

2026-2027

Student Handbook

Merced County Office of Education Regional Occupational Program



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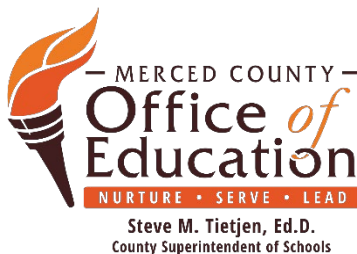


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ABOUT MCOE ROP ADULT PROGRAMS

WELCOME

Welcome to the Merced County Office of Education Regional Occupational Program (MCOE ROP), which has been in continuous operation since 1973. ROP provides high quality career education and technical skills training that results in sustainable employment and advancement to help you and your family thrive!

Our teachers are experts in their field and are fully credentialed by the California Commission on Teacher Credentialing. Our teachers and support staff care deeply about every student and strive to ensure each student's success. Our Institutional and Occupational Advisory Committees, composed of local business and industry representatives, ensure our programs are providing students with the knowledge, skills, equipment, and technologies currently needed by Merced County employers. Many of our programs include an internship at a local business/industry. The internship provides students with an opportunity to utilize, in the workplace, the knowledge and skills learned in the classroom and to establish professional relationships in their field of study.

We look forward to working with you to achieve your employment and career goals!

Mary Whited
Director & Chief Administrative Officer

MCOE ROP PARTNERS WITH THE FOLLOWING AGENCIES AND PROGRAMS:

Department of Rehabilitation
Employment Development Department
Gateway Adult Education Network
Merced Community College
Merced County Human Services Agency
Merced County Probation
Merced County WorkNet

MISSION, VISION, AND PURPOSE

Mission: The mission of the Merced County Office of Education Regional Occupational Program is to prepare all adult students with relevant, high quality career training to secure sustainable employment and advancement.

Vision: The Merced County Office of Education Regional Occupational Program envisions a prosperous community for future generations by providing adult students the skills and experiences to sustain life-long self-sufficiency.

Philosophy: Merced County ROP delivers innovative educational programs to high school and adult students in preparation for 21st century careers, higher education, and life-long learning.

Program Goals: The goal of the program is to develop students' academic, technical, and interpersonal skills so they will be prepared to: Secure employment; Upgrade skills; Enter advanced career-technical training; and/or Pursue college related courses.

CALIFORNIA STANDARDS FOR CAREER READY PRACTICE (STUDENT LEARNING OBJECTIVES)

Upon completion of a MCOE ROP program students will be able to:

- Apply appropriate technical skills and academic knowledge
- Communicate clearly, effectively, and with reason
- Develop an education and career plan aligned with personal goals
- Apply technology to enhance productivity
- Utilize critical thinking to make sense of problems and persevere in solving them
- Practice personal health and understand financial literacy
- Act as a responsible citizen in the workplace and the community
- Model integrity, ethical leadership, and effective management
- Work productively in teams while integrating cultural and global competence
- Demonstrate creativity and innovation
- Employ valid and reliable research strategies
- Understand the environmental, social, and economic impacts of decisions

About this Handbook

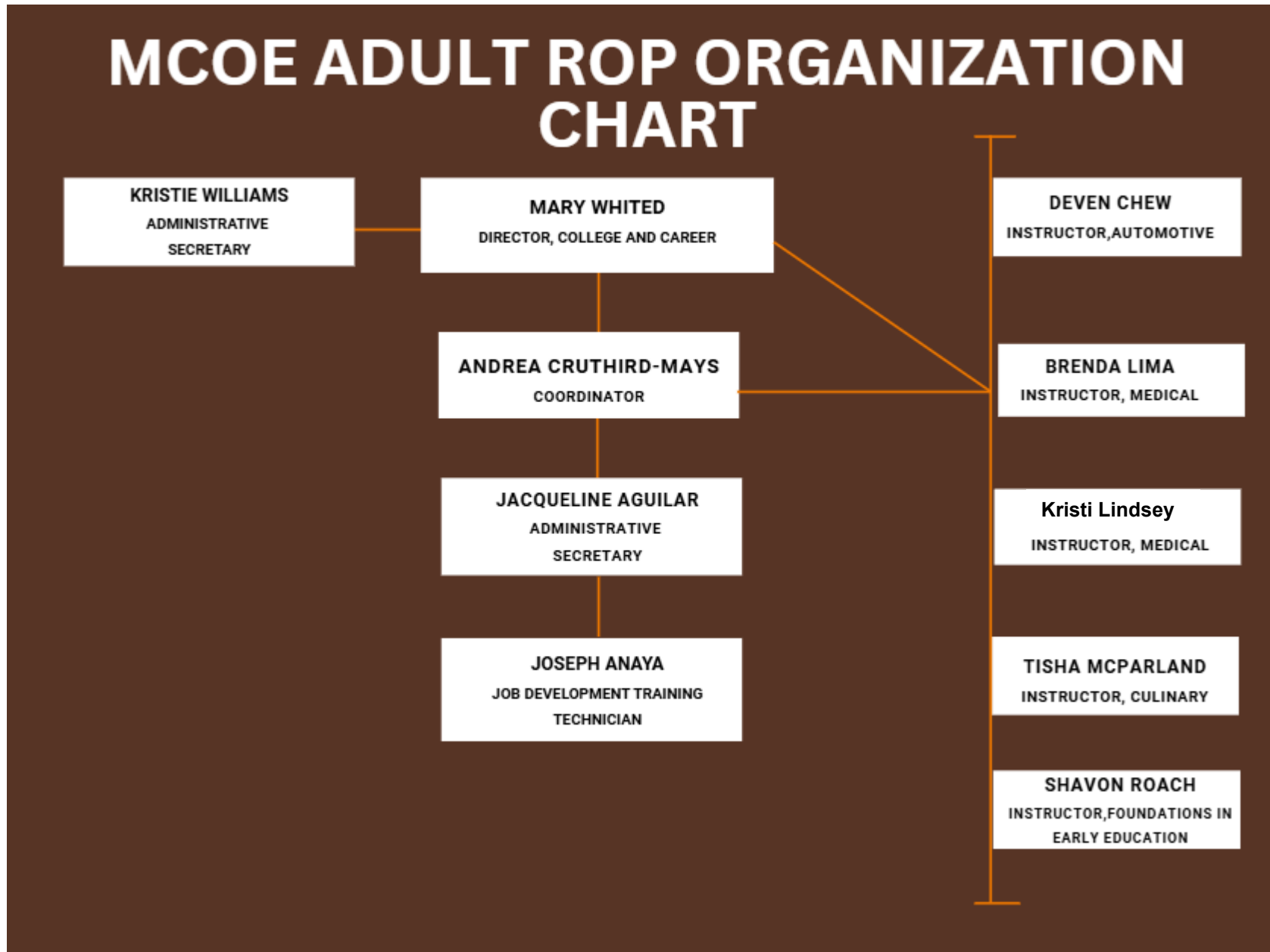
The Student Handbook is designed to serve as a valuable resource as you select and progress through the Career Technical Education program. The Student Handbook makes it easy to know where to go for resources and information and includes policies and procedures that are important to read and understand.

If you have any questions regarding the material in the handbook, please contact the instructor or staff in your program. We reserve the right to make changes to these policies at any time. When changes are necessary, we will provide the amended information.

MCOE ROP Non-Discrimination Statement (Policy 0410)

The Merced County Office of Education (MCOE) is committed to providing equal opportunity for all individuals in the county office of education programs and activities. MCOE programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

ORGANIZATIONAL CHART



CURRENT ACADEMIC SCHOOL CALENDAR



Merced County Office of Education Regional Occupational Program Calendar

June 2026 - June 2027

New students must attend an orientation prior to enrollment

June 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Legend	
Start Date	
Orientation Date (by appointment)	
X No Class	
Holiday	

July 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2026				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2026				
M	T	W	T	F
	1	2	3	4
8	9	10	11	12
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2026				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2027				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2027				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2027				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2027				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2027				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2027				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

ADMISSION REQUIREMENTS, POLICIES AND PROCEDURES

General Admission Requirements

All students must be at least 18 years of age (unless otherwise noted) and have appropriate work authorization documentation. Students are required to complete a pre-enrollment interest form, program readiness process and a classroom observation/shadow prior to attending a New Student Orientation.

Program-specific Admission Requirements

Students must also meet the program-specific admission requirements listed below:

AUTOMOTIVE TECHNOLOGY

1. Recommended 8th grade reading and math levels
2. Possession of a High School Diploma, Equivalency Diploma or GED
3. Ability to do physical strenuous labor and other strenuous activities such as lifting, bending, reaching, and climbing.
4. Possession of valid driver's license

CULINARY ESSENTIALS

1. Recommended HS Diploma or equivalent and/or Certificate of Completion or concurrent enrollment in HS completion program
2. Priority enrollment is given to students that identify as having a disability (physical, cognitive, or mental)

FOUNDATIONS IN EARLY EDUCATION

1. Recommended 8th grade reading and math levels
2. Possession of a High School Diploma, Equivalency Diploma or GED
3. Prior to site placement students must provide proof of:
 - a. Live Scan: Submission of electronic fingerprints to the California Department of Justice and Federal Bureau of Investigation for a Local, State and Federal criminal record search.
 - b. Negative tuberculosis test or chest x-ray within the last year
 - c. Pertussis vaccination (Tdap) and booster within the last ten years
 - d. Measles (MMR immunization)
 - e. Influenza vaccination (yearly between August and December) or exemption status

MEDICAL ASSISTING

1. Recommended 8th grade reading and math levels
2. Possession of a High School Diploma, Equivalency Diploma or GED Documentation of flu vaccine or exemption status (during flu season only)
3. Potential students should be aware that some local medical facilities require background checks and/or drug screens prior to internship and/or employment

MEDICAL OFFICE ADMINISTRATION

1. Recommended 8th grade reading and math levels
2. Possession of a High School Diploma, Equivalency Diploma or GED
3. Documentation of flu vaccine or exemption status (during flu season only)
4. Potential students should be aware that some local medical facilities require background checks and/or drug screens prior to internship and/or employment

TRANSFER POLICIES

Transfer of Students between Programs within the Institution

A student may request transfer to another program within the Merced County Office of Education Regional Occupational Program by contacting the instructor of the program to which the student wishes to transfer. Initial approval is granted by the instructor who obtains final approval from the Coordinator. Eligible students are permitted one program transfer per term. If the student is referred by a partner agency or is a participant in a government-sponsored educational program, the student may need to obtain permission and a new referral from that agency or program.

Transfer of Students from Other Institutions or Transfer of Credits Earned from Other Institutions

MCOE ROP does not accept credits earned from other institutions. Students who have had previous education and/or training in the field of the program they are enrolled in may test out of certain units of instruction by proving competency through a written test, certification, college transcripts or lab demonstration under the direction of the program instructor.

FEES AND OTHER PROGRAM COSTS

The Merced County Office of Education Regional Occupational Program may charge tuition, fees, or any other program costs to students for programs offered. The program tuition ranges from \$2,500 to \$5,860. Financial assistance, including grants and other funding opportunities, may be available to offset the cost of tuition.

Grant and/or Fee for Service

Automotive Technology is fee based and listed on the Eligible Training Provider List (ETPL)/CalJobs website. The cost is \$2,500.

Foundation in Early Education is fee based and listed on the Eligible Training Provider List (ETPL)/CalJobs website. The cost is \$2,500.

Medical Assisting is fee based and listed on the Eligible Training Provider List (ETPL)/CalJobs website. The cost is \$5,860.

Medical Office Administration is fee based and listed on the Eligible Training Provider List (ETPL)/CalJobs website. The cost is \$5,360.

The Merced County Office of Education Regional Occupational Program is not a participant of the federal financial aid program (Title IV). However, through local grants and other funding sources we can provide programs at low to no cost for students who qualify.

TRANSCRIPTS

Students who successfully complete a program will receive a certificate, including the student's transcript from the program within 30 days after program completion. Duplicate certificates can be requested through writing to the program instructor and require up to ten (10) business days to complete. Verification of program participation will be issued upon written request. Identification is required to pick up all requested student records.

Any change of address, phone number, or legal proof of name change must be submitted in writing to the instructional staff in the program. To ensure accurate records, students must inform MCOE ROP of all changes.

PRIVACY OF RECORDS

Privacy of student records is governed by the Merced County Office of Education Policy and Regulation 5125, which can be accessed here: [Policies and Procedures](#). The MCOE ROP Coordinator serves as the custodian of records for students enrolled in the MCOE ROP.

PARKING

Parking is available to students. It is strongly recommended students park only in school parking areas and not in surrounding businesses' parking spaces. Parking on the campus is free, and parking passes are not required. The school is not responsible for parking violations, tow away fees, property theft, or damage to vehicles. It is suggested that students keep vehicles locked with valuables out of sight. Do not park in areas marked "Handicapped" unless you possess the appropriate parking permit.

PERSONAL BELONGINGS

Each student should monitor his/her personal property (i.e., school books, wallets, purses, jewelry, clothing, book bags, etc.), as the school is not responsible for lost or stolen property.

SECURITY

MCOE ROP does not maintain campus police staff. Local law enforcement has authority. On the campuses, it is everyone's responsibility to be vigilant and to be aware of your surroundings. If you see something that may cause danger to others, call for emergency services immediately. If you have questions or concerns, you may also notify any MCOE ROP staff for support and assistance.

TOBACCO-FREE SCHOOLS

Per MCOE policy 3513.3, The County Superintendent prohibits smoking and/or the use of tobacco products at any time in MCOE-owned or leased buildings, on MCOE property, and in MCOE vehicles. (Health and Safety Code 104420, 104559). This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or event held on or off MCOE property.

WORK-BASED OPPORTUNITIES

Students are required to participate in a clinical or community classroom (internship) as scheduled by the instructor and the site. Clinical or community classroom opportunities may occur outside the regularly scheduled time of the program. Students must complete the minimum number of hours of internship or jeopardize successfully completing the program and earning a certificate.

GRADING SYSTEM

MCOE ROP programs are competency-based. Competency-based education is learner centered, allowing students to progress as skills and competencies are mastered. Employment competencies are defined by performance standards established by employer teams specific to each program. Instructors monitor completion time and evaluate student performance as outlined on the program competency lists and program outline.

For specific program policies such as grading and completion requirements, please refer to your program's syllabus.

STUDENTS CONDUCT

Students Conduct

Policy 5131

The Merced County Office of Education (MCOE) believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on MCOE transportation.

(cf. 0450 – Comprehensive Safety Plan)

(cf. 5131.1 - Bus Conduct)

(cf. 5137 – Positive School Climate)

The County Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with MCOE policies and regulations. MCOE's Valley Community School will utilize restorative principles and practices as the foundation of its discipline model. Students and parents/guardians shall be notified of MCOE and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.

(cf. 5131.2 – Bullying)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

(cf. 5145.9 – Hate-Motivated Behavior)

3. Conduct that disrupts the orderly classroom or school environment.

(cf. 5131.4 - Student Disturbances)

4. Willful defiance of staff's authority.

5. Damage to or theft of property belonging to students, staff, or the MCOE.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

The MCOE shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language.

(cf. 5145.2 – Freedom of Speech/Expression)

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs.

(cf. 5131.6 – Alcohol and Other Drugs)

(cf. 5131.62 – Tobacco)

8. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose.

(Penal Code 417.27)

Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal/coordinator or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time.

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other MCOE employee, and at any other time directed by an MCOE employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

10. Plagiarism or dishonesty on schoolwork or on tests.

(cf. 5131.9 - Academic Honesty)

(cf. 6162.6 - Use of Copyrighted Materials)

11. Inappropriate attire.

(cf. 5132 - Dress and Grooming)

12. Tardiness or unexcused absence from school.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1- Truancy)

13. Failure to remain on school premises in accordance with school rules.

(cf. 5112.5 – Open/Closed Campus)

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with Policy/Regulation 5145.12 – Search and Seizure.

(cf. 5145.12 – Search and Seizure)

Students who violate MCOE or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with MCOE policy and regulation. The County Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5127 – Graduation Ceremonies and Activities)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6020 - Parent Involvement)

(cf. 6145 - Extracurricular and Co-curricular Activities)

(cf. 6159.4 – Behavioral Interventions for Special Education Students)

Students also may be subject to discipline, in accordance with law, MCOE policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or MCOE property, or substantially disrupts school activities.

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination*
32280-32289 *Comprehensive safety plan*
35181 *Governing board authority to set policy on responsibilities of students*
35291-35291.5 *Rules*
44807 *Duty concerning conduct of students*
48900-48925 *Suspension or expulsion*
51512 *Prohibition against electronic listening or recording device in classroom without permission*

CIVIL CODE

1714.1 *Liability of parents and guardians for willful misconduct of minor*

PENAL CODE

288.2 *Harmful matter with intent to seduce*
313 *Harmful matter*
417.25-417.27 *Laser scope or laser pointer*
647 *Use of camera or other instrument to invade person's privacy; misdemeanor*
653.2 *Electronic communication devices, threats to safety*

VEHICLE CODE

23123-23124 *Prohibitions against use of electronic devices while driving*

CODE OF REGULATIONS, TITLE 5

300-307 *Duties of students*

UNITED STATES CODE, TITLE 42

2000h-2000h6 *Title IX, 1972 Education Act Amendments*

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094
LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981
Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088
Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675
New Jersey v. T.L.O., (1985) 469 U.S. 325
Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss> Center for Safe and Responsible Internet Use:
<http://cyberbully.org>
National School Boards Association: <http://www.nsba.org> National School Safety Center: <http://www.schoolsafety.us>
U.S. Department of Education: <http://www.ed.gov>

STUDENTS DRESS AND GROOMING

Student Dress and Grooming

POLICY 5132

Appropriate dress and grooming contribute to a productive learning environment. The MCOE expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

(cf. 5145.2 - Freedom of Speech/Expression)

MCOE and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students, as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. 5145.3- Nondiscrimination/Harassment)

(cf. 5145.75- Sexual Harassment)

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

(cf. 0410 - Nondiscrimination in MCOE Programs and Activities)

(cf. 0415 - Equity)

(cf. 5145.2 - Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the MCOE's dress code may result in disciplinary action. *(cf. 5144 - Discipline)*

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt school activities. Such a dress code may be included as part of the school safety plan and must be presented to the County Superintendent or designee for approval. The County Superintendent or designee shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Uniforms

The County Superintendent may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the County Superintendent determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The County Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians decide. (Education Code 35183)

The County Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Legal Reference:

EDUCATION CODE

212.1 Nondiscrimination based on race or ethnicity

220 Nondiscrimination

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

COURT DECISIONS

Jacobs v. Clark County School District (2008) 26 F. 3d 419

Harper v. Poway Unified School District (2006) 445 App. 3d 166

Marvin H. Jeglin et al v. San Jacinto Unified School District et al 827 F.Supp. 1459 (C.D. Cal. 1993)

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hazelwood School District v. Kuhlmeier (1988) 108 S. Ct. 562

Hartzell v. Connell (1984) 35 Cal. 3d 899

Tinker v. Des Moines Independent Community School District (1969) 383 U.S. 503

Policy Adopted: 11/4/2009;

Revised: 4/11/2024 Merced, California

MERCED COUNTY OFFICE OF EDUCATION

STUDENTS NONDISCRIMINATION/HARASSMENT

Students Nondiscrimination/Harassment

POLICY 5145.3

The Merced County Office of Education (MCOE) desires to provide a safe school environment that allows all students equal access and opportunities in the MCOE's academic, extracurricular, and other educational support programs, services, and activities. MCOE prohibits, at any MCOE school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person, or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a MCOE school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school. (Education Code 234.1)

(cf. 0410- Nondiscrimination in MCOE Programs and Activities)

(cf. 5131- Conduct)

(cf. 5131.2- Bullying)

(cf. 5137- Positive School Climate)

(cf. 5145.9- Hate- Motivated Behavior)

(cf. 5146- Married/Pregnant/Parenting Students)

(cf. 6164.6- Identification and Education under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The MCOE also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files, or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The County Superintendent or designee shall facilitate students' access to the educational program by publicizing the MCOE's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The County Superintendent or designee shall regularly review the implementation of the MCOE's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program.

(cf. 1312.3- Uniform Complaint Procedures)

(cf. 1330- Use of Facilities)

(cf. 4331- Staff Development)

(cf. 6145- Extracurricular and Cocurricular Activities)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

The school or program administrator or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, MCOE policy, or regulation shall be subject to appropriate consequences or discipline, which may include suspension, or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118- Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21- Professional Standards)

(cf. 4218- Dismissal/Suspension/Disciplinary Action)

(cf. 5144- Discipline)

(cf. 5144.1- Suspension and Expulsion/Due Process)

(cf. 5144.2- Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.2- Freedom of Speech/Expression)

Record-Keeping

The County Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the MCOE to monitor, address, and prevent repetitive prohibited behavior in MCOE schools.

(cf. 3580- MCOE Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
48900.3 Suspension or expulsion for act of hate violence
48900.4 Suspension or expulsion for threats or harassment 48904
Liability of parent/guardian for willful student misconduct 48907
Student exercise of free expression
48950 Freedom of speech 48985
Translation of notices 49020-49023
Athletic programs
51500 Prohibited instruction or activity
51501 Prohibited means of instruction 60044
Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime
422.6 Crime, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972
12101-12213 Title II equal opportunity for individuals with disabilities UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI & VII Civil Rights Act of 1964 as amended
2000h 2 2000h-6 Title IX, of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex COURT

DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

Legal Reference: (continued)

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010
Notice of Non-Discrimination, January 1999

WEBSITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

STUDENTS SEXUAL HARASSMENT

Student Sexual Harassment

REGULATION 5145.7

Definitions

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any MCOE program or activity.

(cf. 1312.3- Uniform Complaint Procedures)

(cf. 5131- Conduct)

(cf. 5131.2- Bullying)

(cf. 5145.3- Nondiscrimination/Harassment)

(cf. 6142.1- Sexual Health and HIV/AIDS Prevention Instruction)

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of MCOE policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a MCOE school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. An MCOE employee conditioning the provision of MCOE aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, objectively offensive that it effectively denies a student equal access to the MCOE's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

(cf. 5145.71- Title IX Sexual Harassment Complaint Procedures)

Examples of Sexual Harassment

Examples of types of conduct which are prohibited in MCOE, and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual batter, or sexual coercion
12. Electronic communications containing comments, words, or images described above.

Title IX Coordinator/Compliance Officer

The MCOE designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, in accordance with Regulation 5145.70- Title IX Sexual Harassment Complaint Procedures, as well as to investigate and resolve sexual harassment complaints under Regulation 1312.3- Uniform Complaints Procedures. The Title IX Coordinator may be contacted at:

Assistant Superintendent
 632 West 13th Street
 Merced, CA 95341
 209-381-6627
HRCoordinator@mcoe.org

(cf. 1312.3- Uniform Complaint Procedures)

(cf. 5145.71- Title IX Sexual Harassment Complaint Procedures)

Notifications

The County Superintendent or designee shall notify students and parents/guardians that the MCOE does not discriminate on the basis of sex as required by Title IX and that inquires about the application of Title IX to the MCOE may be referred to the MCOE's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

(cf. 5145.6- Parental Notifications)

The MCOE shall notify students, parents/guardians, employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the MCOE's Title IX Coordinator. (34 CFR 106.8)

A Copy of the MCOE's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year
 (Education Code 48980; 5 CCR 4971)
(cf. 5145.6- Parental Notification)
2. Be displayed in a prominent location in the main administrative building or other area where notices of

- MCOE rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)
 4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the MCOE's website in a manner that is easily accessible to parents/guardians and students. This shall include the name or title, office address, email address, and telephone number of the employee(s) designated as the MCOE's Title IX Coordinator. (Education Code 234.6; 34 CFR 106.8)

(cf. 113- MCOE Websites)

(cf. 114- MCOE Sponsored Social Media)

5. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
6. Appear in any school or MCOE publication that sets forth the school's or MCOE's comprehensive rules. Regulations, procedures, and standards of conduct (Education Code 231.5)
7. Be included any handbook provided to students, parents/guardians, employees, or employee organizations (34 CFR 106.8)

The County Superintendent or designee shall also post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the MCOE's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Reporting Complaints

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the MCOE's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the MCOE's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

(cf. 5141.4- Child Abuse Prevention and Reporting)

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall access whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the applicable MCOE complaint procedures.

Complaint Procedures

All complaints of sexual harassment by and against students shall be investigated and resolved in accordance with law and MCOE procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedures for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX, shall be investigated and resolved in accordance with Regulation 5145.71- Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to Regulation 1312.3- Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

STUDENT USE OF TECHNOLOGY

Student Use of Technology

EXHIBIT 6163.4

Student Technology and Internet Acceptable Use Agreement

Merced County Offices of Education (MCOE) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills; therefore, we provide the privilege of access to technologies for student use.

MCOE may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email and more. This Acceptable Use Agreement applies to both school-owned technology equipment that utilizes the school network, the schools' Internet connection, and/or private networks/Internet connections accessed from school-owned devices at any time. MCOE employs filtering and other safety and security mechanisms and attempts to ensure their proper function.

Technology Use Guidelines and Expectations

This Acceptable Use Agreement outlines the guidelines and expectations that all student users are expected to follow when using school technologies.

- All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to abide by the guidelines outlined in this agreement.
- MCOE provides its users the privilege of access to the Internet, including web sites, resources, content and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.
- Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when browsing the Internet.
- Recognizing the benefits collaboration brings to education, MCOE may provide users with access to web sites or tools that allow communication, collaboration, sharing and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline. Posts, chats, sharing and messaging may be monitored.
- MCOE may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should immediately report any loss, damage, or malfunction to the staff member that issued the device. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.
- Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a device you are using might be infected with a virus, please alert a staff member. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

- Users should not download or attempt to download or run .exe programs over the school network or onto school resources.
- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet.
- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.
- Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use- I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use – I will NOT:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Agreement.
- Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network

safety measures and filtering tools.

- Create, distribute or deploy multi-user servers or gaming software on or within the MCOE network.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Agreement.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post or otherwise disclose personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

ATTENDANCE POLICY



The MCOE ROP will help you to develop employability skills and habits that are necessary to secure and retain employment.

Excellent attendance and punctuality is a requirement in every industry. Employers **count on us** to attend and be on time when we are scheduled to work. The employers that work with the MCOE ROP require excellent attendance from their employees. Poor attendance = poor job prospects!

During the next several months, we will be concentrating on establishing an excellent record of attendance and punctuality. At the end of your training we want to be able to recommend you to employers, with that goal in mind, please read the following attendance policy, then sign and date where indicated on the Adult Enrollment Check-off Sheet.

Students are expected to be in class and/ or at their internship site every day, as scheduled, and to be on time.

Each program has a 24-hour voicemail system. In the event that you are going to be absent or late, you must call, email, or text the class and your work site before **8:00AM**, if not a **“No Call – No Show”** will be reported to your case manager and documented in your personal file.

All absences, except those that have been medically, legally, or otherwise verified, will result in a “needs counseling” referral on the time and attendance report that is submitted to your case manager/referring agency where applicable.

If you have any non-verified absences, your case manager will be notified. If your attendance does not improve, it will be recommended to your case manager/referring agency that you be dropped from the program.

If you have two (2) consecutive absences, your case manager will be notified. This applies to both excused and unexcused absences.

I have read the MCOE ROP attendance policy. I have had the opportunity to discuss the policy with my instructor. I clearly understand the attendance policy and agree to abide by it.

Date: _____

Time: _____

Reviewed attendance policy in regard to excused and unexcused absences.

Student Signature: _____

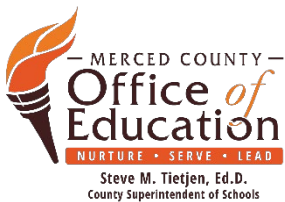
Instructors Signature: _____

STUDENT COMPLAINT PROCEDURES



Mission Statement:

The mission of the Merced County Office of Education Regional Occupational Program is to prepare adult students with relevant, high quality career training to secure sustainable employment and advancement.



Merced County Office of Education Complaint Procedures

MCOE ROP wants to ensure that “Nurture Serve Lead” is not just a slogan but a reality for our students. MCOE ROP has prepared a Complaint Procedures Form so students can easily voice their concerns, and complaints, as needed.

1. All adult students are provided with a Complaint Procedures Form when they enroll in an ROP program. Additional forms can be obtained on the MCOE ROP website.
2. Give the completed form to your instructor or if you prefer call (209)381-6684 for other options.
3. The Complaint Procedures Form is reviewed by you and your instructor to ensure a positive outcome to the situation.
4. If you are not satisfied with the outcome, you may contact the ROP Adult Program Coordinator, Andrea Cruthird-Mays at (209) 381-4524 or acruthird@mcoe.org.

We value your opinions and concerns. We hope you will help us in our efforts to ensure that we “Nurture Serve Lead”

Revised 5/24/2025



Complaint Procedures Form

To: _____
(Instructor's Name)

Date: _____

From: _____
(Student's Name)

Class: _____
(Class Name)

Nature of Complaint: This should be a description, in your own words, of the grounds for your complaint, including all names, dates, and places necessary for a complete understanding of your complaint.

I certify that the above statement is true and correct.

Signature: _____

Date: _____

Complaints Concerning MCOE Employees Policy

Community Relations

COMPLAINTS CONCERNING MCOE EMPLOYEES

Policy 1312.1

The Merced County Office of Education (MCOE) accepts responsibility for providing means by which the public can hold employees accountable for their actions. The MCOE desires that complaints be resolved expeditiously without disrupting the educational process.

The Merced County Superintendent of Schools or designee shall develop regulations which permit the public to submit complaints against MCOE employees in an appropriate way. These regulations shall protect the rights of involved parties. The County Superintendent or designee may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2- Complaints Concerning Instructional Materials)

(cf. 1312.3- Uniform Complaint Procedures)

(cf. 3515.2- Disruptions)

The MCOE prohibits retaliation against complaints. The County Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The MCOE will not investigate anonymous complaints unless it so desires.

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedures for filing child abuse complaints

35146 Closed Sessions

44031 Personnel file contents and inspection

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

GOVERNMENT CODE

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

300 Minor subject to jurisdiction of juvenile court

Management Resources:

CDE LEGAL ADVISORIES

0910.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO: 4-93)

Policy

Adopted: 10/24/2007

MERCED COUNTY OFFICE OF EDUCATION

Merced, California

Complaints Concerning Instructional Materials Policy

Community Relations

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Policy 1312.2

The Merced County Office of Education (MCOE) uses a comprehensive process to adopt instructional materials based on selection criteria established by law and MCOE policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaints procedures.

(cf. 6161.1- Selection and Evaluation of Instructional Materials)

(cf. 6163.1- Library Media Centers)

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school Principal/Coordinator. If the situation remains unresolved, complaint may be filed using the process specified in the regulation.

The MCOE shall accept complaints concerning instructional materials only from staff, county residents, or the parents/guardian of children enrolled in an MCOE school.

When deliberating upon challenged materials, the Merced County Superintendent of Schools and/or review committee shall consider the educational philosophy of the MCOE, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complaints are encouraged to accept the review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the County Superintendent.

(cf. 9322- Agenda/Meeting Materials)

The MCOE's decision shall be based on educational suitability of the materials and the criteria established in MCOE policy and regulation.

(cf. 9000- Role of the MCOE)

(cf. 9005- Governance Standards)

When any challenged instructional material is reviewed by the MCOE review committee, it shall not be subject to further reconsideration for 12 months, unless the County Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the MCOE's Williams Uniform Complaint Procedure at Regulation 1312.4.

(cf. 1312.1- Complaints Concerning MCOE Employees)

(cf. 1312.3- Uniform Complaint Procedures)

(cf. 1312.4- Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

18111 Exclusion of books by governing board

35010 Control of district; prescription and enforcement of rules

35186 Williams Uniform Complaint Procedures

44805 Enforcement of course of studies; use of textbooks, rules and regulations

51501 Subject matter reflecting on race, color, etc.

60000-60005 Instructional materials, legislative intent

60119 Public hearing on sufficiency of materials
60200-60206 Elementary school materials
60226 Requirements for publishers and manufacturers
60400-60411 High school textbooks
60510-60511 Donation of sale of obsolete instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1002.90 Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001

WEBSITES

CSBA: <http://www.csba.org>

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

Policy
Adopted: 12/12/07

MERCED COUNTY OFFICE OF EDUCATION
Merced, California

UNIFORM COMPLAINT PROCEDURES

Policy 1312.3

The County Superintendent recognizes its primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The County Superintendent encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the County Superintendent adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying regulation.

Complaints Subject to UCP

The Merced County Office of (MCOE) uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging the MCOE's violation of applicable state or federal law or regulations governing any program subject to the UCP which is offered by the MCOE, including accommodations for the list below and any other MCOE- implemented state categorical program that is not funded through control funding formula pursuant to Education Code 64000.
 - Accommodations for Pregnant and Parenting Pupils *[Education Code (EC) 46015]*
 - Adult Education *[EC 8500-8538, 52334.7, 52500-52614.4]*
 - After School Education and Safety *[EC 8482-8484.65]*
 - Agricultural Career Technical Education *[EWC 52460-52462]*
 - Career Technical and Technical Education, Career Technical, Technical Training (state) *[EC 52300-52462]*
 - Career Technical Education (federal) *[EC 51226-51226.1]*
 - Child Care and Development *[EC 8200-8493]*
 - Compensatory Education *[EC 54400]*
 - Course Periods without Educational Content *[EC 51228.1-51228.3]*
 - Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in an MCOE program and Children of Military Families *[EC 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2]*
 - Every Student Succeeds Act *[EC 52059; 20 United States Code 6301]*
 - Local Control Accountability Plans (LCAP) *[EC 52075; Government Code 17581.6(f)]*
 - Migrant Education *[EC 54440-54445]*
 - Physical Education Instructional Minutes *[EC 51210, 51223]*
 - Pupil Fees *[EC 49010-49011]*
 - Reasonable Accommodations to a Lactating Pupil *[EC 222]*
 - Regional Occupational Centers and Programs *[EC 52300-52334.7]*
 - School Plans for Student Achievement *[EC 64001]*
 - School Safety Plans *[EC 32280-32289]*
 - School site Councils *[EC 65000]*
 - State Preschool *[8235-8239.1]*
 - State Preschool Health and Safety Issues in LEAs Exempt from Licensing *[EC 8235.5(a), 33315; Government Code 17581.6(f); California Health & Safety Code 1596.7925]*

(cf. 3553- Free and Reduced Meals)
(cf. 3555- Nutrition Program Compliance)
(cf. 5148- Child Care and Development)
(cf. 5148.2 Before/After School Programs)
(cf. 5148.3 Preschool/Early Childhood Education)
(cf. 6171- Title I Programs)
(cf. 6174- Education for English Language Learners)
(cf. 6175- Migrant Education Program)
(cf. 6178- Career Technical Education)
(cf. 6178.1- Work-Based Learning)
(cf. 6178.2- Regional Occupational Center/Program)
(cf. 6200- Adult Education)

2. Any complaint, by a student, employee, or other person participating in an MCOE program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory, harassment, intimidation, or bullying) in MCOE programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristic of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender identity, gender expression, or genetic information, or any other characteristics identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610).
(cf. 0410- Nondiscrimination in MCOE Programs and Activities)
(cf. 5145.3- Nondiscrimination/Harassment)
(cf. 5145.7- Sexual Harassment)
3. Any complaint alleging MCOE noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant, or address other breastfeeding-related needs of the student (Education Code 222).
(cf. 5146- Married/Pregnant/Parenting Students)
4. Any complaint alleging MCOE noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and imposed graduation requirements (Education Code 46015).
5. Any Complaint alleging MCOE noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in education activities (5 CCR 4610).
(cf. 3260- Fees and Charges)
(cf. 3320- Claims and Actions Against the MCOE)
6. Any complaint alleging MCOE noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including a development of a local control funding formula budget overview for parents/guardians (Education Code 52075).

(cf. 0460- Local Control and Accountability Plan)
(cf. Budget)
7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420- School Plans/Site Councils)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging placement decisions; the responsibilities of the MCOE's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer, or the grant of an exemption from imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1- Education for Foster Youth)

9. Any complaint, by or on behalf of a student who transfers into the MCOE after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the MCOE, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging MCOE noncompliance with any requirement applicable to the student regarding the grant of an exemption from imposed graduation requirements (Education Code 51225.1).

(cf. 6173- Education for Homeless Children)

(cf. 6173.2- Education of Children of Military Families)

(cf. 6173.3- Education for Juvenile Court School Students)

10. Any complaint by or on behalf of a student who is a homeless child or youth defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigration student who is participating in a newcomer program as defined in Education Code 51225.2, alleging MCOE noncompliance with any requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2).
11. Any complaint alleging MCOE noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3).

(cf. 6152 Class Assignment)

12. Any complaint alleging MCOE noncompliance with the physical education instructional minutes requirement (Education Code 51210, 51222, 51223)

(cf. 6142.7- Physical Education and Activity)

13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925).
14. Any Complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.
15. Any other complaint as specified in a MCOE policy.

The MCOE recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The County Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The MCOE shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation or bullying), the County Superintendent or designee shall keep the identity of the complainant and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23- Unauthorized Release of Confidential/Privileged Information)

(cf. 5125- Student Records)

(cf. 9011- Disclosure of Confidential/Privileged Information)

When allegation that is not subject to the UCP is included in a UCP complaint, MCOE shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the MCOE's UCP.

The County Superintendent or designee shall provide training to MCOE staff to ensure awareness and knowledge of current law and related requirements related to UCP, including the steps and timelines specified in this policy and the accompanying regulation.

(cf. 4331-Staff Development)

The County Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

(cf. 3580- MCOE Records)

NON-UCP COMPLAINTS

The following complaints shall not be subject to the MCOE's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. 5141.4 Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the MCOE in accordance with the procedures specified in Regulation 4030- Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in Regulation 1312.4- Williams Uniform Complaint Procedures (Education Code 8235.5, 35186).

(cf. 1312.4- Williams Uniform Complaint Procedure)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complaint procedures

46015 Parental leave for students

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49014 Student fees

49060-49079 Student records, especially:

49069.5 Records for foster youth

49490-49590 Child nutrition programs

49701 Interstate Compact on Education opportunity for Military Children

51210 Courses of study grades 1-6

51222 Physical education, secondary schools

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

52300-52462 Career-technical education

52500-52616.24 Adult Schools

54000-54029 Economic Impact Aid

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process; school plan for student achievement

65000-65001 School site councils

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions

1596.7925 California Child Day Care Act; health and safety regulations

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

Legal Reference: (continued)

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Education Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on the basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Uniform Complaint Procedure 2020-21 Program Instrument

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinator, April 15

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEBSITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www/cde/ca/gov>

Family Policy Compliance Office: <http://www2.ed.gov/policy/gen/quid/fpco>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

Policy Adopted: 8/1/2008;

Revised: 2/25/09, 10/24/12, 10/23/13

5/13/15, 6/9/15, 6/23/15, 2/15/17, 8/28/19, 9/23/2020

MERCED COUNTY OFFICE OF EDUCATION

Merced, California



STUDENT PROGRESS POLICY

Each MCOE ROP program has competencies that you must master in order to become employable. It is our policy that each student must maintain reasonable progress towards these competencies. We recognize that every student is different, however, an estimated number of hours have been established for each program.

Timely Completion of Assignments

Each instructor will provide students in writing what constitutes timely completion of assignments for that program. The student is to remain on task and is to use time wisely as observed by the instructor. Each instructor will evaluate on a bi-weekly basis whether you are progressing at a rate which would allow you to complete all competencies in the allotted time. If you are experiencing difficulty understanding any of the material, please ask either the instructor or aide for help. We are here to help you succeed and complete the course.

Student/Instructor/Referring Case Manager Conferences

A conference between the student, instructor, and case manager will be required at the following times:

- The student has exceeded half of the allotted hours for the program and has completed fewer than half of the required competencies.
- The student has exceeded the number of hours allotted for the program and has not completed the competencies.

Student and instructor will work together on a written plan to help the student get back on track. This plan will be reviewed and evaluated to determine if satisfactory progress is being made. Failure to show progress can result in dismissal from the program.

I have read the ROP Progress Policy. I have had the opportunity to discuss the policy with my instructor. I clearly understand the progress policy and agree to abide by it.

Student Name (print)

Student Signature

Date

Instructor Signature

Date

CURRICULUM AND INSTRUCTION

INTRODUCTION

The MCOE ROP shall increase student achievement by continually increasing rigor and relevance in our instructional program. MCOE ROP students will be able to acquire skills and apply those skills when analyzing a situation or creating solutions to workplace problems.

Curriculum goals

- Align and integrate all offered programs with the National Educational Technology Standards.
- Align and integrate all programs offered with Standards for Career Ready Practices.

COMMON UNITS

All MCOE ROP programs have common units that are aligned with the California Model Curriculum Standards, Standards for Career Ready Practice and the National Educational Technology Standards.

All MCOE ROP full time programs have common units that are part of the curriculum.

I. HEALTH AND SAFETY

A. Cyber Security & Digital Citizenship

1. Explain the personal responsibilities and safeguards of keeping a network, mobile devices and data transmissions safe while at work, home, or school.
2. Identify the legal and ethical considerations and risks involved with sharing or using information online, including appropriate or inappropriate posts, acts of plagiarism, or cyber bullying.

B. Harassment/ Discrimination

1. Identify; protected classes, what defines harassment and discrimination, and preventative measures and procedures that should be implemented and followed by the employer and employee.

C. Accident Prevention and Emergency Procedures

1. Identify workplace and OSHA policies, procedures, and regulations regarding accident prevention in the workplace including responsibilities and preventative measures.

D. Labor Laws

1. Define California law as it applies to adults, paydays, pay periods and final wages and show evidence of understanding policies, procedures, and regulations for the workplace environment as it applies to employees and employers.

E. Personal Health

1. Identify the importance of maintaining balance between work and family, how to manage stress, maintain health(exercise/rest), and a healthy diet.

II. WORKPLACE EXPECTATIONS

A. Work Ethic and Employee Etiquette

1. Identify, describe, and model positive work ethic as it relates to job retention.
2. Understand the importance of maintaining integrity and honesty: acknowledging one's mistakes; and finding solutions for correction/prevention.
3. Establish and maintain mutual respect and confidentiality with colleagues, clients, policies and practices.

B. Communication Skills

1. Demonstrate effective oral, written, non-verbal and visual communication skills as they relate to

various workplace settings.

2. Establishes relationships with others that encourages mutual exchange of information and ideas.
3. Models' appropriate methods of communication with consideration for the communication preferences of others.

C. Collaboration/Leadership Skills

1. Demonstrate the ability to develop rapport and use diplomacy while recognizing the importance of diversity in the workplace.
2. Give and receive constructive criticism, demonstrate empathy, tolerance, and respect in regard to the opinions of others.
3. Model leadership by gathering ideas and using the unique strengths of all team members. Offering help and encouraging everyone to share responsibilities.

D. Problem Solving and Critical Thinking

1. Solve problems using various types of reasoning (inductive, deductive) as appropriate using legal and ethical principles.
2. Produce outcomes in a complex work environment using holistic thinking to analyze different viewpoints and putting effort into understanding why information may be presented in a certain way.
3. Utilize a growth mindset to learn from mistakes and persevere in challenging times.
4. Anticipates areas of potential conflict and uses a professional code of ethics established by the industry sector to deescalate the challenging situation.

E. Dependability and Time Management Skills

1. Exhibit excellent punctuality and regular attendance.
2. Identify means of prioritizing tasks and asking for assistance when needed and identify possible consequences associated with not meeting due dates.
3. Demonstrate the ability to take initiative by starting tasks or taking on roles that can help others prior to being asked.

III. JOB READINESS

A. Employability Skills Portfolio

1. Job Search and the Interview Process
2. Identify and use resources in the job search process.
3. Understand the importance of researching potential employers and how that information can be used during the interview and portfolio process.
4. Demonstrate proper communication and appearance for the interview process.
5. Communicate workplace strengths during the interview process.

B. Personal and Professional Behavior

1. Recognize the importance of maintaining a professional image through appearance, attitude, and communication – online and face-to-face.
2. Demonstrate an understanding of tolerance, cultural, social, and personal differences within the workplace.

C. Job Retention

1. Employee Expectations
2. Follow-up (3-6 months) pass probation

D. Career Action Plan

1. Demonstrate the ability to outline short and long-term goals that can be used as motivation and necessary steps to reach one's ultimate career and educational goals.

PROGRAM ADMINISTRATION AND COMMUNITY COLLABORATION

The MCOE ROP will continue to involve key stakeholders (Institutional and Occupational Advisory Committees) in determining strategies for program improvement. The Advisory Committee Members assume responsibility for advising the instructors and administration on matters concerning skill training in their occupations.

- Advisory Committees engage the advice and support of business, industry, labor, and community representatives to develop and maintain high quality career technical education programs.
- Advisory Committees are extremely important in the development and maintenance of a two-way system of understanding and communication between the MCOE ROP and local business and industry.

Functions of the MCOE ROP Advisory Committee:

- Help to determine what programs are offered and maintained.
- Assist in curriculum review and verification of labor market needs.
- Assist the teacher(s) in finding suitable internships, cooperative learning, and partnerships.
- Give added support and strength to the relationship between business, industry, the community, and education.
- Help attract and encourage qualified/capable students to enroll in the program.
- Help in recruiting and providing opportunities for special-needs students.
- Help gain support for legislation and appropriations.
- Meet the accountability requirements established by the California Department of Education (E.C. 52302.3) and the Council of Occupational Education (Objectives 2-B-7 and 2-C-4).

CAREER GUIDANCE AND COUNSELING

Career Guidance and Counseling are major focuses of the MCOE ROP. Instructors and Job Development and Training Technicians (JDTTs) work together to provide students with comprehensive and effective career guidance and counseling in topics including but not limited to pre-employment awareness, 21st Century Employability Skills, Employer Expectations, and best practices for interviewing for a position. Additionally, the Instructor and JDTTs connect with local businesses and industry to identify employment opportunities for students.

Goals

- Instructors and students complete an Individualized Learning Plan (ILP) within the first month of starting a program.
- All students complete a Career Action Plan
- Instructors schedule guest speakers from business and industry for Q & A and discussion
- Industry field trips are used to show students our local employers and jobs in the community
- Students are given the opportunity to participate in the annual Career Industry Day to help connect and network with local employers
- MCOE ROP Portfolio Day allows students to discuss and showcase their employability portfolio in a mock interview
- Students in full-time programs will complete an internship in the field of training (Community Classroom)

SUPPORT SERVICES

Our staff work closely to assist all students and ensure they have the necessary support services for student success. Services include but are not limited to the following:

- Each Program disseminates current listings to support students in obtaining employment.
- Each term multiple opportunities are given to students to develop their soft skills in order to improve their opportunities for employment.
- Each student will develop a portfolio in the designated program area. Portfolios are used to plan, organize, and document education, training, work samples, and skills. Portfolios are used to apply for jobs, apply to institutions of higher education, show transferable skills, and track personal development.
- Most programs offer student internships prior to graduation. Students apply skills learned in the classroom to an entry level position.

Other student services available:

- Assessments (career, personality, temperament)
- Career Strategies for Success
- Copies of student portfolio pieces
- Educational Guidance
- Employability Skills Training
- Effective Job Seeking Skills

APPENDICES

2026-2027 Program Locations and Descriptions

*Merced County Office of Education
Regional Occupational Program - Main Campus
Located at Wolfe Educational Center 732 W. 13th Street, Merced, CA 95341
Shavon Roach 209-381-4576
Kristi Lindsey 209-381-4578*

The main campus is located on 13th Street in Merced and is home to Three (3) of our MCOE ROP Programs. We offer free parking on the premises; in addition, we are a 5-minute walk to the M street public transportation bus stop and 7-minute walk to the Bus Transportation on 16th Street.

FOUNDATIONS IN EARLY EDUCATION

Instructor: Shavon Roach

Room: W 3-4

Monday – Thursday: 8:00 a.m. – 4:30 p.m.

Open Entry: Monthly ; 26 Weeks

Course Fee: \$2500

Foundations in Early Education is designed to develop the skills necessary to work in the early childhood education field. Training will include understanding the infant toddler learning foundations, developmental milestones for child growth and development, child health and safety care, child nutrition, guidance and discipline procedures, and intellectual and physical activities. This program is taught in a combination of classroom and hands-on lab experience in which students will work in a supervised early childhood program with children ages six weeks to 36 months. Program content examines essential policies, principles, and practices that lead to quality care and developmentally appropriate curriculum for infants and toddlers. Students have the opportunity to earn up to nine units of Merced College credit in Child Development.

MEDICAL ASSISTING

Instructor: Kristi Lindsey

Room: W 1-2

Monday- Thursday. 8:00 a.m. – 4:30 p.m.

Open Entry: Monthly ; 26 Weeks

Course Fee: \$5860

The Medical Assisting Program is designed to prepare students for entry-level positions in the medical field. This program includes CPR/Basic Life Support certification. All students complete an Employment Portfolio and hands on training at a local medical facility or office. Front office training includes written & oral communication, office management, appointment scheduling, and basic computer applications training. Clinical training includes anatomy & physiology, patient assessment, clinical venipuncture, and medication administration as directed by a physician.

MEDICAL OFFICE ADMINISTRATION

Instructor: Kristi Lindsey

Room: W 1-2

Monday - Thursday, 8:00 a.m. – 4:30 p.m.

Open Entry: Monthly; 26 Weeks

Course Fee: \$5360

This program is designed to introduce adult students to Medical Office Administration. The program is structured to provide a maximum opportunity for students to learn health insurance claim forms, medical terminology, legal and ethical issues for healthcare professionals, and diagnostic and procedural coding. Textbooks, personal computers, and software equivalent to those commonly found in today's medical office will be used to teach these skills in the classroom. All students will complete an internship in the field.

*Merced County Office of Education
Regional Occupational Program - Extension
Located at the Center for Applied Technology (CAT) 2245 Jetstream Drive Bldg. #325, Atwater, CA 95301
Deven Chew 209-381-5801*

The Center for Applied Technology (CAT) is home of our MCOE ROP Automotive Technology Program. It is located at Castle Air Force Base in Atwater. CAT is a 9-minute walk to the nearest public transportation bus stop, and we offer free parking on the premises.

AUTOMOTIVE TECHNOLOGY

Instructor: Deven Chew

Monday-Thursday, 10:00 a.m. - 1:00 p.m.

Cohort Based; 17 Weeks

Course Fee: \$2500

The Automotive Technology Program is structured to serve the trainees who plan to seek employment immediately or to pursue advanced training in a post-secondary Automotive Training Program. The purpose of the program is to prepare technicians who can demonstrate the skills necessary to diagnose, service and repair automotive vehicles. Instruction is designed and aligned to the California State Academic Standards along with National Automotive Technicians Education Foundation Industry Standards. Demonstration of knowledge and skills with ASE Standards A1-A8 Engine Repair, Automotive Transmissions, Suspension Systems, Brakes, Electronic and Electrical systems, Heating & Air Conditioning, and Engine Performance. Trainees will complete training internships with local businesses. Trainees will also receive certifications in safety and pollution prevention (S/P2).

*Merced County Office of Education
Regional Occupational Program- Instructional Service Center
Located at the Yosemite Educational Center 350 W. Yosemite Ave., Merced, CA 95340
Tisha McParland
Greg Friedman
209-381-4530*

The Yosemite Educational Center (YEC) is located on Yosemite Ave. YEC is home to our Culinary Essentials program. Free parking is available at the back of the building, and a public transportation stop is only a 3-minute walk.

CULINARY ESSENTIALS

Instructors: Tisha McParland & Greg Friedman

Room: 1

Open Entry: Monthly; 18 Weeks, 14 hours/week

Culinary Essentials provides students with hands-on experience, providing fundamental skills and knowledge of food preparation, food and kitchen safety, sanitation, knife skills, basic culinary terminology, proper use of kitchen tools and equipment, and customer service. Priority enrollment is given to students that identify as having a disability (physical, cognitive or mental). Students are given the opportunity to earn a Food Handlers Card and ServSafe Certification. This program includes completion of an Employment Portfolio and an internship with local businesses, providing entry-level skills and training necessary to secure employment in the Food Service Industry.

*Merced County Office of Education
Regional Occupational Program - Extension
Located at 715 W. H Street, Los Banos CA 93635
Brenda Lima 209-827-5614 x 6183*

Our Los Banos extension is home to two (2) of our MCOE ROP programs. It is located at Valley Community School. Public transportation is a 15-minute walk to the Los Banos Community Center. Free parking is available on the premises.

MEDICAL ASSISTING

Instructor: Brenda Lima

Room: B1 & B3

Monday - Thursday, 8:00 a.m. – 4:30 p.m.

Open Entry: Monthly; 26 Weeks

Course Fee: \$5860

The Medical Assisting Program is designed to prepare students for entry-level positions in the medical field. This program includes CPR/Basic Life Support certification. All students complete an Employment Portfolio and hands on training at a local medical facility or office. Front office training includes written & oral communication, office management, appointment scheduling, and basic computer applications training. Clinical training includes anatomy & physiology, patient assessment, clinical vein-puncture, and medication administration as directed by a physician.

MEDICAL OFFICE ADMINISTRATION

Instructor: Brenda Lima

Room: B1 & B3

Monday - Thursday, 8:00 a.m. – 4:30 p.m.

Open Entry: Monthly ; 26 Weeks

Course Fee: \$5360

This program is designed to introduce adult students to Medical Office Administration. The program is structured to provide a maximum opportunity for students to learn health insurance claim forms, medical terminology, legal and ethical issues for healthcare professionals, and diagnostic and procedural coding. Textbooks, personal computers, and software equivalent to those commonly found in today's medical office will be used to teach these skills in the classroom. All students will complete an internship in the field.

Faculty and Credentials

Full-Time Faculty	Program	Degrees and Credentials	Conferring Institution
Deven Chew	Automotive Technology	Masters Degree, Cross Cultural Education Single Subject Teaching Credential: Industrial and Technology Education	National University, Fresno California Commission on Teacher Credentialing
Shavon Roach	Foundations in Early Education	Bachelor of Arts, Liberal Studies Associate in Arts, University Studies Career Technical Education Credential: Education, Child Development and Family Services	Fresno Pacific University Merced College California Commission on Teacher Credentialing
Kristine Lindsey	Medical Assistant / Medical Office Administration	Career Technical Education Credential: Health Science and Medical Technology American Heart Association Certificate BLS Instructor	California Commission on Teacher Credentialing
Tisha McParland	Culinary Essentials	Bachelor of Arts, Liberal Arts Career Technical Education Credential: Hospitality, Tourism, Recreation Marketing, Sales and Service, Business and Finance Master of Arts in Education- Administration and Supervision Preliminary Administrative Credential	Fresno Pacific University California Commission on Teacher Credentialing Madera County of Education
Greg Friedman	Culinary Essentials	Bachelor of Arts, Food Science & Nutrition Career Technical Education Credentials: Hospitality, Tourism, Recreation	California State University Fresno California Commission on Teacher Credentialing
Brenda Lima	Medical Assistant / Medical Office Administration	Career Technical Education Credential: Health Science and Medical Technology Licensed Vocational Nurse AA in Health Science American Heart Association Certificate BLS Instructor	California Commission on Teacher Credentialing Merced College

PROGRAM FLYERS

AUTOMOTIVE TECHNOLOGY PROGRAM

AREAS COVERED INCLUDE

- Maintenance and light repair
- Engine performance
- Braking systems
- Suspension systems
- Electrical systems
- Gas engine operation
- Heating and cooling systems
- Internship / job placement with local business

ADMISSION REQUIREMENTS

- Complete Adult ROP Pre-Enrollment Interest Form - scan QR code
- Must be at least 18 years of age
- 8th Grade Reading & Math Level (Recommended)
- High School Diploma, Equivalency Diploma or GED
- Ability to do a physical strenuous labor and other strenuous activities such as lifting, bending, reaching, and climbing
- Possession of valid Driver's License
- Cost of Program: \$2,500 (Grant funding available for qualifying students)

GET CERTIFIED!



SCAN HERE



Class Runs:
Monday-Thursday
10:00AM-1:00PM

Location:
Center for Applied Technology
2245 Jetstream Dr. Bldg 325
Atwater, CA 95301



For more information
contact:
Dora Robles
209-381-6684
drobles@mcoe.org



The mission of the Merced County Office of Education Regional Occupational Program is to prepare adult students with relevant, high quality career training to secure sustainable employment and advancement. Merced County ROP does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated groups.

CULINARY ESSENTIALS PROGRAM

Program Highlights

- Food preparation
- Food and kitchen safety
- Sanitation
- Knife skills
- Recipes and measurements
- Basic cooking techniques
- Employability Portfolio
- Value of quality customer service
- Internship with a local business

GET YOUR
CALIFORNIA
FOOD
HANDLERS
CERTIFICATION!

Admission Requirements

- Complete [Adult ROP Pre-Enrollment Interest Form](#) - scan QR code
- All students must be at least 18 years of age
- Recommended HS Diploma or equivalent and/or Certificate of Completion or concurrent enrollment in HS completion program
- Priority enrollment is given to students that identify as having a disability (physical, cognitive, or mental)

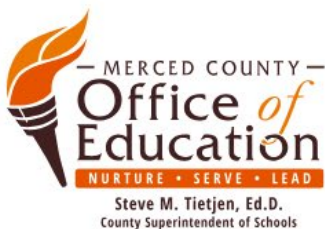
LOCATION

Yosemite Educational Center
350 W. Yosemite Ave.
Merced, CA 95348

SCAN HERE ↙



For more information
contact;
Dora Robles
209-381-6684
drobles@mcoe.org



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Foundations in Early Education

Are you creative and like to take initiative?
Careers in education might be the vocational and professional pathway for you!

Complete the Adult ROP Pre-Enrollment Interest Form- scan QR code



- Completion in 6 months or less
- Self-Paced
- Site Internship and Practicum
- Earn up to 12 units of college credit
- Classes are Monday - Thursday from 8:00 am to 4:30 pm



Pathway to careers in:

- Preschool through 3rd grade
- Early Education
- Transitional Kindergarten
- Special Education
- Before and Afterschool Programs
- Home Visitors and Parent Educators
- Psychologist
- Social/Human Services

LOCATION

Wolfe Educational Center
732 W 13th Street W-3
Merced, Ca 95341

NO-COST PROGRAM

Funded by Gateway Adult Education Network



Contact Dora Robles
for more information
(209) 381-6684

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MEDICAL ASSISTING PROGRAM

Start a new career in healthcare!

The Medical Assisting Program prepares students for entry-level positions in the medical field. Front office training includes written & oral communication, office management, appointment scheduling, and basic computer applications training. Clinical training includes anatomy & physiology, patient assessment, clinical vein-puncture, and medication administration as directed by a physician.

Training Includes:

- Medical Terminology
- Administrative & Clinical Practices
- BLS (Basic Life Support) Certification
- Positive work ethic and the keys to success in the workplace

Locations: Los Banos & Merced

For more information
contact Dora Robles
209-381-6684



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Complete the Adult ROP Pre-Enrollment Interest Form



Scan Code

- ▶ Completion in 6 months or less
- ▶ Self-Paced
- ▶ Site Internship
- ▶ Classes are Monday - Thursday from 8:00 am to 4:30 pm

MEDICAL OFFICE ADMINISTRATION

PROGRAM HIGHLIGHTS

- Medical Terminology
- BLS Certification
- Patient registration and appointment scheduling
- Medical billing and insurance claim submission
- Charting and maintaining patient records
- Identification of various types of health insurance
- Introduction to CPT and ICD-10 coding
- HIPPA/ confidentiality and security compliance
- Career and Interviewing skills
- Employability Portfolio



ADMISSION REQUIREMENTS

- Complete Adult ROP Pre-Enrollment Interest Form– scan QR code
- Students must be at least 18 years of age
- Possession of a High School Diploma, Equivalency Diploma or GED
- Recommended 8th grade reading and math levels
- Students should be aware that some local medical facilities require background checks and drug screens



PREPARE FOR A GREAT CAREER!

- Completion within 6 months
- Self-Paced
- Classes are Monday - Thursday from 8:00 am to 4:30 pm
- Los Banos & Merced locations

For additional information
email Dora Robles at
drobles@mcoe.org
or call (209) 381-6684



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**Merced County Office of Education
Regional Occupational Program
Operated by
Merced County Office of Education
Steve M. Tietjen, Ed.D., County Superintendent of Schools
632 W. 13th Street
Merced, CA 95341**

Merced County ROP does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.

Revised 8/10/2026