



# MISSION VALLEY ROP

## Policies and Procedures for High School Students

### 2011 - 2012 School Year

#### ATTENDANCE:

- Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. **Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day.** If your home high school has no school, a minimum day, or an optional student event that may conflict with your Mission Valley ROP class, you are still expected to attend your Mission Valley ROP class, unless otherwise directed by your MVROP instructor.
- Make up assignments will be given for excused absences only, which include medical, legal, or bereavement circumstances. Failure to complete make up assignments will adversely affect your grade. If you are tardy or miss a Mission Valley ROP class multiple times, you will lose units of credit and your grade will be adversely affected. Be advised that credits are earned by attendance only and cannot be made up.
- **Students must arrive on time to class.** Talking on a cell phone or having personal conversations outside the class is unproductive and will be considered a tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may result in a student earning a lower grade; prevent the student from receiving a course certificate and earning full credits for the course. Tardy students will be placed on contract which may result in being dropped from the ROP Center class.
- Except in cases of 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.
- Hall passes prescribed by teachers are required for unaccompanied students to exit classrooms when class is in session. Students are to present their hall pass when asked by a school official.

#### BULLYING AND HARASSMENT

- Bullying is repeated behavior which involves an imbalance of power by the perpetrator(s) that causes harm to the target(s). It may harass, intimidate, threaten, terrorize, harm, or exclude. Such behavior 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 Mission Valley ROP program, a failing grade, and loss of credits.

#### 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.
- Picture Identification Badges must be worn by MVROP students at internship sites.

**OFF-CAMPUS RELEASE:**

- When circumstances require a student to be released from class early at the parent’s request, photo identification will be required by Mission Valley ROP to facilitate release of the minor child to the parent.
- Photo identification will be copied and a signature will be required.
- If parent/guardian cannot come to the ROP Center, a signed note from parent/guardian to the instructor and/or front desk stating the date, time, reason for release, and valid signature. The note must contain a phone number to verify with the parent/guardian the reason for leaving campus.
- If a signed note is not presented to proper personnel and a parent/guardian cannot be present to check out the student, a phone call from parent is required.
- Once on campus, students may not leave Mission Valley ROP campus during school hours without proper authorization. Unauthorized student elopement 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 via a behavior contract. Further incidents may result in termination from ROP program.
- Students are encouraged to brown bag their lunch and eat before attending their ROP class to avoid being tardy.

**PARKING:**

- High school 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. Students must sign a Mission Valley ROP parking permit application and agreement. Replacements are \$10.
- Non-Kennedy high school students are not allowed to park in the Kennedy High School lot.
- Failure to adhere to these policies will result in denial of parking privileges and/or ticketing/towing.

**SMOKING/ILLEGAL SUBSTANCES:**

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

**STUDENT BEHAVIOR:**

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

**MEDIA RELEASE CONTRACT: SEE ATTACHED**

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

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Student Signature

Date

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Print name here please

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Parent Signature

Date

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Print name here please