Association of Schools and Colleges  
Governing Board Approved: June 7, 2024



## 2024-2025 EAROP PARENT REGISTRATION CHECKLIST

Each year the EAROP is required to provide all families with specific legal information. Rather than provide this information in paper form to each student, this information is available in the "Parents" section of the district webpage, [www.edenrop.org](http://www.edenrop.org).

The required documents are also available in printed form at each school office. In order to verify that each family has received and reviewed this information, a parent/guardian of each district must print his form, initial the following statements, sign, date, and submit the form to the EAROP part of the registration proves for the 2023-2024 school year.

Registration Checklist	Parent Initials
<b>Emergency Form:</b> I have completed, printed, signed, and attached the Emergency Form (required for all students). If your child has a medical condition that you indicated on the Emergency Form <b>check here</b> <input type="checkbox"/>	
<b>Acknowledgment of Parent/Guardian of Annual Rights Notification:</b> I have read on the Eden Area ROP's website and acknowledge the Parent Notice of Rights and Responsibilities. Absence, Administration of Medication, Sexual Harassment Policy, Pesticide Products, and additional information.	
<b>Student Handbook Acknowledgement Form:</b> I have read, understand and take responsibility for the rules, regulations, policies, and procedures of the Eden Area Regional Occupational Program as noted in the handbook.	
<b>Child Abuse Acknowledgement Form:</b> I agree to comply with the provisions of Child Abuse and Neglect Reporting Act, California Penal Code 11166.	
<b>Electronic Information Systems:</b> I have read, understand, and agree to abide by the provisions of the attached Electronic Information Network Use Policy of Eden Area Regional Occupational Program.	
<b>Student Bus Acknowledgement Form:</b> I have read, understand, and take responsibility for the school bus safety rules, regulations, policies, and procedures of the EAROP.	

Parent and student agree to having read and reviewed all the documents posted on the Eden Area ROP website and the Parent/Student Handbook including all school policies, district policies, and annual notifications to parents.

Printed Name of Student	Grade	Student's Resident School	
Parent Signature	Date	Student Signature	Date

Please complete the front and back of this form and return it to your instructor.

## 2024-2025 EAROP Photo Release

---

The Eden Area Regional Occupational Program requests your permission to photograph or videotape your son/daughter. These documentations are for the purpose of publicizing any student achievements, class projects, fieldtrips, competitions, etc. Photographs and videotapes are shared on the Eden Area ROP website, social medias, and promotional materials.

El Programa Ocupacional Regional del Área de Eden solicita su permiso para fotografiar o grabar en video a su hijo/hija, con el propósito de publicar los logros de los estudiantes, los proyectos de clase, las excursiones, las competencias, etc. Las fotografías y los videos se comparten en el sitio web de Eden Area ROP, las redes sociales y los materiales promocionales.

- YES/SI-** Eden Area ROP (EAROP) has permission to photograph or videotape my son/daughter for the purpose of program promotion, publicity, EAROP web page usage, social media and highlighting student achievement. I understand we will receive no monetary compensation for use of the pictures or video.

Eden Area ROP (EAROP) tiene permiso para fotografiar o grabar en video a mi hijo/hija con el fin de promover el programa, publicidad, uso de la página web de EAROP, redes sociales y resaltar el rendimiento estudiantil. Entiendo que no recibiremos compensación monetaria por el uso de las imágenes o el video.

- NO-** Please DO NOT use photographs or videotapes of my son/daughter in any way.

Por favor, NO use fotografías o videos de mi hijo/hija de ninguna manera.

---

**Printed Name of Student**

---

**Student Resident School**

---

**Parent Signature**

---

**Date**