



MISSION VALLEY ROP

Policies and Procedures for Adult Medical Assisting Students 2011 - 2012 School Year

ATTENDANCE:

- If a student misses any one of the first five days of class, the student will lose his/her priority for a seat in the class. The absent student will be dropped from the class and his/her name will be added to the bottom of the waiting list for that class. Calls are made to students on the waiting lists the first five days of a new quarter in order to fill classes. If an emergency situation arises, students must call (510) 656-0533 to avoid being dropped from a class.
- To receive a course certificate a student must attend 90 percent of the class time or **243 hours** during each quarter (**no more than 5 absences**) and complete all course work with a 80 percent or better.
- Make-up Laboratory hours are offered outside of class hours in the Student Services Center, Room 122, with your instructor's permission, from 8:30 a.m. to 4:00 p.m., Monday through Friday. A make-up hour's slip must be signed by the instructor prior to completing hours in the Student Services Center. **No more than 12 hours per class per quarter** may be made up. Students may be dropped from a class if they have accumulated four absences and have not made up the time.
- All hours must be made up within the quarter that the class is being taken. Make-up hours should be completed **before** the last week of the quarter.
- Students must arrive on time to class. Talking on a cell phone or having personal conversation outside the class is unproductive and will be considered a tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may prevent the student from receiving a course certificate.
- Except in cases of serious emergency, a student must have a note or receive the permission of the instructor to leave class to see an administrator.
- Perfect attendance certificates will only be issued to students who have no absences or tardies. There are no exceptions. Make-up time is not acceptable towards the perfect attendance certificate.
- There are no refunds or credits.

BULLYING AND HARASSMENT

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

All incidents of bullying and harassment should be reported to administration for resolution.

CHEATING:

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

DRESS CODE:

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

NO FOOD/NO DRINKS:

- No food or drinks (with the exception of water in clear plastic bottles) will be allowed in MVROP buildings, including classroom, lobby, hallway, and restrooms. The Student Lounge is the only room where food or drinks other than water should be consumed. Students violating this policy will receive one warning. Any subsequent incident will result in termination from his/her entire program for the duration of the quarter.
- No refunds/no credits

CLASS CHANGES:

- No refunds or credits will be given for class changes. **NO EXCEPTIONS.**

PARKING:

- Adult students will receive an annual parking permit, which allows parking in the Mission Valley ROP Center parking area. The parking permit must be displayed at all times. Students must not park in staff or visitor spaces and/or block aisles. Replacements are \$10.
- Students are not to park in the Kennedy High School lot.
- Students must sign a Mission Valley ROP parking permit application and agreement. Failure to adhere to these policies will result in denial of parking privileges and/or ticketed/towing.

SMOKING/ILLEGAL SUBSTANCES:

- On June 28, 1993, the Mission Valley ROP governing council approved Board Policy 3580, which states, “As of September 1, 1993, smoking and/or the use of tobacco products shall not be permitted at any time in the buildings or on the grounds of the Mission Valley ROP and Fremont Unified School District.” Students must cross the street to avoid violating this policy.
- Students who knowingly, willfully, and repeatedly violate the “No Smoking Policy” will be terminated from their classes for the remainder of the quarter.
- Students in possession and/or using illegal substances while engaged in Mission Valley ROP training will be reported to law enforcement and dropped from his/her Mission Valley ROP program

STUDENT BEHAVIOR:

- Mission Valley ROP provides courses for both high school and adult students, often in the same classroom. Appropriate behavior is expected from every student; however, adult students have a special responsibility to comply with Mission Valley ROP policies, procedures and behavioral norms, as they are knowingly or unknowingly role models for high school students.
- Failure to comply with any of the above policies or procedures or with an administrator’s request will result in dismissal from the program for the remainder of the quarter. There are no refunds or credits.

My signature below indicates that I have received a copy of the above Mission Valley Policies and Procedures and understand my responsibilities.

Student Signature

Date

Print name here please