

POLICY MANUAL

TABLE OF CONTENTS

COMMUNITY RELATIONS

REGIONAL OCCUPATIONAL PROGRAM

Purposes, Funding, Commitment	9-10
-------------------------------	------

PROCEDURES AND PRACTICES OF THE JOINT BOARD OF MANAGEMENT

Meetings and Organization of the Board	11-12
Correspondence to the Board	12
Policies, Rules, and Regulations of the JBM	12-13
Terms of Office of JBM Members	13
Analysis of the Legislative and Executive Functions	13-15
Board Compensation	15

PARTICIPATION BY THE PUBLIC

General Advisory Committee	16
Certificates of Appreciation	16

RELATIONS BETWEEN PUBLIC AND ROP PERSONNEL

Participation in Community Affairs	17
Complaints Concerning ROP Personnel	17
Advertising and Soliciting	17

ADMINISTRATION

CENTRAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL

Regional Occupational Program Superintendent	19
• Appointment	20
• Functions	21

PARTICIPATING DISTRICTS

Description of Public Service and Grade Reports/Supervisors	22-23
Counselors	23

TABLE OF CONTENTS

ADMINISTRATION continued

Career Center Clerks	24
----------------------	----

ADMINISTRATIVE ORGANIZATION

Organizational Chart	25
----------------------	----

Educational Advisory Committee	26
--------------------------------	----

GENERAL INFORMATION

INTERNET ACCESS	28
------------------------	----

SEXUAL HARASSMENT	29-31
--------------------------	-------

FEE PAYMENT POLICY	31
---------------------------	----

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS	32-41
--	-------

CONFLICT OF INTEREST POLICY	41-42
------------------------------------	-------

FRAUD POLICY	42-44
---------------------	-------

CREDIT CARD POLICY	44-47
---------------------------	-------

SUICIDE PREVENTION POLICY	47-48
----------------------------------	-------

SOCIAL MEDIA POLICY	48-49
----------------------------	-------

REFUND POLICY	49-50
----------------------	-------

PERSONNEL

CERTIFICATED PERSONNEL

Credentials	52
-------------	----

Assignments and Duties	52
------------------------	----

Resignation	52
-------------	----

Voluntary Retirement	52
----------------------	----

Substitute Teachers	52
---------------------	----

ACTIVITIES

Professional Growth	53
---------------------	----

TABLE OF CONTENTS

COMPENSATION AND RELATED BENEFITS

Salary Schedule 53-54

Salary Payment 54

Deductions 54-55

COMPENSATION AND RELATED BENEFITS continued

Employee Group Benefit Insurance Coverage 55

Family Medical Leave of Absence 55

Health and Welfare Benefits - Retired Personnel 55-56

Group Life Insurance and Income Protection Plans 56

Retirement Compensation 56-57

Personnel Claims for Money or Damages 57

ABSENCE AND LEAVE

Verification of Absence 57

Summer Session Personal Illness 57

Unauthorized Leave 57

Bereavement 57

Jury Duty 57

PERSONNEL

CLASSIFIED PERSONNEL

Employment 61

Assignment and Transfer 61

Probation and Evaluation 61

Continuing Contract 61

Termination 62

Suspension, Demotion, or Dismissal 62-63

Step Placement 64

TABLE OF CONTENTS

PERSONNEL continued

Summer Pay Rates	64
Service Increment	64
Overtime Pay	64

CLASSIFIED PERSONNEL INSUANCE

Health and Dental Insurance Plans	65-66
Group Life Insurance and Income Protection Plans	66
Salary Payment	66
Deductions	66
Retirement System - Public Employees Retirement System	66-67
Personnel Claims for Money or Damages	67

ABSENCE LEAVE AND VACATION

Verification of Absence	67
Monthly Classified Employees - Definitions	67-68
Personal Illness	68
Bereavement	69
Subpoena	69
Personal Necessity	69-70
Industrial Accident	70-71
Personal Leave	71
Jury Duty	72
Unauthorized Leave	72
Vacation	72
Holidays	72

STUDENTS

Attendance	74
------------	----

TABLE OF CONTENTS

STUDENTS continued

Student Behavior	75
Exclusion	75-76
Release of Students	76
Cumulative Records	76
Equal Access	76
Attendance Records and Reporting	77
Credit for ROP Classes	77
Reporting to Parents	77
Field Trips	77
Instructional Materials Selection and Adoption	78
Student Dress and Grooming	78
Non-Public School Students	78
Child Abuse	79
Institutional Grants and Discounts	79
INSTRUCTION	
ROP Calendar and Course Schedule	81
Regional Occupational Program – Minimum Day	81
Drills for Emergencies	81
Bus Evacuation and Safety	82
Flag Observance	82
Curriculum Guides	82
Religion or Religious Reference in the Public Schools	82
Prohibited Sex Discrimination	82
Textbooks	83
Acceptance of Gift of Instructional Materials	83
Instructional Aides	83

INSTRUCTION continued

TB Testing	84
Individual and Remedial Services	84
Health Services	84
Worker's Compensation	84
Summer Program	84

COMMUNITY RELATIONS

	<u>Policy Number</u>
REGIONAL OCCUPATIONAL PROGRAM	1100
Purposes, Funding, Commitment	1110
PROCEDURES AND PRACTICES OF THE JOINT BOARD OF MANAGEMENT	1120
Meetings and Organization of the Board	1121
Correspondence to the Board	1122
Policies, Rules, and Regulations of the JBM	1161
Terms of Office of JBM Members	1162
Analysis of the Legislative and Executive Functions	1163
Board Compensation	1164
PARTICIPATION BY THE PUBLIC	1200
General Advisory Committee	1210
Certificates of Appreciation	1250
RELATIONS BETWEEN PUBLIC AND ROP PERSONNEL	1310
Participation in Community Affairs	1311
Complaints Concerning ROP Personnel	1312
Advertising and Soliciting	1314

The East San Gabriel Valley Regional Occupational Program is established with a Joint Powers Agreement among the Azusa, Baldwin Park, Charter Oak, Covina-Valley, Glendora, Walnut Valley, and West Covina Unified School Districts under the authority of the legislative statutes of the State of California.

PURPOSES

1110

In accordance with the Education Code, the Administrative Code, Title 5, the California Plan for Vocational Education and the Joint Powers Agreement, the East San Gabriel Valley Regional Occupational Program trains students for entry-level employment positions in business and industry. The ROP develops and maintains vocational skills classes which meet the job market needs, as well as the individual interests of high school students enrolled from the participating districts. These classes supplement those currently offered by the participating high schools and community colleges.

The ROP provides opportunities for non-ROP students and members of the participating high schools to utilize ROP equipment and facilities for instructional purposes on a time-available basis.

FUNDING

The ROP generates its operating income through A.D.A. for participating students. ROP A.D.A. is in addition to that generated by student attendance at the individual high schools in compliance with Education Code Section 52321. The ESGVROP receives annual funds from each of the participating school districts. The amount per unit of ROP A.D.A. is equal to the revenue limit per unit of A.D.A. of the participating district, computed according to Article 6 (commencing with Section 42230) of Chapter 3 of Division 16, or the foundation program of such district, whichever is lesser, plus any and all inflation allowances.

ROP COMMITMENT**A. General**

The ROP provides programs that have been established because there are job market needs within the greater community served by the ROP. Classes are re-established by matching student interests and job market needs for entry-level skills.

B. Advisory Groups

ROP services and programs are continuously monitored by professionals from the academic and business communities. An established Educational Advisory Committee is composed of staff members from each of the districts served by the program. Subject Matter Advisory Committees for each course are comprised of business representatives with the program supervisor serving as a liaison between the ROP and the community. All advisory committees meet on a regularly scheduled basis.

C. Students

Participating students must meet the individual responsibilities and requirements of their comprehensive high schools. The ROP views itself as an extension of the comprehensive high school program which can offer educational opportunities and employment skills training beyond the scope and resources of the high schools. Scheduling of ROP classes attempts to avoid conflicts with the students' regular high school program. ROP instructors assign grades for participation in ROP classes. The final decision about ROP class credits, as a part of high

school graduation requirements, is made by the district and/or high school at which the student is enrolled.

MEETINGS OF THE JOINT BOARD OF MANAGEMENT AS DEFINED IN THE JOINT POWERS AGREEMENT

The Joint Board of Management may hold special meetings but shall hold at least five meetings each year; the date, time and place for each such regular meeting is to be fixed annually by resolution of the Joint Board. The resolution shall be publicly posted for two weeks on one or more public bulletin board throughout the area served by the ROP, as the Joint Board designates.

All meetings of the Joint Board shall be called, held and conducted in accordance with the terms of the Ralph M. Brown Act, Government Code Sections 54950, et seq. This may be augmented by further rules of the Joint Board not inconsistent herewith.

Minutes: The Joint Board shall keep, or cause to be kept, minutes of all its meetings and shall promptly transmit copies thereof to the governing board of each of the participating school districts.

PROCEDURES AND PRACTICES OF THE JOINT BOARD OF MANAGEMENT

MEETINGS AND ORGANIZATION OF THE BOARD

1121

Organization of Board The Board shall consist of seven members, one from each of the participating districts. The Officers of the Board shall consist of a President and Vice President who shall be elected annually at a meeting held between December 1 and December 15 inclusive.

President The President shall be the Presiding Officer at all meetings, and as such, shall decide questions of order. The Chairman has the same rights as other members of the Board in voting.

Vice President The Vice Chairman is the Presiding Officer in the absence of the Chairman, and shall perform such other duties as are legally required or prescribed by the Board.

Secretary of the Board The Superintendent shall be appointed to act as Secretary of the Board and shall be responsible for all written communications originated by the Board.

Regular Meetings Regular meetings of the Board are held on the last Thursday of each month at 6:30 p.m. They are held in the Board Room of Del Norte School, 1501 Del Norte Street, West Covina. These meetings are open to the public.

Special Meetings The Chairman shall call a special meeting of the Board whenever the Chairman or the Superintendent considers it necessary. All members of the Board and the Superintendent shall be notified of each special meeting by written notice delivered to them at least twenty-four hours in advance of the meeting. Only those items of business listed in the call for the special meeting shall be considered at the meeting. Special meetings will normally be held at the same locations as regular meetings.

Quorum Four members of the Board shall constitute a quorum and may transact business. The Board shall act by a majority vote of all the membership constituting the Joint Board of Management. (Ed. Code Section 35164)

The Board Organized as a Unit The Board is organized as a unit, and action is taken only when members are sitting as a Board in a regular or special session. It is the policy of the Board not to provide for standing or special committees. All matters coming to the attention of the Board are considered by the Board as a committee of the whole.

Closed Session The Presiding Officer may request the Board to meet in closed session only for the following purposes: 1) To consider the appointment, employment, evaluation of performance, or dismissal of personnel; 2) To hear complaints or charges brought against personnel by another person or employee, unless charged person requests a public hearing; 3) To meet with the Board's designated representatives prior to and during consultations and discussions with represented and unrepresented employees regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits to employees in order to review its position and instruct its designated representatives; 4) To meet with the Board's negotiator prior to the purchase, sale, exchange or lease of real property by or for the District, to give instruction to its negotiator regarding the price and terms of payment for the purchase, sale, exchange or lease; 5) To confer with, or receive advice from, legal counsel regarding pending litigation as defined by Government Code Section 54956.9; and, 6) As may otherwise be provided pursuant to the California Government Code. The Board may meet in closed session for purposes of negotiations without public notice. Action taken when the Board is meeting in closed session will be sustained in public session.

Appearance Before the Board (Advance Written Request) An individual or group may address the Board about any subject within the Board's jurisdictional authority. The applicant for such an appearance shall file with the Superintendent a written request for an appearance date. The request shall contain: name

of organization or group represented, a general statement of the subject to be discussed, and a statement of action to be requested of the Board. (Knowing the subject facilitates the handling of the business of the Board by affording an opportunity to have presented those members of the staff who are familiar with the subject). The Superintendent shall notify the individual or group of the meeting date.

Note:

Itemized agendas are prepared for each meeting and delivered to the members at least 48 hours preceding the last Thursday of each month. Therefore, all items which are to be included on an agenda are to be in the Superintendent's office by 9:00 a.m. on the Monday of the week before the meeting date.

If the Item is On the Agenda If an individual or group wishes to speak to an item which is on the agenda, the Board prefers that the applicant fill out a card, available at the meeting, indicating the item number. When the item is under consideration, the applicant will be called upon by the Board Chairman and granted a maximum of five minutes to make comments. With prior knowledge of group interest in a specific agenda item, the Board can deal with that item as soon as possible in order to accommodate the interest group.

Recognition from the Floor An individual or group who has not made a written request prior to the start of the meeting may make known to the Board Chairman his or her desire to address the Board and may be recognized at the discretion of the Chairman.

If the Item is Not on the Agenda An individual or group wishing to address the Board regarding an item which is not on the agenda may be recognized by the Board Chairman during the "Questions from the Floor" portion of the agenda. After stating name and address, each speaker will be allowed five minutes to make a presentation.

CORRESPONDENCE TO THE BOARD

1122

Any written correspondence to the Joint Board of Management, signed and bearing the address of the sender, shall be directed to the Board by inclusion in the regular agenda of the Board meeting or by forwarding a copy to all members of the Board at the discretion of the Secretary.

The Board will direct disposition of any written communication signed and bearing the address of the sender addressed to the Joint Board of Management, in which specific action by the Board is requested.

Any written communication addressed to the Joint Board of Management, signed and bearing the address of the sender, shall be acknowledged by the Secretary. The acknowledgment shall delineate any Board action taken relative to the request.

Correspondence addressed to the Chairman of the Board, signed and bearing the address of the sender, shall be made known to all members of the Board.

Correspondence addressed to individual members of the Board will be communicated to all members of the Board at the discretion of the individual Board member.

POLICIES, RULES, AND REGULATIONS OF THE JOINT BOARD OF MANAGEMENT

1161

Policies and Bylaws The basic policies, rules, and regulations of the Board shall be set forth in an official document designated "Policies and Bylaws - Administrative Regulations." This shall be maintained in loose-leaf form with sections numbered, maintaining it on a current basis at all times. Copies are to be available at any time to Board members, the professional staff, and interested citizens.

Amendment of Policies and Bylaws Any policy, rule, or regulation of the Board is subject to repeal or amendment and may be repealed or amended after having been submitted to the Board on an agenda for action of the Board at any regular meeting.

TERMS OF OFFICE OF JOINT BOARD OF MANAGEMENT MEMBERS

1162

The Joint Board of Management consists of one Board member from the governing board of each participating school district. Each member of the Joint Board of Management shall be appointed to serve at the pleasure of the governing board of such district.

Term of Office The normal term of office for members serving on the Joint Board of Management shall be two years. The terms of office of members appointed by Baldwin Park, Charter Oak, Walnut Valley, and West Covina Unified School Districts shall commence on November 15th of each even numbered year and shall expire on November 15th of the next succeeding even numbered year. The terms of office of members appointed by Azusa, Covina-Valley and Glendora Unified School Districts shall commence on November 15th of each odd numbered year and shall expire on November 15th of the next succeeding odd numbered year. Any member whose term of office has expired shall continue to discharge the duties of office until a successor has been appointed by the governing board of the school district. In the event of a vacancy, the governing board of the school district having the power of appointment shall fill the vacancy for the remainder of the unexpired term.

Scope of Powers The Joint Board shall be wholly separate and apart from the governing boards of the Districts which are parties to this agreement. The East San Gabriel Valley ROP shall be wholly separate and apart from said Districts. The Joint Board shall have the power and authority to exercise any power common to the districts' part to the Joint Powers Agreement, provided they are in furtherance of the objectives of the Agreement.

Letter of Welcome It shall be the policy of the Board to send a letter of welcome to each newly appointed member.

Orientation The Superintendent shall make his or her time available for orientation of new Board members. Curricular offerings of the ROP may be reviewed with new Board members at this time. The Superintendent's function is to help new members become familiar with the ROP and the Board's responsibility to it. New members are encouraged to attend conferences, conventions and workshops related to ROPs.

Documents which reflect past actions, past and present policies of the Board, and the general pattern of Regional Occupational Programs, shall be given to the new members. These should include a copy of the Policy and Bylaws and Administrative Regulations of the ROP, and the official minutes of previous Board meetings.

The Superintendent shall conduct, or arrange for, a complete detailed tour of the ROP with all new Board members.

ANALYSIS OF THE LEGISLATIVE AND EXECUTIVE FUNCTIONS

1163

The Joint Board of Management is a policy-making body. The task of operating the ROP is the immediate responsibility of the administrative staff employed by the Board. To clarify the distinction between legislative or policy-forming functions and executive functions properly allotted to the Board and Superintendent respectively, a pattern of activity for both shall be set forth.

It is not presumed that this listing of legislative and executive functions is inclusive. In cases where functions do not specifically define the course of action, the Board follows the general pattern set forth, and makes changes and additions where they are needed.

General Functions of Board and Superintendent

(Board) Legislates and establishes general policies, such as the scope of educational offerings to be maintained by the ROP, buildings to be utilized, efforts to secure State Legislation to meet ROP needs, employment of a professional school executive (the Superintendent) to administer the ROP and evaluation and appraisal of his or her services.

(Superintendent) Assumes immediate charge of the total ROP as the Board's chief executive officer, coordinates the work of the administrative staff, executes the policies of the Board, and recommends policies for the Board to consider on improving the system and its educational service to the students and communities serviced.

Relations of Board and Superintendent with Certificated and Classified Employees

(Board) Adopts wage and salary schedules; selects or rejects employees upon the nomination of the Superintendent, determines principles of treatment for employees, such as sick leaves, leaves of absence, in-service training, retirement, et al.

(Superintendent) Nominates all certificated and classified employees, for employment and for promotion, recommends dismissal of employees when unsatisfactory service is apparent within limits of the law and Board regulations, assigns, directs, and supervises the work of all employees with due regard for individual rights involved, proposes adequate salary schedules for all classes of employees, and serves as the delegated representative of the Board in relationships with employees.

Responsibilities of Board and Superintendent in Regards to Curriculum Offerings

(Board) Decides the general scope of course offerings, as well as the instructional procedures related to controversial matters (such as those connected with religion, science, social and governmental organizations) within the limits of the law, and the requirements of academic freedom of instructors.

(Superintendent) Designates approved textbooks and recommends the purchase of instructional guides and equipment, schedules classes and assigns space for them, assigns appropriate instructors for the curriculum offerings, decides the general methods of instruction to be used, provides for the continuous revision of courses of study to meet changing conditions, and directs the work of any curriculum experts the system may employ.

Responsibilities of Board and Superintendent in Regard to ROP Finance

(Board) Approves and adopts an annual budget, adopts regulations for the accounting of all ROP funds, and directly approves all expenditures.

(Superintendent) Presents a proposed annual budget and interprets it for the Board, administers the budget after adoption and keeps expenditures within prescribed limits, provides for all possible economies which will not endanger educational progress, directs the accounting of all ROP funds, and presents financial reports to the Board.

Responsibilities of Board and Superintendent in Regard to Plant Facilities

(Board) Decides which buildings shall be rented and the equipment to be purchased for their utilization.

(Superintendent) Directs the planning of educational facilities.

Responsibilities of the Board and Superintendent in Regard to Public Relations

(Board) Represents the community's attitudes in the type of facilities to be provided by the ROP and interprets these to the Superintendent. It is sensitive and responsive to the community's wishes about the ROP, (with each member willing to personally interpret to the community the work of the Board and the general framework of the ROP), supports the Superintendent and his or her staff in the proper execution of their duties, and intercedes for proper and adequate state legislation and financial support for the ROP.

(Superintendent) Directs the program for reaching the citizens of the communities served with adequate information about the activities of the ROP, (reasons for them and results obtained), interprets the educational program of the ROP and its policies in addresses before civic groups, and works with parent organizations and all other groups interested especially in school welfare and progress.

BOARD COMPENSATION

1164

Each member of the Governing Board may receive a monthly compensation of \$240. (Education Code 35120)

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

Any member who does not attend all Board meetings during the month is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be compensated for meetings he/she missed when the Board, by resolution, finds that that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

PARTICIPATION BY THE PUBLIC

1200

It is the policy of the Joint Board to maintain a close working relationship between the community and the ROP. Professional input is provided for each program on a regular basis through the lay advisory committees.

GENERAL ADVISORY COMMITTEE

1210

Creation Authorized by the Joint Board of Management in accordance with the California State Plan for Vocational Education.

Role Advisement to the Board, Superintendent, Educational Advisory Committee, and teaching staff.

Membership In selecting members for this committee, the Educational Advisory Committee and Superintendent will follow the requirements outlined in Section 8070 of the California Education Code.

Functions Act as liaison between industry-business-labor and the ROP

- Advise the Board and Superintendent about occupational needs with supporting data from official labor survey publications.
- Make recommendations stating how identified occupational needs can best be met.
- Assist in continuously evaluating the total program to keep it consistent with the changing needs of the employing community.
- Suggest and support needed local, state and national action to assure quality occupational education.
- Assist in educating parents and communities about the role and importance of occupational education.

Officers A chairman shall be elected annually, by and from the committee, with the Superintendent serving as Secretary.

Term of Office Members shall be appointed for one year and may be reappointed for additional terms.

Subject Matter Advisory Committees The role of the Subject Matter Advisory Committee is to verify job market information and appropriate instructional content in their field.

CERTIFICATES OF APPRECIATION

1250

The Joint Board encourages the presentation of Certificates of Appreciation to citizens and employees in recognition of achievement, contributions or services to the ROP.

RELATIONS BETWEEN PUBLIC AND ROP PERSONNEL

1310

Endorsement of Activities The Joint Board of Management will not endorse any activity which is not directly under its control.

Participation in Community Affairs

1311

The East San Gabriel Valley Regional Occupational Program, in carrying out its operation, maintains relations and communications with various local, state, and governmental agencies, service clubs, and other community organizations. Therefore, the Board recommends and encourages active participation in community affairs by its employees, providing there is no conflict with their employment responsibilities.

An employee may become an officer of a non-profit, non-partisan organization such as a governmental agency, a service club, or other worthwhile community organization. The Board recognizes that the fulfillment of the duties of such officers, with Supervisor approval, requires some release time during the employee's normal work day.

Complaints Concerning ROP Personnel

1312

Any person or group bringing charges or complaints against individual employees of the Board must be able to substantiate the validity of such charges or complaints. A written statement of charges or complaints shall be submitted to the Superintendent for appropriate disposition.

Advertising and Soliciting

1314

Permission must be obtained from the Superintendent before any type of advertising or solicitation may be carried on in any ROP class. No salesman is allowed to contact teachers or pupils without permission from the Superintendent.

All communications which use ROP mailing facilities must be identified by a responsible officer's signature. Distribution of communications and use of bulletin boards are to obtain the approval of the Superintendent.

ADMINISTRATION

Policy Number

CENTRAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL

Regional Occupational Program Superintendent 2110

• Appointment 2111

• Functions 2112

PARTICIPATING DISTRICTS

2115

Supervisors 2120

Counselors 2130

Supervisors' Secretary/Clerk 2140

Career Center Clerks 2150

ADMINISTRATIVE ORGANIZATION

Organizational Chart 2420

Educational Advisory Committee 2430

CENTRAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL

2110 – Superintendent Responsibilities and Duties
New policy adopted 4/29/2021

2111 – Superintendent Governance Standards
New policy adopted 4/29/2021

- Serve as chief executive officer of the Board for the administration of all divisions and units of the ROP.
- Serve as Secretary of the Board, preparing the agenda and minutes for all Board meetings in accordance with procedures adopted by the Board.
- Develop ROP educational policies for recommendation to the Board and carry out all adopted Board policies, rules and regulations.
- Coordinate the ROP public relations program.
- Direct the selection, employment and assignment of all ROP personnel and the maintenance of appropriate personnel records.
- Determine that each employee of the ROP in a position requiring certification, has a valid certificate registered as required by law, authorizing service in the position to which assigned.
- Supervise personnel as delineated by the ROP organizational chart.
- Supervise maintenance of leased plant facilities.
- Direct the preparation and administration of the ROP budget.
- Represent the ROP in all governmental and professional contracts.
- Enter into contracts for, and on behalf of, the ROP pursuant to pertinent law.
- Secure legal interpretations on issues affecting the ROP.
- Direct the preparation of reports about the status of educational accomplishments and financial resources of the ROP with appropriate recommendations.

Adopted 7/25/85

Description of Pupil Services and Grade Reporting

The ROP requires personnel and services from each participating district. These should be directly supportive of the ROP instructional program. Counseling and guidance services for ROP students are pursuant to the provisions of the Education Code and will not supplant general counseling and guidance services offered on the high school campus. The emphasis will be on career counseling for programs in the ROP. Personnel and services needed:

A. Personnel

- 1. District ROP Supervisor
- 2. ROP Counselor for each high school (services as needed)
- 3. Clerk for ROP Supervisor
- 4. Career Center Clerk for each high school

B. Services

- 1. Publicize the ROP within the district high schools
- 2. Promote ROP as an extension of the regular high school program
- 3. Enroll eligible students
- 4. Designate transportation pick up and/or delivery sites
- 5. Verify attendance of ROP students
- 6. Report and record of grades earned in ROP
- 7. Maintain a Career Center at each comprehensive high school
- 8. Provide in-depth vocational counseling

Adopted 7/25/85

2120 – Superintendent Recruitment and Selection
New policy adopted 4/29/2021

REGIONAL OCCUPATIONAL PROGRAM COUNSELORS

Through the Educational Services Contracts, the participating school districts shall provide counselors to perform services necessary to ROP students, on an as-needed basis, for the duration of the regular school year. Counselors shall meet or exceed the following minimum requirements:

Required Proper certification to perform counseling and guidance services in the State of California

Preferred A Standard Vocational Credential
Two years of counseling experience
A Master’s Degree

Duties and Responsibilities

- 1. Consults and serves as a liaison with counselors, teachers, and administrators regarding the enrollment of students in the ROP.
- 2. Publicizes ROP courses on campus.
- 3. Advises and enrolls students in the ROP and monitors their attendance and progress.
- 4. Follows through with clearance of student absences from ROP classes.

5. Participates in the planning and development of ROP courses designed to meet the needs of students.
6. Monitors transportation needs for students traveling to ROP classes.
7. Supervises ROP students in Career Centers when students are unable to attend ROP classes.
8. Provides appropriate counseling and guidance to students experiencing problems in their ROP classes.
9. Other duties as assigned by the ROP and the employing district.

Adopted 7/25/85

2140 – Evaluation of the Superintendent
New policy adopted 4/29/2021

REGIONAL OCCUPATIONAL PROGRAM CAREER CENTER CLERKS

2150

Through the Educational Services Contracts, the participating school districts shall provide the services of a Career Center Clerk(s) during the school year.

Duties and Responsibilities

Provides clerical support for ROP counseling activities including:

1. Attendance accounting
2. ROP counseling services
3. Publicity
4. Communication with ROP central office
5. Enrollment of ROP students
6. ROP teacher contact
7. Related Career Center functions
8. Assist in ROP transportation needs
9. Other duties as assigned

Adopted 7/25/85

ADMINISTRATIVE ORGANIZATION

ORGANIZATIONAL CHART

2420

Creation Authorized by the Regional Occupational Program Board

Role Provide a means of coordinating the programs and services of the Regional Occupational Program with the ongoing programs of participating districts, for the purpose of improving and expanding vocational education opportunities available to residents of the area being served.

Membership Superintendent of each participating district or designee.

Functions Advise the Superintendent and/or Director and the Board on proposed courses, objectives, and policies.

- Review, evaluate, and suggest modifications, as necessary, on all proposals for services and programs that are recommended to the Board for inclusion in the operating budget.
- Review and assist the staff in establishing goals and budgets for future operations.
- Advise the Superintendent on the general needs of vocational education in the local districts, and evaluate Regional Occupational Program operations in light of stated objectives.
- Advise the Superintendent on operating priorities.
- Act as a liaison with the local districts, community colleges, and other agencies represented on the steering committee.
- Act in an advisory capacity with reference to current legislation and Education Code Sections relating to Regional Occupational Programs.

Officers A chairman shall be elected by and from the committee with the Superintendent serving as the secretary.

Meetings On a monthly basis.

Term of Office As decided by each participating district

Approved 9/27/73

GENERAL INFORMATION

Policy Number

INTERNET ACCESS	1500
SEXUAL HARASSMENT	1501
FEE PAYMENT POLICY	1502
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS	
Sale and Disposal of Books, Equipment and Supplies	1503
Sale and Disposal Federal Equipment	1503a
Purchasing Procedures	1504
Bids	1505
Contracts	1509
CONFLICT OF INTEREST POLICY	1506
EMPLOYEE FRAUD POLICY	1507
CREDIT CARD POLICY	1509
SUICIDE PREVENTION POLICY	1510
SOCIAL MEDIA POLICY	1511
STUDENT REFUND POLICY	1512

GENERAL INFORMATION

INTERNET ACCESS

1500

1. District-Related Web Sites

A "District-Related Web Site" is any Internet web site established by ESGVROP/TC employees or students on behalf of the District, any school within the District, or any class, school club, or organization within the District, as well as any web site established through the use of District equipment or the District's access to the Internet.

All District-related web sites shall be "closed forums" for expression. This means that the District has ultimate control about the content of such web sites and is not required to allow students, faculty, or others, to place material on District-related web sites, which the District determines, is inappropriate for any such web site. Approval shall initially be executed by the staff member assigned as the particular web master. The purpose of the District-related web sites will be to present the public with information about the District, its sites, and programs. District-related web sites will be analogous to newsletters from the administration of the District or the various sites, classes or programs. District-related Web sites will not be analogous to a student newspaper or underground newspaper, though, from time to time, samples of student work may be published on District-related web sites.

District-related web sites shall not be used for political campaigning or lobbying because they are publicly funded. The District may provide information about measures and the like in accordance with law, including but not limited to Education Code section 7054.

Final authority over what is published on a District-related web site shall rest with the Superintendent or designee. The purpose of such restrictions on District-related web sites is to assure that they remain closed forums for expression; assure that materials placed on District-related web sites are consistent with Board policies.

2. Employee use of the Internet

Before any staff member uses the District's Internet or Intranet access, that staff member must agree to abide by the terms and conditions of the Employee Net Use Agreement which will be disseminated by the Superintendent or designee. If a staff member fails to sign the Employee Net Use Agreement and uses the District access to the Internet or Intranet, that staff member is nonetheless bound by the terms and conditions of the Employee Net Use Agreement, the Board policy and the administrative directive which accompany it. The employee may be subject to disciplinary action for failing to follow those terms and conditions.

Employees of the District working off the Del Norte Campus, must obtain approval of the local school administration at the job site, as well as the Supervisor, to use internet services provided at the local site. As such, employees are subject to the rules and regulations regarding access and use of Internet services at the local job site, in addition to the rules and regulations for Internet access set by this District.

3. Soliciting and selling on the Internet

District employees shall not use the District access to the Internet, nor shall they use any District created or District-related networks to advertise any private commercial ventures in which they have a financial or proprietary interest, or in which members of their families have financial or proprietary interests. Advertising on District web sites is controlled by Board Policy 1500. District related web sites are defined in Board Policy 1500.

Revised 9/15/11

Sexual harassment of or by any staff member, independent contractor, or student is prohibited. This applies to conduct during and relating to ESGVROP/TC and ESGVROP/TC sponsored activities. Sexual harassment is inappropriate and offensive. Staff and students have a right to an environment free from sexual harassment.

1. Sexual Harassment Defined

Pursuant to Education Code 212.5, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- b. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

2. Examples of Sexual Harassment

Conduct, which may constitute sexual harassment includes, but is not limited to:

- a. Making unsolicited written, verbal or physical contact with sexual overtones.
- b. Unwelcome leering, staring, sexual gestures, flirtations or propositions.
- c. Displaying sexually suggestive objects or pictures, cartoons, or posters.
- d. Making or using derogatory comments, epithets, slurs, and jokes.
- e. Unwelcome graphic verbal comments of an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations, or overly personal conversation.
- f. Unwelcome touching of an individual's body or clothing in a sexual way.
- g. Assault, impeding or blocking movements.
- h. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment).
- i. Making reprisals, threats of reprisal, or implied threats of reprisal, following a negative response. For example, either implying or actually withholding support for an appointment, promotion or change of assignment, suggesting a poor performance report or grade, or suggesting employment termination or student's dismissal or suspension.
- j. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence or affect the career, salary, or work environment of another employee or used to control, influence or affect the grade, academic progress, or learning environment of a student.
- k. Offering favors or employment benefits such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, or favorable grades, in exchange for sexual favors.
- l. Unwelcome spreading of sexual rumors.
- m. Unwelcome teasing or sexual remarks about any employee or student.

Sexual Harassment (continued)

3. Nature of Sexual Harassment

Sexual harassment may occur:

- a. Employee to Employee
- b. Student to Student
- c. Staff to Student
- d. Student to Staff
- e. Male to Female
- f. Female to Male
- g. Male to Male
- h. Female to Female

4. Reporting Procedures

- a. Employees may report incidents of sexual harassment to their Supervisor or to Personnel.
- b. Any staff member who receives a report, verbally or in writing, from any employee or student, regarding sexual harassment of that employee or student, another employee or student, or adult in the ESGVROP/TC setting, will forward that report to their Supervisor or Personnel within 24 hours, or within a reasonable extension of time thereafter for good cause.
- c. All complaints of sexual harassment will be investigated and promptly resolved.
- d. Upon receipt of an allegation of sexual harassment, Personnel, or a designee, will initiate an investigation within 48 hours.
- e. In determining whether the alleged conduct constitutes sexual harassment, Personnel will look at the record as a whole and the totality of the circumstances, including the nature of the alleged sexual harassment and the context in which the alleged incident(s) occurred. After completion of the investigation, Personnel, or a designee, will render findings and a recommended disposition of the complaint.
- f. If the complainant is not satisfied by the report and/or the recommended disposition, he/she shall make an appeal in writing stating the reasons why the complainant is dissatisfied with the report and recommended disposition. Personnel will conduct a meeting with the complainant and hear the complainant's appeal.
- g. If the complainant is still not satisfied by the recommendation of Personnel, he/she may submit the matter to the Superintendent. The complainant shall make an appeal in writing stating the reasons why the complainant is dissatisfied with the report and recommended disposition of Personnel. The Superintendent shall review the basis for the complainant's appeal and the report and recommended disposition. The Superintendent may make a decision based on the record presented or, if the Superintendent determines it is necessary, collect any additional information deemed necessary. The decision of the Superintendent may be appealed to the Board using the same appeal process.

5. Enforcement

All staff members have full responsibility for maintaining a work and student learning environment free of sexual harassment. Supervisors shall take appropriate actions to reinforce the ESGVROP/TC sexual harassment policy. These actions will include:

- a. Prompt reporting of sexual harassment.
- b. Prompt removal of vulgar or sexually offensive graffiti or other displays.
- c. Attend annual staff in-services.

Sexual Harassment (continued)

6. Discipline/Consequences

- a. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.
- b. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to his or her Supervisor, shall be disciplined appropriately.
- c. Any student who engages in the sexual harassment of anyone at ESGVROP/TC may be subject to disciplinary action up to, and including, being dropped from the program. All disciplinary actions taken against students from ESGVROP/TC participating districts will be carried out in conjunction with the district within which the student attends school.

7. Confidentiality and Records

ESGVROP/TC employees involved in processing sexual harassment complaints will endeavor in good faith, to protect the privacy of all parties involved in a complaint of sexual harassment. Files pertaining to sexual harassment complaints will not be made available to the general public.

8. Notifications/Verifications

State and federal laws prohibiting sexual harassment are displayed in the Personnel Office. ESGVROP/TC staff members must sign and date the verification form which states they have read and understand this policy. This form must be on file in Personnel. All staff is notified when an update is needed. The ESGVROP/TC Sexual Harassment Policy must be posted in each ESGVROP/TC classroom.

Revised 9/15/11

Fee Payment Policy

1502

1. NO staff, unless authorized to do so, will accept money on behalf of East San Gabriel Valley ROP/TC or partnering school districts.
2. Course lab fees or material fees are not permitted, unless approved by the Superintendent or Joint Board of Management; this includes the increase of fees charged.
3. You may not establish fees, increase lab fees, or spend lab fees inappropriately. You must consult with your Instructional Supervisor regarding any fees.
4. High school students cannot be required to pay money to gain access to educational activities, nor can they be charged for materials and supplies necessary to participate in educational activities (see California Ed. Code).
5. All fees must be paid in the Business Office, unless authorized to do otherwise; no exceptions will be made.

Failure to abide by the above stated policy may result in disciplinary action.

Revised 9/15/11

Business and Non-Instructional Operations

Sale and Disposal of Books, Equipment and Supplies

1503

When any district-owned instructional materials, equipment, supplies, or other personal property becomes unusable, obsolete, or no longer needed, the Superintendent or designee shall notify the Governing Board, provide an estimated value, and recommend whether the items be sold or disposed of by one of the methods prescribed in law and administrative regulation. Upon approval by the Board, the Superintendent or designee shall arrange for the sale or disposal of these items.

(cf. 0440 - District Technology Plan)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

***Note: Education Code 60500 mandates that the Board adopt rules and procedures for prescribing standards for determining when instructional materials are obsolete or unusable for educational purposes. The sample standards in Items #1-5 below fulfill this mandate and may be revised to reflect district practice. ***

Instructional materials may be considered obsolete or unusable when they:

1. Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas

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

2. Are not aligned with the district's academic standards or course of study

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

3. Contain information rendered inaccurate or incomplete by new research or technologies

4. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy

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

5. Are damaged beyond use or repair

(cf. 1312.4 - Williams Uniform Complaint Procedures)

***Note: Pursuant to 34 CFR 80.32, when equipment acquired under a federal grant or subgrant is no longer needed for the original project or program or for other federally supported activities, items with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding federal agency. However, items with a current per-unit fair market value of \$5,000 or more must be retained or sold, and the federal agency has a right to an amount equal to its share of either the current market value of equipment retained or the proceeds from its sale. ***

The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

42291.5 Temporary school bus designation

42303 School bus sale to another district

60500-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32 Equipment acquired under a grant or subgrant

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

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

School Services of California, Inc.: <http://www.sscal.com>

(6/96) 11/09 Board Approved 12/13/12

Sale and Disposal Federal Equipment

1503a

First adoption date: 10/27/2016

Business and Non-Instructional Operations

The Federal awarding agency shall issue disposition instructions to the ROP within 120 calendar days after the end of the federal grant award. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the ROP shall follow §80.32(e).34 CFR 80.32 (e), 34 CFR 80.33 (2) which states:

If current Per-unit fair market value is less than \$5,000, the equipment may be retained, sold or otherwise disposed of with no further obligation to the awarding agency." If Items of equipment with a current per unit fair market value is in excess of \$5,000, the equipment may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Equipment will be disposed in accordance with administrative regulation AR1503a

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property
35168 Inventory, including record of time and mode of disposal
42291.5 Temporary school bus designation
42303 School bus sale to another district
60500-60530 Sale, donation, or disposal of instructional materials
GOVERNMENT CODE
25505 District property; disposition; proceeds
CODE OF REGULATIONS, TITLE 5
3944 Consolidated categorical programs, district title to equipment
3946 Disposal of equipment purchased with state and federal consolidated application funds
UNITED STATES CODE, TITLE 40
549 Surplus property
CODE OF FEDERAL REGULATIONS, TITLE 34
80.32 Equipment acquired under a grant or subgrant

Management Resources:
OFFICE OF MANAGEMENT AND BUDGET COMMUNICATIONS
Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, rev. May 10, 2004

WEB SITES:
White House, Office of Management and Budget: <http://www.omb.gov>

Business and Non-Instructional Operations

Purchasing Procedures

1504

The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law.

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs and trade-in values shall be considered when determining the most economical purchase price.

(cf. 3314.2 – Revolving Funds)

(cf. 3440 – Inventories)

All purchases shall be made by formal contract or purchase orders.

(cf. 3300 – Expenditures/Expending Authority)

(cf. 3312 – Contracts)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by Governing board

17605 Delegation of authority to purchase supplies and equipment

35250 Duty to keep certain records and reports

GOVERNMENT CODE

4331 Preference to supplies manufactured or produced in state

PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods

12168 Preference for recycled paper products

Preferred Products

Whenever recycled products of equal fitness and quality are available at no more than the cost of nonrecycled products, the district shall purchase recycled products. The district also may give preference to the suppliers of recycled products. (Public Contract Code 12168, 12210)

Price, fitness and quality being equal, the district shall give preference to supplies manufactured, grown or produced in California, and shall next prefer supplies partially manufactured, grown or produced in California. (Government Code 4331)

When purchasing food, the district shall give preference to produce grown in the United States and/or processed in the United States insofar as this is economically feasible considering the total cost, quantity and quality of the food. (Public Contract Code 3410)

Insofar as possible and in accordance with law, the district shall give preference to local businesses in the purchase of supplies.

Business and Non-Instructional Operations

Bids

1505

The district shall purchase equipment, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Board of Education may request that a contract be competitively bid if the Board determines that it is in the best interest of the district to do so.

When the Board has determined that it is in the best interest of the district, the Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

(cf. 9270 – Conflict of Interest)

Legal Reference:

EDUCATION CODE

- 17595 *Purchases through Department of General Services*
- 38083 *Purchase of perishable foodstuffs and seasonal commodities*
- 38110 *Purchase of supplies through county superintendent*
- 38111 *Purchases by district governing board*
- 38112 *Purchases of necessary supplies*
- 39802 *Transportation bids and contracts for services*

GOVERNMENT CODE

- 4330-4334 *Preference of California-made materials*
- 6252 *Definition of public record*
- 53060 *Special services and advice*
- 54201-54205 *Purchase of supplies and equipment by local agencies*

PUBLIC CONTRACT CODE

- 2001-2001 *Responsive bidders*
- 3400 *Bids, specifications by brand or trade name not permitted*
- 3410 *United States produce and processed foods*
- 6610 *Bid visits*
- 12161 *Definitions, recycled paper products*
- 12168 *Preference for purchase of recycled paper product*
- 12169 *Bidders to specify percentage of recycled paper product*
- 12200 *Definitions, recycled goods, materials and supplies*

12210 *Purchase of recycled products preferred*
12213 *Specification by bidder of recycled content*
20103.8 *Award of contracts*
20107 *Bidder's security*
20111-20118.4 *School districts*
20189 *Bidder's security, earthquake relief*
22002 *Definition of public project*
22030-22045 *Alternative procedures for public projects (UPCCAA)*
22050 *Alternative emergency procedures*

COURT DECISIONS

Konica Business Machines v. Regents of the University of California (1988) 206 Cal. App. D 449
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court (1972) 7 Cal. 3d 861

Management Resources:

WEB SITES

CSBA: www.csba.org

California Association of School Business Officials: www.casbo.org

Advertised Bids

The district shall seek competitive bids through advertisement for contracts involving an expenditure of amount specified in current law for a public project. (Public Contract Code 20111)

“Public project” includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a district-owned, leased or operated facility. (Public Contract Code 22002)

The amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding the amount specified in current law for the following: (Public Contract Code 20111: Government Code 53060)

1. The purchase of equipment, material or supplies to be furnished, sold or leased to the district
2. Services, not including construction services, or special services and advice such as accounting, financial, legal or administrative matters
3. Repairs, including maintenance that is not a public project

“Maintenance” means routine, recurring and usual work for preserving, protecting and keeping a district facility operating in a safe, efficient and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. “Maintenance” includes, but is not limited to, carpentry, electrical, plumbing, glazing and other craft work designed to preserve the facility, as well as repairs, cleaning and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirement of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by advertising in a local newspaper or general circulation published in the district, or if no such paper exists then in some newspaper of general circulation, circulated in the county at least once a week for two weeks. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. (Public Contract Code 20112)

The notice shall contain the time, date and location of any mandatory pre-bid conference, site visit or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders, including bidders for printing contracts, shall specify the minimum, if not exact, percentage of recycled product in the paper products offered, and both the postconsumer and secondary waste content. (Public Contract Code 12169, 12213)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
 - a. Cash
 - b. A cashier's check made payable to the district
 - c. A certified check made payable to the district
 - d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
4. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
5. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, depending on the availability of funds, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the

absence of such a specification, only the method provided in item #a, below, will be used:
(Public Contract Code 20103.8)

- a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items taken in order from a specifically identified list of those items, depending on available funds as identified in the solicitation.
 - d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders from being revealed to the public entity before the ranking of all bidders from lowest to highest has been determined.
6. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
7. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 – Access to District Records)

Bids Not Required

Upon a determination that it is in the best interest of the district, the Board may authorize the purchase, lease or contract for data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors and other personal property through a public corporation or agency (“piggyback”) without advertising for bids. (Public Contract Code 20118)

(cf. 3310 – Purchasing Procedures)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Whenever the total number of hours on the job does not exceed 350 hours, day labor may be used to erect new buildings and for the following purposes: (Public Contract Code 20114)

- 1 School building repairs, alterations, additions
2. Painting, repainting or decorating of school buildings
3. Repair or building of apparatus or equipment
4. Improvements on school grounds
5. Maintenance work as defined above

Sole Sourcing

Specifications for contracts for construction, alteration or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality or utility and follow the description with the words “or equal.” (Public Contract Code 3400)

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply: (Public Contract Code 3400)

1. The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion.
2. One product has a unique application required to be used in the public interest.
3. Only one brand or trade name is known.
4. Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.

Prequalification Procedure

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

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Business and Non-Instructional Operations

Contracts

1509

All contracts between the ROP and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee and, where appropriate, shall be submitted to the legal advisor of the ROP for review and approval.

The ROP shall not enter into any contract with a person, agency or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age or non-job-related handicap or disability, either in employment practices or in the provision of benefits of services to students or employees.

The Superintendent or designee may enter into contracts on behalf of the ROP. All contracts must be approved or ratified by the Joint Board of Trustees. No contract made under this delegation of power shall be valid until the Board approves or ratifies the contract. (Education Code 17595).

Contracts Awarded Using Federal Funds

Administrative regulation AR 3312 Federal Contracts is a Federal Debarment and Suspension Verification Process used to monitor contractors/vendors and verify their status on the excluded and/or debarred vendors list. Any expenditures that exceed \$25,000 using federal funds are subject to the Debarment and Suspension Verification Process.

EDUCATION CODE

200-262.3 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

145103.5 Contracts for management consulting service related to food service

CIVIL PROCEDURES CODE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

OMB Circular A-133

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

6705 Trench excavations; discovery of hazardous waste

7106 Non-collusion affidavit

20104.50 Construction Progress Payments

22300 performance retentions

TITLE VII, CIVIL RIGHTS ACT, as amended by title IX, Equal employment Opportunity Act

Federal Contracts

Expenditures that exceed \$25,000 using federal funds are subject to Debarment and Suspension verification. Under the supervision of the Chief Business Officer the Purchasing Technician will follow the procedure below to ensure that contractors/vendors are monitored to determine if they are on the excluded and/or debarred vendors list.

1. The Purchasing Technician will review if the "Debarment" box was selected on the requisition form.
2. If the "Debarment" box was selected, the Purchasing Technician will determine if the expenditure is related to a bid.
3. The bid documents contain debarment language so contractors/vendors are notified of the debarment requirements, and are provided the format by which they can certify their status. At time of bid, suppliers will be required to certify their debarment status as a mandatory element of the bid or proposal response.
4. Purchases in excess of \$25,000 using an existing waiver where no bidding document was involved will require that the Purchasing Technician check the federal debarment website (sam.gov) for a favorable debarment status before a purchase is approved when using federal funds.
5. For bids over \$25,000 using federal funds against established contracts, waivers, where a certification is already on file, the federal debarment website (sam.gov) will be checked to verify the contractors/vendors continued favorable debarment status before approvals. When the web site is checked, the Purchasing Technician must print a copy of the debarment report from the website, and include it in the bid document or file it in the vendor file.
6. Contractors/vendors known to be debarred will have their vendor status changed to "inactive" and "ineligible" in the purchasing vendor file.
7. If the contractor/vendor does not provide debarment certification, or if the web site is checked and the contractor/vendor is debarred, the Purchasing Technician will place a hold on the award process and immediately verify the accuracy of the website report by gathering information

pertaining to the reasons for debarment from the contractor/vendor, and (sam.gov). Once all information has been gathered, and verified, the Purchasing Technician must summarize and report the findings to the Chief Business Official and await further award instructions, in any case, award will not be made for purchases in excess of \$25,000 that have federal funding until such time as the supplier is no longer debarred or suspended.

8. If it is determined that the contractor/vendor is debarred, the Purchasing Technician will request that fiscal staff make the contractor/vendor ineligible and inactivate them in the vendor file. A characteristic "DB" will be used to show debarment ineligibility. With the approval of the Chief Business Officer, the agent may then award to the next lowest responsible contractor/vendor in accordance with established procurement rules.
9. The Chief Business Officer or designee, will conduct independent review of procurements and contracting activities to determine whether policies and procedures are being followed as intended.

Legal Reference:

GOVERNMENT CODE

OMB Circular A-133

Board Approved 4/28/2016

Conflict of Interest Policy

1506

East San Gabriel Valley ROP/TC is engaged in a variety of activities that have the common goal of promoting the interests of our students and staff. The activities of the District are conducted in locations throughout the seven Districts in our JPA, as well as throughout the State, and are often performed in conjunction with programs and contractual arrangements that involve other parties and organizations. It must be understood that the District's reputation and relationships with outside organizations and individuals as well as its relationship with its employees, are of utmost importance. In addition, these relationships are often the product of long-standing relationships and/or substantial investments of the District's resources, energies, and efforts. The following limitations are in addition to those established under California conflict of interest statutes and law.

1. The ROP therefore has a substantial interest in all of its business ventures and activities, and must maintain policies that are designed to protect its financial interests, as well as the employees who depend upon the organization's ongoing success as a means of providing a basis for continued employment. Employees at all levels throughout the organization are therefore required to comply with this Conflict of Interest Policy. The Policy recognizes that the District has the right to insist upon the undivided loyalty of its employees throughout their employment. In keeping with this right, the ROP requires the following commitments from all employees, subject to the provisions of all applicable, Federal, State, and local laws.

2. Every employee of the ROP has a legal and ethical responsibility to promote the District's best interests. No employee may engage in any conduct or activities that are inconsistent with the District's best interests or that in any manner disrupts, undermines, or impairs the District's relationships with any student or prospective student, or any outside organization, person or entity with whom the District has, or proposes to have, an arrangement, agreement, or contractual relationship of any kind.

3. Employees must also agree that, both during and subsequent to their employment with the District, they will not interfere with, disrupt, or impair any relationship between the District and any other employee, consultant, representative, or any outside organization with whom the District has, or proposes to have, an arrangement.

4. The protection of confidential information and trade secrets is essential to the District, its students and staff, and the future security of its employees. To protect such information, employees may not disclose any trade secrets or confidential information. Employees, who are exposed to confidential, sensitive, or proprietary information about the District, its students, or its programs, will be required to sign a trade secret and nondisclosure agreement, as a condition of employment. Employees, who improperly disclose any sensitive information, confidential information, or trade secrets, are subject to disciplinary action, up to, and possibly including discharge, whether or not they are parties to such an agreement.

5. The District requires the complete commitment of all employees. Employees may not engage in any outside activity or accept work in any outside position that either interferes with their ability to devote their full and best efforts to the District's interests or raises an actual or potential conflict of interest or the possible appearance of a conflict of interest. Employees who have any questions whatsoever regarding this policy or the potential impact of outside employment or outside activities on their position with the District, should contact the Personnel Office before accepting any outside position or engaging in such an activity.

6. The District wishes to promote positive relations between employees. However, in order to avoid issues regarding perceived favoritism and morale problems, it is important that Supervisors avoid personal relationships with employees that could reduce their objectivity, fairness, or effectiveness as supervisors. While we hope that employees will be professional and respectful towards one another at all times, personal relationships between Supervisors and subordinate employees away from work can interfere with their ability to perform their management and supervisory responsibilities effectively. They are therefore discouraged.

7. The District does not maintain a strict policy that prohibits employment of relatives in all circumstances. However, there are significant restrictions on the employment of relatives under some circumstances. For example, the ROP may refuse to place one relative under the direct supervision of the other relative for business reasons of supervision, safety, security or morale. For the same reasons, the ROP may refuse to place both relatives in the same department, division, or facility if the work involves potential conflicts of interest or hazards that are greater for relatives than for other individuals.

8. The District reserves the right to determine that other relationships that are not specifically covered by this policy represent actual or potential conflicts of interest. In any case, where the District determines in its sole discretion, that a relationship between an employee and a non-employee or an employee and an outside organization or individual presents an actual or potential conflict of interest, the District may take whatever action it determines to be appropriate to avoid or prevent the continuation of the actual or potential conflict of interest. Such action may include, but is not necessarily limited to, transfers, reassignments, changing work hours or responsibilities, or, where it deems such action appropriate, disciplinary action up to, and including, the possibility of immediate termination.

Board Approved April 25, 2013

Employee Fraud Policy

1507

Introduction

The East San Gabriel Valley ROP/TC's Employee Fraud Policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the ROP. It is the intent of the District to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

The Employee Fraud Policy applies to any irregularity, or suspected irregularity, involving employees, as well as consultants, contractors, and/or outside agencies with a business relationship with the ROP.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position, title, or relationship to the ROP.

Policy

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another individual to act upon it to his or her injury. Each member of the management team will become familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the Business Office, who in turn will inform the Superintendent and Personnel Office. The Business Office coordinates all investigations with the Superintendent, Personnel Office, and other affected areas, both internal and external.

Actions Constituting Fraud

The terms misappropriation, and other fiscal irregularities, refer to, but are not limited to:

- Any dishonest or fraudulent act.
- Misappropriation of funds, supplies, or other assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of the ROP's activities.
- Disclosing confidential and proprietary information to outside parties.
- Disclosing to other persons any securities activities engaged in or contemplated by the ROP.
- Accepting or seeking anything of material value from contractors, or persons providing service and/or materials to the ROP.
- Destruction, removal, or inappropriate use of records, furniture, fixtures and equipment.
- Any similar or related irregularity.

Investigation Responsibilities

The ROP has the responsibility for the investigation of all suspected fraudulent acts as defined in the Employee Fraud Policy. If the investigation substantiates that fraudulent activities have occurred, the ROP will issue reports to the appropriate designated personnel, and if appropriate, to the Joint Board of Management.

Decisions to prosecute or refer the examination of results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel, as will final decisions on disposition of the case.

Confidentiality

The East San Gabriel Valley ROP/TC treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Business Office immediately and should not attempt to personally conduct investigations or interviews and/or interrogations related to any suspected fraudulent act.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected, but subsequently found innocent of wrongful conduct, and to protect the ROP from potential civil liability.

Authorization for Investigating Suspected Fraud

The CFO, Superintendent, and Personnel Office will have:

- Free and unrestricted access to all ROP records and premises, whether owned or rented.
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises, without prior knowledge or consent of any individual who might use or have custody of any such items or facilities, when it is within the scope of their investigation.

Reporting Procedures

Great care is taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. An employee who discovers or suspects fraudulent activity will contact the Business Office immediately. The employee or other complainant may remain anonymous, unless disclosure is required by law. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer, should be directed to the Business Office.

No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Business Office.

Termination

If an investigation results in a recommendation to terminate an employee, the recommendation will be reviewed for approval by the CFO, Superintendent, and Personnel Office, and if necessary, outside counsel, before any such action is taken. The final authority to terminate an employee is made by the ROP's Joint Board of Management.

Administration

The Business Office and Personnel Office are responsible for the administration, revision, interpretation, and application of this Employee Fraud Policy. The Employee Fraud Policy will be reviewed and revised as needed.

This Employee Fraud Policy was modeled after the Association of Certified Fraud Examiners Policy

Board Approved: May 23, 2013

CREDIT CARD POLICY

1509

Purpose

The managing Board of the East San Gabriel Valley ROP/TC recognizes that there is a need and an ability to use credit cards, issued in the name of the East San Gabriel Valley ROP/TC, for use by certain

staff members to expedite and record expenses associated with the purchase of goods and services in performing their duties.

The issuance and use of the credits cards, issued in the name of East San Gabriel Valley ROP/TC, is a privilege and strict adherence to this Policy must be followed. Credit card purchases are strictly limited for conducting ROP business and No personal purchases are allowed. Failure to comply with this Policy may result in a revocation of this privilege to the user.

Authorized Use of Credit Card(s)

The use of credit cards will incur debt to the organization and as such, will require the same procedures to be as the Requisition/Purchase Order Procedure and prior approval of the supervisor must be made before entering into this type of transaction.

Budget approval of the Business Office for this transaction must be received before entering into the use of these cards.

Common uses of cards that are authorized are as follows (but not all inclusive):

- ✓ Airline Reservation
- ✓ Hotel Reservation
- ✓ Conference Registration
- ✓ Emergency Facilities Repair
- ✓ Facility Supplies
- ✓ Classroom supplies for construction projects
- ✓ Fuel for ROP Vehicles
- ✓ Supervisor approved classroom supplies for Internet orders
- ✓ Meals at conferences, events, meetings, etc.
- ✓ Vehicle Repair (emergency)

Prohibited Uses

- ✓ Air Phone on Planes
- ✓ Alcoholic Beverages
- ✓ Cash Advances
- ✓ Consultants
- ✓ Contracts
- ✓ Gambling, betting or wagering
- ✓ Toxic Materials – Chemicals
- ✓ Legal Fees
- ✓ Lottery Tickets
- ✓ Memberships in any organization, without Superintendent's approval
- ✓ Personal items
- ✓ Political contributions or gifts
- ✓ Pornographic materials
- ✓ Securities, Insurance
- ✓ Tax Payments
- ✓ Tobacco Products

Responsibilities of Card Users

1. It is the responsibility of all authorized credit card signers to have their supervisor's approval for the use of the card.
2. Complete a requisition form with supervisor approval and submit to the Business Office for Processing.
3. Get budget approval from Business Office.
4. Retain itemized receipt and submit to the Business Office on expense claim form, indicating the item(s) that were charged. Itemized receipt for goods and services must contain the following:
 - ✓ Description of item(s) purchased

- ✓ Date of Purchase
 - ✓ Unit price per item
 - ✓ Sales tax
 - ✓ Shipping charges (if any)
 - ✓ Purchase total
5. If the purchase(s) is approved by supervisor while out of office, complete a Requisition Form immediately upon your return, with all approvals needed and submit to the Business Office for processing.
 6. Any unauthorized purchase of goods and services without proper approvals, may result in the entire cost to be paid by the employee and not the responsibility of the organization.
 7. The shipping address should be directed to the Business Office at the Del Norte Campus for proper tagging and receiving.

Responsibilities of the Organization

1. The Business Office is responsible to ensure payment of the debt incurred in a timely manner, to avoid additional interest penalties and negative credit ratings from being incurred.
2. That proper use of the card by authorized signers, as set forth in the Policy, is enforced and will report all misuse immediately to the Chief Financial Officer.
3. To maintain log of users authorized for each credit card established or authorized.
4. Maintain a log for multiple user cards (such as fuel card) indicating date of use, mileage, mileage use and reason for use.
5. To store authorized, but seldom used cards in a safe place and secure place (Business Office safe).

Additional Indemnification by the Organization for personal credit card

The Governing Board hereby acknowledges that the the ROP is in possession of 1 American Express Credit Card Account, with 3 cards issued. These cards issued are used primarily for the authorized uses stated above and for use outside of the United States for expediting foreign travel services in connection with conferences and meetings when payments must be made where foreign currency exchange is needed. The use of these cards, by these individuals for all authorized and legal expenditure, will result in the organization accounts payable to make timely payment to the creditor to avoid any negative credit status or interest penalties to the ROP.

Credit Cards Authorized

The Board hereby authorizes the administrative staff to have issued or have had issued, credit cards in the name of the East San Gabriel Valley ROP/TC to the following creditors:

<u>Creditor</u>	<u>Account #(*)</u>	<u>Name of Authorized User(s)</u>
Costco, Inc.	Card #1	Corporate card
Home Depot, Inc.	Card #1 Card #2 Card #3	Maintenance/M.O.T. Supervisor Corporate card-Purchasing Technician
Shell Oil Co.	Card #1	ROP Main Account (log maintained by Business Office)
Office Depot, Inc.	Card #1	ROP Main Account
American Express	Card #1 Card #2 Card #3	ASB Representative Purchasing Technician Maintenance/M.O.T Supervisor

Note: (*) Credit card account numbers available to the Governing Board upon request.

Board Approved 4/28/2016 Revised 6/29/2017

SUICIDE PREVENTION POLICY

1510

Background

The East San Gabriel Valley ROP/TC Joint Board of Management recognizes that suicide is a leading cause of death among youth. School personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and offer students appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the ROP, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades.
2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others.
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students.
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.
6. Crisis intervention procedures for addressing suicide threats or attempts.

Suicide Prevention (continued)

7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide.

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with

disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

32280-32289 Comprehensive safety plan

49060-49079 Student records
49602 Confidentiality of student information
49604 Suicide prevention training for school counselors
GOVERNMENT CODE
810-996.6 Government Claims Act
PENAL CODE
11164-11174.3 Child Abuse and Neglect Reporting Act
WELFARE AND INSTITUTIONS CODE
5698 Emotionally disturbed youth; legislative intent
5850-5883 Mental Health Services Act
COURT DECISIONS
Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Board Approved 9/7/17

SOCIAL MEDIA POLICY

1511

Background

The Joint Board of Management of East San Gabriel Valley ROP /TC recognizes that social media is a significant part of today's electronic world. The Joint Board of Management also recognizes that social media platforms may be used effectively to enhance education through engaging social content.

The Joint Board of Management has adopted this policy to provide guidance for employee use of social media, which should be broadly understood for purposes of this policy to include twitter, instagram, blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner. In addition to this policy the administrative regulation ARxxxx and the social media handbook will further assist with procedures.

Official ESGVROP/TC Social Media

1. Facebook
2. Instagram
3. Yelp
4. School rush
5. Snap Chat
6. ESGVROP/TC website

Individuals authorized to post

All social media postings require prior-approval from the Office of the Superintendent. The Superintendent authorizes the following employee to post official ESGVROP/TC content.

- Administrative Assistant to the Superintendent and Media Coordinator

Other procedures

1. Employees must be trained regarding the proper and improper use of social media.
2. Employees must be aware of and adhere to their specific high school social media policies.
3. Employees should be aware of the effect their actions may have on their images, as well as ESGVROP's image and the partner Districts. The information that employees post or publish may be public information for a long time.
4. Employees should be aware that ESGVROP may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to ESGVROP/TC its employees, or students or district partners.
5. Although not an exclusive list, some specific examples of prohibited social media conduct

- include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work/classroom environment.
6. Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
 7. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to ESGVROP/TC Superintendent or designee.
 8. If employees find encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
 9. Appropriate permission must be obtained before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
 10. Social media use shouldn't interfere with employee's responsibilities at ESGVROP/TC.
 11. ESGVROP's computer systems are to be used for educational purposes only. When using ESGVROP's computer systems, use of social media for educational purposes is allowed (ex: Facebook, Twitter, ESGVROP blogs and LinkedIn, but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
 12. Subject to applicable law, after-hours online activity that violates the ESGVROP/TC's Code of Conduct or any other ESGVROP policy may subject an employee to disciplinary action or termination.
 13. If employees publish content after-hours that involves work or subjects associated with ESGVROP, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent ESGVROP/TC's positions, strategies or opinions."
 14. Employees must keep personal accounts separate from ESGVROP/TC accounts.

Board Approved 2/15/18

STUDENT REFUND POLICY

1512

Background

The Joint Board of Management of East San Gabriel Valley ROP has a fair and equitable policy for the refund of tuition fees and other charges for the post-secondary division. The policy is uniformly administered and published in student handbook, catalog and website.

The Joint Board of Management has adopted this policy to provide guidance for processing refunds for the post-secondary programs. In addition to this policy the administrative regulation ARxxxx and the student handbook will further assist with procedures.

1. Refunds for Classes Canceled by the institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date without requiring a request from the student.

2. Refunds for Students Who Withdraw on, or Before the First Day of Class

If tuition and fees are collected in advance of the start date of class and the student does not begin classes or withdraws on the first day of class, tuition and fees not exceed \$100.00, plus the cost of books and supplies issued may be retained by institution. The remaining tuition and fees shall be refunded within 45 days of the planned start date and written notice of withdraw.

3. Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation, or following a tour of the facilities and inspection of the equipment. Refund will be made within 45 days of written notice to withdraw.

4. Refunds for Students who Withdraw within the first 10 days from the start of class

Students have the right to cancel their enrollment at any time until the 5th scheduled class day. Cancellation shall occur when the student gives either verbal or written notice of cancellation to the school's Student Services Department. Any equipment provided to the student by the school must be returned within 10 days following the receipt of the request for cancellation. The school shall refund, within 45 business days after it receives notice of cancellation any consideration paid by the student, less the cost of registration fee, textbooks, supplies and any equipment not returned by the student.

5. Refunds for Students who withdraw after 10 Days from the Start of Class.

Students have the right to cancel their enrollment at any time, however, if the withdrawal from school is after 5 days from the start of class, a refund will not be not be issued, and students will be charged 100% of the tuition listed on the enrollment agreement, plus any fees, equipment, and books issued.

This policy will apply to all students whether the cancellation is voluntary, or the student is dismissed from classes due to attendance, or lack of academic progress.

Please note that after the 5 day cancellation deadline, there will be absolutely no refunds.

6. Refunds for Students Enrolled Through a 3rd Party Agency

For Students enrolled under a separate Third Party Agency agreement who withdraw from school, the refund calculations will be based on the third party agency's prescribed terms.

7. Nonrefundable fees

The following fees are non-refundable; registration, books and materials and equipment.

Board Approved 12/12/2019

PERSONNEL

Policy Number

CERTIFICATED PERSONNEL	4100
Credentials	4111
Assignments and Duties	4112
Resignation	4116
Voluntary Retirement	4117
Substitute Teachers	4123
ACTIVITIES	4130
Professional Growth	4131
COMPENSATION AND RELATED BENEFITS	4140
Salary Schedule	4141
Salary Payment	4142
Deductions	4142.1
Health and Dental Insurance Plans	4144.1
Health and Welfare Benefits - Retired Personnel	4144.1.1
Group Life Insurance and Income Protection Plans	4144.2
Retirement Compensation	4146
Personnel Claims for Money or Damages	4147
ABSENCE AND LEAVE	4150
Verification of Absence	4151
Summer Session Personal Illness	4151.2
Unauthorized Leave	4154
Bereavement	4170
Jury Duty	4171

CERTIFICATED PERSONNEL

4111

Credentials

Every employee of the ROP hired to fill a position requiring a valid teaching certificate will be held responsible for obtaining and/or renewing that certificate through the Commission of Teacher Preparation and Licensing. This is a condition of employment. It is the responsibility of the certificated employee to register all credentials with the County Superintendent of Schools.

The Personnel Services Division of the ESGVROP will provide assistance and advice to prospective employees as well as current employees about application and renewal. Certification of requirements for a credential is the responsibility of the individual applying.

Adopted 4/25/85

Assignments and Duties

4112

All certificated teaching assignments will be made by the Superintendent. Teachers are expected to fulfill responsibilities normally belonging to the professions such as counseling, parent conferencing and student recordkeeping, as well as duties designated by the Superintendent.

Teaching aides will be employed and assigned by the Superintendent for the purpose of enhancing the educational program of the ROP.

Adopted 4/25/85

Resignation

4116

It is anticipated that instructors will continue their assignment for the duration of the academic year. In the event an instructor plans to resign prior to completion of the assignment, a request for resignation, in writing, should be submitted to the Superintendent of the ROP stating the effective date of such resignation.

Resignations which are to be effective at the close of the academic year must also be submitted in writing.

Adopted 4/25/85

Voluntary Retirement

4117

A certificated employee who is a member of STRS is eligible to receive a monthly retirement allowance upon reaching the age of 55. The employee must also have a total of 5 years of credited service with STRS and must resign from the ROP for retirement purposes.

Notwithstanding any provisions contained herein, eligibility for membership in STRS is subject to provisions of applicable state law. Any policy which is contrary to that law is void.

Education Code Sections 23922, 23902, 44906, 44907

Substitute Teachers (in school) 4123
When circumstances prevent the employment of a substitute, and an ROP teacher substitutes in addition to a regular assignment, the ROP teacher shall be paid for the additional hours. Regular teachers shall be assigned such duties only with their consent.

Adopted 4/25/85

ACTIVITIES 4130

Professional Growth 4131

Teachers will be encouraged to grow professionally through participation in professional activities. It is recommended that an evaluation of professional growth on an individual basis be completed by the Supervisor each year.

Adopted 4/25/85

COMPENSATION AND RELATED BENEFITS 4140

Salary Schedule 4141

1. Previous Experience Allowance: Teachers new to the ROP may be given one step of credit for each year of teaching experience up to a maximum of five years.
2. Annual Increment: To be eligible for an annual increment, all certificated employees must have been employed full time (a minimum of 100 teaching days or 100 substitute days of service) by the East San Gabriel Valley Regional Occupational Program.
3. Classification and Step Placement: It is an employee's responsibility to check to ensure proper placement on the salary schedule.
4. Change of Salary Classification: If a teacher plans to complete university or college work prior to the start of a school year, which results in placement on a higher schedule column, the details of the plan must be reported to the Superintendent by June 15.

Immediately upon completion of the necessary requirements, verification should be presented to the Superintendent. (Coursework must have a grade of C or better). Verification must not be later than September 12.

New employees may have their salaries adjusted any time between the date of employment and September 12, if they meet the necessary requirements.

Column Advancement

Salary column advancement may occur any time during an employee's teaching year. The effective date of column advancement and salary revision shall be determined by one of the following:

- The effective date for an employee who is paid on the basis of a regular credential shall be the date upon which the training institute grants the acceptable qualifying credits. In the case of an advanced degree, the effective date shall be the date upon which the employee satisfactorily completes all of the degree requirements.

- The effective dated for an employee who is paid on the basis of a provisional credential shall be the effective date of the regular credential.
- An employee with five years experience in the East San Gabriel Valley Regional Occupational Program currently holding a valid vocational credential, a Bachelor's degree and a minimum of fifteen hours of graduate work beyond the Bachelor's degree **or the equivalent of a minimum of fifteen hours of industry certifications beyond the Bachelor's may**, the recommendation of the Superintendent, be advanced laterally one column on the current salary schedule. The Superintendent's recommendation would be made on the basis of the specific extra duties required of the employee.

An employee can advance any number of salary columns at once, commensurate with his training. Credits for column advancement are accepted from any institution when:

- a) The institution is listed as accredited in the current issue of the United States Office of Education handbook "Higher Education," Part 3.
- b) The credits are for graduate work or upper division work.
- c) The credits have been evaluated, accepted, and placed on the official transcripts of the accredited institution.

In order to advance in column, an employee must furnish the Superintendent proof (official transcripts) of completion of the necessary credits for column advancement.

No column advancement or salary revision shall be made retroactive more than three months from the date the Superintendent receives verification from the employee.

Adopted 3/1/79

Salary Payment

4142

It is the policy of the ROP to pay all hourly certificated employees monthly.

Teachers are to be paid by the name listed on their credential. Any name changes must be recorded with the County Credentials Office. Forms may be obtained in the Personnel Services Division of the ESGVROP.

There will be no payment of salary to any employee for services of any kind, if those services are performed prior to the date shown on the valid credential required for the employee's assignment.

Adopted 4/25/85

Deductions

4142.1

Federal and California laws require specific payroll deductions from the employee's earnings. This includes, but is not limited to, income tax, retirement, and social security.

Payroll deductions will be made for the ESGVROP's medical-hospital plans, tax sheltered annuity, employee credit unions, United Crusade, AID United Givers, group life insurance, and income protection plans, upon receipt of written authorization by the individual employee on the appropriate ESGVROP form.

Adopted 4/25/85 Revised 6/26/14

Employee Group Benefit Insurance Coverage

4144.1

The ROP will make premium contributions for eligible ROP employees to ROP approved medical, dental, vision and life insurance plans.

Eligible employees, as used in this policy, means all employees working a regular schedule, except for classified hourly, variable certificated, short-term employees and student workers.

Eligible employees who work a regular schedule are entitled to elect benefits with partial coverage paid by the ROP according to the Board approved annual contribution rate schedule.

Eligible employees who regularly work less than 30 hours per week are entitled to a pro-rated amount of the ROP's contribution.

Effective Date of Membership A benefit eligible employee hired between the 1st and 31st of the month to work a regular schedule shall be eligible for enrollment on the first day of the second succeeding month.

Termination of Membership An employee who resigns or is terminated between the 1st and 15th of the month shall be terminated from group benefits on the first of the following month. An employee who resigns or is terminated between the 16th and the last day of the month shall be terminated from group benefits effective the 1st day of the second succeeding month.

Family Medical Leave of Absence An employee granted a Family Medical Leave Absence will maintain group health insurance coverage, including family coverage, on the same terms as if the employee continued to work. Employees taking unpaid FMLA leave, will have to submit payment to the ROP for the total employee contribution amount of insurance premiums to maintain insurance coverage during their leave.

Coverage Insurance coverage for an employee will be provided for twelve calendar months; payroll deductions will be nine per year.

Refunds If any premium is refunded, the amount of the ROP contribution included therein shall be refunded directly to the ROP.

Administration The program shall be administered by the Personnel Services Division of ESGVROP/TC.

Adopted 10/24/2013

Health and Welfare Benefits - Retired Personnel

4144.1.1

A District employee who retires on or after Sept. 29, 1983, may elect to continue coverage in a District-approved group medical insurance plan subject to the following requirements:

1. A "retired" employee is defined for purposes of this policy as one who has retired for service or disability and is eligible for, or is receiving a retirement allowance, from the State Teachers' Retirement System or the Public Employees' Retirement System.

2. At the time of retirement, the retiree must be currently enrolled in the same District-approved group medical insurance plan in which continued coverage after retirement is desired.
3. Each year the retiree shall submit in advance to the District Payroll Office ten checks, payable to the appropriated insurance carrier, the total of which shall equal the annual premium of the insurance plan.
4. Coverage in the group medical insurance plan for the retiree or dependents shall cease on the last day of the month in which the retiree or dependents attain the age of 65, except as provided in Sections 6 and 7 below.
5. Eligible dependents may be covered by the retiree provided they are enrolled as dependents at the time of retirement. A new spouse and/or dependent child (ren) may be enrolled only if the retiree acquires the new dependent(s) through marriage, birth and/or adoption after retirement. Any family member who was the retiree's dependent but not enrolled at the time of retirement is not eligible to enroll after the retiree's retirement, except that a spouse who was enrolled in the plan as a subscriber may be added as a dependent provided there is no lapse in membership.
6. Dependents of the retiree, if any, will not be covered by the group medical insurance plan after the death of the retiree except that the surviving spouse may elect to change status from dependent to subscriber and may continue to cover other dependents who were covered at the time of the retiree's death. Coverage for the surviving spouse and any dependents shall cease on the last day of the month in which the surviving spouse attains the age of 65.
7. Notwithstanding Sections 4 and 6 above, at the time a retiree's, a dependent's or a surviving spouse's coverage in the group medical insurance plan ceases upon attainment of age 65, he or she may enroll in the Medicare supplement plan provided by the appropriate insurance carrier if he or she enrolls in both Parts A and B of Medicare. Payment of Medicare supplement plan premiums shall be as prescribed in Section 3 above. A retiree or surviving spouse enrolled in the Medicare supplement plan may continue enrollment of eligible dependents in the group medical insurance plan until the last day of the month in which said dependents attain age 65.

Adopted 9/29/83

Group Life Insurance and Income Protection Plans

4144.2

Group life insurance plans are available for voluntary participation. All currently employed full time certificated and classified employees are eligible to apply at their own expense.

Disability income protection plans are available for voluntary participation. All actively employed certificated personnel under the age of 60 may enroll in this program at their own expense.

Adopted 4/25/85

Retirement Compensation

4146

Membership in the State Teachers' Retirement System is controlled by State law. Information of an official nature may be obtained by writing to the organization headquarters. Address all

correspondence to: State Teachers' Retirement System, P.O. Box 15275-C, Sacramento CA 95813.

Effective November 8, 1967, if no change of beneficiary has been filed, the State Teachers' Retirement System will consider as void any designation of beneficiary filed by a person (male or female) who has:

- Re-entered membership following refund
- Married or Re-married
- Divorced
- Marriage Annulled

Changes of beneficiary forms are available in the Personnel Services Office of the ESGVROP.

Adopted 4/15/85

Personnel Claims for Money or Damages 4147

As a prerequisite to bringing suit against the ROP, any claim against the ROP for money or damages as set forth below, or for money or damages which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Chapter 1 (commencing Section 910).

Any claims against the ROP for money or damages which are not governed by any other statutes or regulations expressly relating thereto shall be acted upon in accordance with Title 1, Division 3.6 of the Government Code of California.

Adopted 4/25/85

ABSENCE AND LEAVE 4150

Verification of Absence 4151

All employees are required to complete and sign an affidavit of absence form to verify reasons for all absences. Such verification shall be presented to the immediate Supervisor or Superintendent on the day of return from absence.

The Superintendent may require a physician's or other verification of an employee's reason for absence in any situation which he or she believes is not valid grounds for the employee's claim for absence. This verification must be presented by the employee within five days of the Superintendent's request.

Adopted 4/25/85

Summer Session Personal Illness 4151.2

Teachers employed during summer will earn non-accumulative sick leave on a pro-rated basis.

If the days of absences for illness or injury during summer session exceed the earned non-accumulative time, a teacher is entitled to draw upon sick leave earned during the regular school year. A doctor's certificate may be required for any absence due to illness or injury.

Adopted 4/25/85

Unauthorized Leave

4154

Unauthorized leave is the non-performance, without approval, of those duties and responsibilities assigned by the ROP and its representatives, including all duties and responsibilities defined by the Education Code, rules and regulations of the California Administrative Code, Title 5, and policies and regulations of the Joint Board. Such unauthorized leave may include, but is not limited to, individual or collective refusals to provide service, unauthorized use of sick leave, unauthorized use or other leave benefits, non-attendance at required meetings, and failure to perform supervisory functions at ROP sponsored activities.

Unauthorized leave constitutes a breach of employment responsibilities and, therefore, may result in the initiation of dismissal procedures, loss of salary or such other disciplinary action as may be deemed appropriate.

Adopted 4/25/85

Bereavement

4170

Every certificated employee shall be entitled to three (3) days of paid leave of absence, and five (5) days if travel of more than 250 miles one-way is involved, on account of the death of any member of his or her immediate family. Members of the immediate family shall be limited to mother, father, grandmother, grandfather or grandchild of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative living in the immediate household of the employee.

Adopted 4/25/85

Jury Duty

4171

A certificated employee called for jury duty in the manner prescribed by law shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount he or she receives as juror's fee. Such call to jury duty shall be reported immediately to the Personnel Office by the employee.

Only one member of the certificated staff will be granted jury duty leave with pay at any one time.

Adopted 4/25/85

<u>PERSONNEL</u>	<u>Policy Number</u>
CLASSIFIED PERSONNEL	4200
Employment	4211
Assignment and Transfer	4212
Probation and Evaluation	4213
Continuing Contract	4214
Termination	4215
Suspension, Demotion, or Dismissal	4215.1
Step Placement	4221.1.2
Summer Pay Rates	4221.2
Service Increment	4222
Overtime Pay	4224
Health and Dental Insurance Plans	4225.1
Group Life Insurance and Income Protection Plans	4225.2
Salary Payment	4226
Deductions	4226.1
Retirement System - Public Employees Retirement System (PERBS)	4227
Personnel Claims for Money or Damages	4228
ABSENCE LEAVE AND VACATION	4230
Verification of Absence	4231
Monthly Classified Employees - Definitions	4232
Personal Illness	4233.1
Bereavement	4233.2
Subpoena	4233.3
Personal Necessity	4233.4
Industrial Accident	4233.5

ABSENCE LEAVE AND VACATION continued	4230
Personal Leave	4233.7
Jury Duty	4233.8
Unauthorized Leave	4234
Vacation	4235
Holidays	4235.2

CLASSIFIED PERSONNEL

4200

All policies in Series 4000 and 4200 apply to all classified employees of the Regional Occupational Program.

EMPLOYMENT

4211

Full-time classified employees are employed on a ten, eleven, or twelve month basis for eight hours per day.

Part-time employees are employed on a ten, eleven, or twelve month basis for less than eight hours per day.

Adopted 4/25/85

ASSIGNMENT AND TRANSFER

4212

Assignment to Classification Specific job assignments within a classification are made by the Supervisor to whom the employee is directly responsible.

Adopted 4/25/85

PROBATION AND EVALUATION

4213

Probationary Employment All employees in the classified service, who have served for a period of less than six months, are considered probationary employees and may be dismissed at any time during the probationary period.

Permanent Employment Employees in the classified service, who have been on the job six months or longer, are classified as permanent employees and will not be suspended, demoted, or dismissed except for reasonable causes.

Nothing in these policies shall be construed to prevent layoffs for lack of work or lack of funds.

Evaluation Procedure All classified employees will be evaluated by their immediate Supervisor on a form supplied by the Personnel Office. Two evaluation ratings are given to probationary employees, one after two months of employment and the second after five months of employment. Permanent employees receive one evaluation rating annually prior to May 1st.

Adopted 4/26/73

Revised 4/25/85

CONTINUING CONTRACT

4214

The term of employment of each member of the classified service shall commence with the employment of such employee and shall continue to, and including, June 30 of each fiscal year.

The term of employment shall automatically be renewed from fiscal year to fiscal year unless written notice is given by one party to the other on or before June 1 of a fiscal year, to the effect that the term of employment will not be renewed. (Education Code Section 45103)

Adopted 4/25/85

TERMINATION

4215

Voluntary termination may be made at any time by classified employees. In order to be fair to the students, fellow workers, and the Joint Board of Management, an employee terminating voluntarily should provide a minimum of two weeks notice.

It is the policy of the Joint Board of Management to request all classified personnel terminating employment with the ROP to accompany their termination with a letter of resignation. The Personnel Office will arrange a termination interview approximately one week before the termination date.

Termination at the request of the ROP will be made by the Superintendent or designee, subject to the approval of the Joint Board of Management and in conjunction with the immediate Supervisor of the employee to be terminated. Notification will be provided at least 30 days in advance of termination.

Adopted 4/25/85

SUSPENSION, DEMOTION, OR DISMISSAL

4215.1

Disciplinary action may include suspension, demotion, or dismissal.

Suspension means either the temporary removal of an employee from his position for cause, in accordance with the provisions of this policy, with loss of pay as a disciplinary measure, or removal preliminary to investigation of charges leading to demotion or dismissal.

Demotion means reduction of an employee from a given class (or group of similar positions combined under a common title) to a class which has a lower salary rate.

Dismissal means separation, discharge, or permanent removal of an employee for cause in accordance with the provisions of the Education Code and these rules.

One or more of the following causes may be grounds for suspension, demotion, or dismissal of any person employed in the classified service:

- Incompetence or inefficiency in the performance of the duties of the assigned job.
- Insubordination (including, but not limited to, refusal to do assigned work).
- Carelessness or negligence in the performance of duty or in the care and/or use of ROP property.
- Discourteous, offensive, or abusive conduct or language toward other employees, pupils, or the public.
- Dishonesty.
- Drinking alcoholic beverages on the job or reporting for work while under the influence of alcohol.
- Addiction to the use of narcotics.
- Personal conduct unbecoming an employee of the ROP.
- Engaging in political activity during assigned hours of employment.
- Immoral conduct or conviction of any crime involving moral turpitude.
- Arrest for a sex offense as defined in Education Code Section 44010.
- Repeated and unexcused absences or tardiness.
- Abuses of illness leave privileges.

- Falsifying any information supplied to the ROP including, but not limited to, information supplied on application forms, employment records, or any other ROP records.
- Persistent violation or refusal to obey safety rules or regulations made applicable to the ROP by the Governing Board or by any appropriate state or local governmental agency.
- Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job, or the acceptance of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- Willful or persistent violation of the Education Code or rules of the Joint Board of Management.
- Any willful failure of good conduct tending to injure the public service image.
- Abandonment of position.
- Advocacy of overthrow of the federal, state, or local government by force, violence or other unlawful means.
- Unlawful membership in the Communist Party.
- Conviction of a felony or any crime bringing discredit to the ROP.
- Evidence of unfitness for service.

Hearing Procedure Any permanent employee who is suspended, demoted, or dismissed from the classified service will be given a preliminary written notice of the proposed action, the date it will be effective, and the reasons therefore. Such reasons must state the specific grounds and particular facts upon which the action is to be taken. The employee must be provided with copies of materials, reports, and documents upon which the action is based. The employee has the right to respond, within a specified reasonable time, orally or in writing, to the Superintendent, who recommends if the proposed discipline is taken or not.

The Superintendent must document whether the employee chose to exercise that right or waive it.

After following the above procedure, if the decision is made to discipline the employee, a written notice will be served upon the employee, with copies of all written materials previously served the employee. The employee will furnish a form to request a hearing. This must be submitted within ten working days after receipt of the notice and constitutes a demand for hearing and a denial of all charges.

At the conclusion of the hearing, a decision will be made by the Joint Board of Management; any rule or regulation to the contrary is void.

No disciplinary action will be taken for any cause which occurred prior to the employee attaining permanent status, or for any cause which occurred more than two years preceding the date of the filing of the notice. Exceptions include the concealment or non-disclosure by the employee when it could be reasonably assumed that the facts should have been disclosed to the ROP.

Adopted 4/25/85

STEP PLACEMENT

4221.1.2

New Classified Employees are placed on a step that is commensurate with their documented experience. After six months, they are moved one step up and given permanent status.

Experience Credit Prior experience within the participating districts may be allowed for placement on the salary schedule upon recommendation of the Superintendent.

Anniversary Date The yearly date for step placement is called the anniversary date.

Salary on Status Change When an employee is promoted (assigned to a position in a class with a higher maximum salary than his previous class) his salary will be adjusted to the minimum of the new range, exclusive of probationary Step A. If the minimum of the new range is lower than the employee's current salary, assignment will be made to a step in the new range which is the next higher in dollar amount over the current salary. A new anniversary date will be effective with such a change. If placed at a lower classification range, the employee's current anniversary date will not be changed.

Adopted 2/28/74
Revised 12/8/11

SUMMER PAY RATES

4221.2

Permanent and probationary classified employees whose regular yearly assignment for service excludes all, or any part of, the period between the end of the academic year in June to the beginning of the next academic year in September, who are assigned to perform services to their classification during that period, shall receive, on a pro rata basis, not less than the compensation and benefits applicable to that classification during the regular academic year.

Adopted 4/25/85

SERVICE INCREMENT

4222

At the beginning of the tenth year of permanent service in the ROP, a monthly increment of \$25 shall be granted per month in paid status. At the beginning of the fifteenth year of service in the ROP, an additional monthly increment of \$25 shall be granted for a total of \$50 per month in paid status. At the beginning of the twentieth year of service in the ROP, an additional monthly increment shall be granted for a total of \$75 per month in paid status.

Increments for part-time employees shall be granted on a pro-rated basis on their scheduled work day and week as it compares to the regular 8-hour day and 40-hour week standard.

Adopted 6/24/82

OVERTIME PAY

4224

Classified employees, who work more than eight hours in any one day, or 40 hours in any one week, shall be compensated at one and one-half times their regular rate of pay or with compensatory time off.

Adopted 4/25/85

INSURANCE

4225

Revised 6/26/14

Health and Dental Insurance Plans

4225.1

The ROP will make premium contributions for eligible ROP employees to ROP approved health and dental insurance plans.

Eligible employees, as used in this policy, means: (1) certificated employees under contract to the ROP, (2) hourly ROP certificated employees, and (3) classified employees of the ROP.

Eligible employees as used in this policy are not substitutes or student helpers employed part time as short term employees, or employees who regularly work less than 20 hours per week.

Eligible employees who regularly work full time are entitled to full coverage paid by the ROP. A full time classified employee is defined as an employee who regularly works 30 or more hours per week.

Eligible employees who regularly work less than full time, on an hourly or part time assignment, and participate as subscribers, are entitled to a pro-rated amount of the ROP's contribution.

The ROP will contribute the amount authorized by the Joint Board, which is applicable only to those health benefits and dental group plans approved by the Joint Board and does not apply to an employee who does not receive pay or included as a dependent under the enrollment of another employee.

Notwithstanding any provisions of this policy to the contrary, no employee shall be entitled to health and welfare benefits under this policy, if receiving health and welfare benefits from another public school employer.

Effective Date of Membership An employee who is hired between the 1st and 31st of the month shall be covered under the health and dental insurance plans on the first day of the following month. .

Termination of Membership An employee who resigns or is terminated between the 1st and 15th of the month shall be deleted from the health and dental billing the following month. An employee who resigns or is terminated between the 16th and the last day of the month shall be deleted from the billing the 1st day of the second succeeding month.

Leave of Absence An employee granted a leave of absence without pay may elect to continue health and dental insurance at his or her own expense for a maximum period of one year. When an employee takes a leave during the school year, the ROP will pay a pro-rated amount for the days worked in the month the leave was effective. The difference must be paid by the employee.

When an employee returns from a leave during the school year, the ROP will pay a pro-rated amount for the days worked in the month the employee returns. The difference must be paid by the employee.

Coverage Coverage for an employee will be for twelve calendar months; payroll deductions will be ten per year.

Refunds If any premium is refunded, the amount of the ROP contribution included therein shall be refunded directly to the ROP.

Administration The program shall be administered by the Personnel Office.

Adopted 12/6/73

GROUP LIFE INSURANCE AND INCOME PROTECTION PLANS 4225.2

Group Life Insurance Plans Several Plans are available for voluntary employee participation. All actively employed full-time certificated and classified employees are eligible to apply for these programs at their own expense.

Disability Income Protection Plans Disability Plans are available for voluntary employee participation. All actively employed classified personnel under age 67 who work a minimum of 30 hour per week may enroll in a program at their own expense.

Adopted 4/25/85

SALARY PAYMENT 4226

It is the policy of the East San Gabriel Valley Regional Occupational Program to pay all regular monthly full-time and part-time classified employees on or about the 10th and 25th of the calendar month. Regular hourly classified employees will be paid on a calendar month basis with payroll warrants distributed on or about the 10th of the month.

Adopted 4/25/85

DEDUCTIONS 4226.1

Federal and California laws require specific payroll deductions from the employee's earnings. This includes, but is not limited to, income tax, retirement, and social security.

Payroll deductions will be made for the ESGVROP's medical-hospital plans, tax sheltered annuity, employee credit unions, group life insurance, and income protection plans, upon receipt of written authorization by the individual employee on the appropriate form.

Adopted 4/25/85

RETIREMENT SYSTEM - PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) 4227

Full-Time Employees Persons employed full-time (eight hours per day) qualify for membership on the date of entry into employment when employment will extend for one month or more.

Part-Time Employees Persons employed part-time (four or more but less than eight hours per day) qualify for membership on the date of entry into employment when employment is regular continuous.

A person transferring to the ROP as a member of the Public Employees Retirement System continues as a member upon employment.

Contributions to the Public Employees Retirement System will begin at the time membership commences. Specific information about the retirement system may be obtained from the Personnel Office.

Voluntary Retirement A classified employee who is a member of PERS is eligible to receive a monthly retirement allowance upon reaching the minimum age of 50 years and with a minimum total of 5 years of credited service with PERS provided he resigns his position with the ROP for retirement purposes.

Notwithstanding any provisions contained herein, eligibility for membership in PERS is subject to provisions of applicable state laws, and any policy which is contrary to that law is void.

Adopted 4/25/85

PERSONNEL CLAIMS FOR MONEY OR DAMAGES 4228

As a prerequisite to bringing suit against the ROP, any claim against the ROP for money or damages as set forth below, or for money or damages which are not governed by any other statutes or regulations, expressly related thereto, must be presented and acted upon in accordance with Title 1, Division 3.6, Chapter 1 (commencing with Section 900) and Government Code, Chapter 2 (commencing with Section 910).

All claims against the ROP for money or damages which are not governed by any other statutes or regulations expressly relating thereto shall be acted upon in accordance with Title 1, Division 3.6 of the Government Code of California.

Adopted 4/25/85

ABSENCE LEAVE AND VACATION 4230

VERIFICATION OF ABSENCE 4231

All employees are required to complete and sign an affidavit of absence form to verify reasons for all absences. Such verification shall be presented to the immediate Supervisor or Superintendent on the day of return from absence.

The Superintendent may require a physician's or other verification of an employee's reason for absence in any situation which he believes is not valid grounds for the employee's claim for absence. This verification must be presented by the employee within five days of the Superintendent's request.

Adopted 4/25/85

MONTHLY CLASSIFIED EMPLOYEES - DEFINITIONS 4232

For purposes of determining entitlement to personal illness leave and vacation, the following definitions shall apply:

A 9.25 calendar month employee is defined as one who is in a regular workday paid status from 166 to 187 days during a fiscal year.

A 10 calendar month employee is defined as one who is in a regular workday paid status from 188 to 207 days during a fiscal year.

An 11 calendar month employee is defined as one who is in a regular workday paid status from 208 to 227 days during a fiscal year.

A 12 calendar month employee is defined as one who is in a regular workday paid status for 228 or more days during a fiscal year.

Adopted 4/25/85

PERSONAL ILLNESS

4233

The purpose of sick leave utilization shall be for physical or mental disability absences which are medical disability absences, medically necessary, and caused by illness, injury, maternity disability, or quarantine.

Each regular monthly classified employee shall be entitled to one day of sick leave for each calendar month employed. If an employee does not take the full amount of sick leave allowed in any year, it shall be accumulated without limitation. Each hourly or part-time employee is entitled to a pro-rated amount of personal illness leave.

An employee becoming aware of the need for absence due to surgery, maternity or other predictable or previously scheduled cause, shall submit a statement from his or her attending physician as far in advance of the initial disability date as possible. The physician's statement shall include the beginning date of disability, the cause of the disability, and the anticipated date of return to active service.

Upon exhaustion of all accumulated sick leave credit, accumulated compensating time, vacation or other available paid leave, a permanent classified employee with a continuing disability absence of twenty (20) or more consecutive work days shall receive differential pay for a period not to exceed five (5) continuous calendar months. Differential pay shall be the daily pay of the unit member less the daily amount paid to the substitute employee, or if no substitute is employed, the amount that would have been paid to the substitute had one been employed. In order to qualify for differential pay, an employee shall be a permanent classified employee and shall have first utilized all current and accumulated sick leave, accumulated compensating time, vacation or other available paid leave credit. In no event shall days of differential pay exceed one hundred (100) days in any school year. Only one five (5) month increment of differential pay shall be allowed for any single illness, or a continuous illness absence, that extends into the next school year.

An employee who has experienced a disability absence requiring surgery, hospitalization, or extended medical treatment, shall be required to submit, prior to return to active duty, a medical statement signed by the employee's physician and indicating an ability to return to his/her position classification without restrictions or detriment to the employee's physical and emotional well being.

Adopted 4/25/85

BEREAVEMENT

4233.2

Every classified employee shall be entitled to three (3) days of paid leave of absence, and five (5) days if travel of more than 250 miles one-way is involved, on account of the death of any member of his or her immediate family. Members of the immediate family shall be limited to mother, father, grandmother, grandfather or grandchild of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative living in the immediate household of the employee.

Adopted 4/25/85

SUBPOENA

4233.3

Subpoena leave is granted when an employee is absent in order to make a mandatory court appearance, in response to a subpoena duly served, not brought about by the connivance or misconduct of the employee or as a litigant.

Subpoena leave is limited to three days, and such additional days thereof as the governing board of the ROP may allow in any school year. An employee shall suffer no monetary loss for this service, and will receive that portion of salary which represents the difference between fees paid by the court, or by the party requiring the appearance, and the employee's regular salary.

A copy of the subpoena or a certificate of the clerk of the court must be filed with the absence report together with a report of fees received (exclusive of mileage).

This leave is non-commutative.

Adopted 4/25/85

PERSONAL NECESSITY

4233.4

An employee entitled to illness or injury leave pay shall, at his election, be placed on personal necessity leave and allowed personal necessity leave pay within the limits and conditions of this policy for any of the following:

1. The death of a member of the employee's immediate family when the number of days leave exceeds the limit provided in the Bereavement Policy. "Member of the employee's immediate family" as used in this policy, means the mother, father, grandmother, grandfather or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee or any relative living in the immediate household of the employee.
2. An accident involving the employee, not otherwise chargeable to illness or injury leave, or to industrial injury or industrial illness leave. Such an accident must: (a) be serious in nature, (b) require attention the employee cannot reasonably be expected to disregard, and (c) require the attention of the employee during his assigned hours of work.
3. An accident or illness involving a member of the employee's immediate family. "Member of the employee's immediate family" is defined in "1" above. Such an accident or illness must: (a) be serious in nature, (b) involve circumstances the employee cannot reasonably be expected to disregard, and (c) require the attention of the employee during his assigned hours of service.

4. An appearance of the employee in court as a litigant. The employee must return to work when it is not necessary to be absent the entire day for the proceedings.
5. The appearance of the employee in court as a witness under an official order, not otherwise chargeable to subpoena leave. The employee must return to work in cases where it is not necessary to be absent the entire day for the proceedings.
6. The birth of an employee's child necessitating an absence from work during assigned hours of service.
7. Imminent danger to the home of an employee, occasioned by a factor such as flood or fire, serious in nature, which the employee cannot reasonably be expected to disregard and which requires the attention of the employee during assigned hours of service.
8. Any other significant personal event, for which a paid leave of absence is not authorized, which the employee cannot reasonably be expected to disregard and which requires the attention of the employee during assigned hours of service.
9. Participation in lawful meetings, activities or observances, which the employee conscientiously believes is necessary and requires absence from work.

The following limits and conditions are placed on personal necessity leave and personal necessity pay:

1. The total number of days allowed in one school year for such leave (chargeable to personal illness) shall not exceed six days. This leave is non-cumulative.
2. The days allowed will be deducted from, and may not exceed, the number of full pay days of illness or injury leave to which the employee is entitled.
3. Personal necessity leave will not be granted during a scheduled vacation or a leave of absence.
4. Payment for such absence will be made only upon certification by the employee in completing an absence affidavit. The employee must state that the absence was due to a personal necessity and detail the necessity. The form will be approved for payment by the Superintendent and filed with the Accounting Department. The Superintendent may require an attending physician's verification of a necessity for absence.

Adopted 4/25/85

INDUSTRIAL ACCIDENT

4233.5

Industrial accident leave is allowed with full pay up to a maximum of sixty (60) working days in any fiscal year for any industrial accident. When such a leave overlaps into the ensuing fiscal year, the employee will be entitled only to the amount of unused leave due for the accident. Leave is not cumulative from year to year.

During industrial accident leave, the employee will endorse to the East San Gabriel Valley Regional Occupational Program all temporary disability indemnity checks received under the provisions of the Labor Code.

When entitlement for industrial accident leave has been exhausted, the employee may elect to use any sick leave, vacation, or other paid leave, to which entitled, provided that payment for such paid leave, when added to any temporary disability indemnity, results in a payment of not more than the full salary, less appropriate deductions.

When available paid leave has been exhausted and the employee is unable to resume the duties of his position, he may elect to resign or request a leave of absence without pay, and be placed on a reemployment list for a period of 39 months.

The East San Gabriel Valley Regional Occupational Program reserves the right to require an employee to furnish proof of the cause of absence.

Any employee receiving benefits as a result of an industrial accident leave shall, during periods of injury or illness, remain within the State of California, unless the Joint Board of Management authorizes travel outside the state.

Definition:

"Industrial accident", as used in this section, is defined as any accident or illness arising directly out of or in the course of the employment of the employee for which he receives temporary disability indemnity. (Education Code Sections 44043, 44984, 45192)

Adopted 4/25/85

PERSONAL LEAVE

4233.7

The Joint Board of Management may grant a leave of absence without pay when requested in writing, to a regular monthly classified employee who has completed one year of service in the program. Such leave shall not exceed one year and shall not be granted to explore other employment opportunities.

Time spent on personal leave of absence will not count as service in computing credit toward advancement on the salary schedule or accumulation of any other employment benefits such as, but not limited to, illness leave or credit toward retirement.

Health and Dental Plans In accordance with Police 4225.1, an employee who is granted a leave of absence may elect to continue health and dental coverage at the employee's own expense for a maximum period of one year. When leave is taken during the school year, the ROP will pay a pro-rated amount of the ROP premium contribution, as defined in Policy 4225.1, for the days worked in the month the leave commences. The difference will be paid by the employee.

When an employee returns from a leave during the school year, the ROP will pay a pro-rated amount of the ROP contribution, as defined in Policy 4225.1, for the days worked in the month the employee returns. The difference will be paid by the employee.

Upon expiration of a leave, the employee will be assigned, at the employee's request, to a position as similar as possible, as determined by the Superintendent, to that held when the leave was granted, provided the Superintendent is notified in writing by the employee of intent to return from leave at least 60 calendar days prior to the expiration of the leave.

Adopted 4/25/85

JURY DUTY

4233.8

A classified employee called for jury duty in the manner prescribed by law shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount he or she receives as juror's fees. Such call to jury duty shall be reported immediately to the Personnel Office by the employee.

Only one member of the classified staff will be granted jury duty leave with pay at any one time.

Adopted 4/25/85

UNAUTHORIZED LEAVE

4234

Unauthorized leave is the non-performance, without approval, of those duties and responsibilities assigned by the ROP and its representatives, including all duties and responsibilities defined by the Education Code, rules and regulations of the California Administrative Code, Title V, and policies and regulations of the Joint Board. Such unauthorized leave may include, but is not limited to, individual or collective refusals to provide service, unauthorized use of sick leave, unauthorized use of other leave benefits, non-attendance at required meetings, and failure to perform functions at ROP sponsored activities.

Unauthorized leave constitutes a breach of employment responsibilities, and therefore, may result in the initiation of dismissal procedures, loss of salary, or such other disciplinary actions as may be deemed appropriate.

Adopted 4/25/85

VACATION

4235

Vacation Each regular monthly employee will be granted one day vacation for each calendar month worked. On the day following completion of six months of continuous service, each full-time classified employee of the ROP will be credited with six days of vacation with pay, plus an additional credit of one day per month for each subsequent month of service during the fiscal year.

An employee's vacation entitlement will be taken at the direction of the Superintendent within the school year in which the vacation time is earned. If it is not possible to take the earned vacation within the school year, or upon special request of the employee with approval of the Superintendent, the following will be allowed:

Vacation days not exceeding 50% of the earned vacation of the school year may be taken between July and December 31 of the immediate subsequent school year.

HOLIDAYS

4235.2

The Joint Board of Management will annually approve the list of holidays for regular monthly employees. The ROP Office will issue at the beginning of each year a copy of the approved list to each employee and each administrator who directs classified employee service.

Regular hourly employees qualify for a pro-rated amount of holiday pay, providing that either the day before or the day after the holiday are normal work days for that employee.

Adopted 6/28/79

STUDENTS**Policy Number**

Attendance, Absence, and Truancy	5111
Student Behavior	5112
Exclusion	5113
Release of Students	5114
Cumulative records	5115
Equal Access	5116
Attendance Records and Reporting	5117
Credit for ROP Classes	5120
Reporting to Parents	5121
Field Trips	5131
Instructional Materials Selection and Adoption	5132
Student Dress and Grooming	5133
Non-Public School Students	5134
Child Abuse	5135
Institutional Grants and Discounts	5136

ATTENDANCE

5111

Attendance The ROP prepares the student for the world of work. Therefore, the student's attendance is expected to fit the same pattern it would for a paid job

Absence – An excused student absence during a school day shall be excused and included as a day of attendance in computing attendance, when the absence is one of those listed in Education Code § 45010:

- Illness of the pupil
- Quarantine under the direction of a county or city health officer
- Absence for the purpose of having medical, dental, or optometric services rendered
- Attendance at funeral services of a member of immediate family - one day excused absence. If services are outside California, excused absence is limited to three days
- Appearance for jury duty in the manner provided by law

Verification of Absence Due to Illness

1. Any of the following may verify an absence due to illness or quarantine:

- School or public health nurse
- Attendance Supervisor
- Physician
- Principal
- Teacher
- Any employee of the ROP assigned to make such a verification

2. The verification shall be made by a reasonable method which establishes the fact that the pupil was actually ill or under quarantine. This may include written, personal, or telephone contact from the parent, doctor's note, or personal observation by any of the persons authorized to verify illness.

3. When, in the opinion of the person authorized to verify absence due to illness or quarantine, absences seem excessive, the Superintendent may require verification by a medical doctor.

Absences: Unexcused - Unexcused absences from the ROP will be reported to the ROP Counselor at the home school. More than five (5) unexcused absences are grounds for a failing grade. A conference with the parents or guardians of the student will be scheduled so that parents or guardians and student can explain the absences. If a reasonable explanation cannot be made, the teacher has the option to fail the student in accordance with Education Code § 49067.

Adopted 6/27/85

Revised 12/8/11

STUDENT BEHAVIOR

5112

The ROP attempts to approximate the responsibilities of work as closely as possible in all its courses. Student behavior should also reflect these responsibilities in the ROP classroom as well as the community classroom.

Appropriate behavior should reflect self-discipline (responsibility for one's actions). This includes a respect for authority, consideration for the rights and privileges of others, as well as high standards of courtesy, decency, and honesty.

ROP students are expected to carry out all assignments in the program, including successful completion of the professionalism component of each course.

Adopted 6/27/85

EXCLUSION

5113

It shall be the policy of the East San Gabriel Valley ROP that any consideration of severance of a pupil from an ROP class must be viewed first of all in the light of the public interest as expressed in various legislative enactments. Consideration must be given to both the public welfare, present and future, and the pupil's rights and what may best serve his or her welfare. All due process procedures shall be strictly observed.

It shall be the policy of the ROP that any conferencing with parents and or guardians or pupils regarding severance of attendance, be directed toward the problem or misbehavior and not toward the student as a person. All disciplinary actions should be directed in a way which tends to dignify the worth and integrity of the individual. Parents or guardians shall be informed by the Superintendent or designee prior to disciplinary action involving suspension or expulsion wherever possible, and a conference requested by the person invoking the action. All prescribed written notices and time limits for notification shall be observed.

Disciplinary action taken will include the following:

1. Caused or attempted to cause damage to ROP property or stolen or attempted to steal ROP property;
2. Caused or attempted to cause damage to private property or stolen or attempted to steal ROP property.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at ROP or at an ROP activity off school grounds, as the case may be.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
5. Committed an obscene act or engaged in habitual profanity or vulgarity.
6. Disrupted ROP activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators.

Exclusion shall be imposed only when other means of correction fail to bring about the proper conduct. However, a pupil may be expelled for any of the reasons stated above, if the Superintendent determines that the pupil's presence causes a danger to persons or property, or is a threat to disrupting the educational program.

Adopted 6/27/85

RELEASE OF STUDENTS

5114

ROP students commuting to an ROP classroom and/or community classroom via ROP furnished transportation will be considered under ROP jurisdiction upon boarding the ROP bus. Students utilizing public or private conveyance will not be considered under ROP jurisdiction until arrival at their ROP or c community classroom.

While under ROP jurisdiction, no minor student may be released without the specific approval of the student's legal guardian or the action of a peace officer properly identified as the representative of a law enforcement agency.

In the event of an emergency when the student's legal guardian cannot be contacted, the Superintendent will assume responsibility for appropriate action.

Whenever a student is released for any reason, the ROP office and the student's home school are to be notified.

Adopted 6/27/85

CUMULATIVE RECORDS

5115

Only those attendance accounting records, mandated for retention by the State Education Code, shall be kept by the ROP. All other documents, records, and reports will be forwarded to the student's school of attendance for inclusion in the individual's cumulative record file. This is to facilitate the centralization of all data about individual students for reference purposes in the regular process of counseling and guidance.

Adopted 6/27/85

EQUAL ACCESS

5116

The East San Gabriel Valley ROP provides equal educational opportunities to all students regardless of race, religion, ethnicity or sex. The education of students is enhanced when students of diverse racial and ethnic backgrounds have the opportunity to seek their educational development in an atmosphere which reflects the local community.

Quality educational opportunities are essential to the achievement of quality education for all students. The ROP will provide an environment and present a program which supports the equality and dignity of all human beings. It is the goal of the ROP that each district in its student population will reflect the ROP's racial and ethnic diversity.

(This is pursuant to the California Administrative Code, Title 5, Sections 90-101)

Adopted 6/27/85

ATTENDANCE RECORDS AND REPORTS

5117

Daily attendance records will be maintained by each ROP teacher in a manner approved by the State Department of Education. At the end of each school month, summaries of the school month's attendance will be prepared under the direction of the Superintendent in the ROP office. State and County reports of attendance for ROP students will be prepared by the ROP and/or the participating school district as required for keeping an accurate, legal record.

Adopted 6/27/85

CREDIT FOR CLASSES

5120

Credit during the regular semester and the summer program will be offered on the basis of one (1) unit of credit for every seventeen (17) hours of successful participation. A student may enter the program at any time during the semester, but must have the permission of the ROP Counselor to leave before the class is completed. Final awarding of credit shall be at the discretion of the student's home district.

Adopted 4/26/73

Revised 6/27/85

REPORTING TO PARENTS

5121

Student Progress Each pupil in the ROP will have an evaluation of progress and achievements for each of the marking periods of their home district. Upon entering an ROP class, students will receive a complete explanation of all criteria which will be used in their evaluation.

Whenever it becomes evident to the teacher that a pupil is in danger of failing a course, the teacher must notify the parent or guardian in writing and must invite the parent or guardian to a conference. The written report is to be sent through the U.S. mail. The purpose of the conference is to review the pupil's problems and develop an approach to resolve them. Failure notices must be mailed no later than 3 ½ weeks prior to final grades.

The refusal of the parent or guardian to attend the conference or to respond to the written report shall not preclude failing the pupil at the end of the grading period.

Adopted 6/27/85

FIELD TRIPS

5131

Field trips for students are considered an integral part of the curriculum experience as an extended opportunity for factual, social, and ethical learning.

They must be appropriate for the students and to the class subject. Students should be adequately prepared for trips in terms of objectives, behavior, and students' responsibilities. There should be suitable follow-up activities to reinforce the concepts presented.

All trips must be cleared through the Supervisor.

Parental permission slips are required for every student taking a field trip and must be completed prior to departure.

Adopted 6/27/85

INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

5132

The East San Gabriel Valley ROP shall select and use instructional materials which implement the courses of study adopted by the Board and which are in compliance with Education Code Sections 60040 - 60044. Only those textbooks and related instructional materials shall be purchased. They must meet the learning needs of individual students and support the effectiveness of programs developed to meet those needs.

The budget will provide for the necessary financial support to implement this policy.

The following instructional materials are not classified as basic or supplementary textbooks and do not require formal adoption:

- Teacher's Manual
- Library Books of all kinds
- Maps, Atlases
- Test Materials, Drill and Exercise Books, Forms and Blanks
- Educational Materials as defined in Education Code section 60017

The term "instructional materials" means all print and non-print materials designated for use by pupils and their teachers as a learning resource, and which help pupils to acquire facts, skills, opinion, or develop the cognitive processes.

Adopted 6/27/85

STUDENT DRESS AND GROOMING

5133

ROP students receive their instruction and training, to a great extent, in community classrooms. The dress code which the student will be expected to follow will be the dress code of the business to which the student is assigned. Instructors will detail the specifics of their program's dress code during the first week of class each semester, and on an individual basis for students entering after the semester has commenced. Students who do not adhere to the specifics of the code will be subject to withdrawal from the ROP.

The dress code for classroom attire, while on the ROP campus, will follow the code enforced at the home school of the student.

Adopted 6/27/85

NON-PUBLIC SCHOOL STUDENTS

5134

Section 5665 of the Education Code states:

"The governing board of every district maintaining a high school shall, subject to the space being available, admit pupils regularly enrolled in non-public schools to enroll in vocational and shop classes and in classes relating to the natural and physical sciences."

In accordance with Section 37113 of the Education Code, students enrolled in non-public schools within the jurisdiction of the East San Gabriel Valley ROP will be admitted, if they meet the enrollment criteria of the ROP.

Adopted 6/27/85

CHILD ABUSE

5135

When, in the opinion of any employee of the East San Gabriel Valley ROP, it is suspected that a child has physical injuries which appear to have been inflicted upon him or her by other than accidental means by any person; that a minor has been sexually molested; that a minor has been permitted to suffer emotional injury; or has been left without supervision and is in need of such supervision, a report must be made. (California Penal Code, Section 11161.5)

The report must be made within 24 hours by telephone and in writing to the student's home district, the local police department, and the local children's protective services.

Adopted 6/27/85

INSTITUTIONAL GRANTS AND DISCOUNTS

5136

East San Gabriel ROP is committed to improving the educational opportunities for students pursuing post-secondary education. The purpose of this policy is to provide funding sources to help offset tuition costs for students enrolling in East San Gabriel Valley ROP/TC

East San Gabriel Valley ROP provides the following educational grants and discounts to eligible students:

1. Institutional grants
 - a. High School Student Discount – to help meet unmet tuition costs up to \$500 is available to students who enroll in East San Gabriel Valley ROP/TC within two years of graduating from the following districts:
 - Azusa USD
 - Baldwin Park USD
 - Charter Oak USD
 - Covina-Valley USD-
 - Glendora USD
 - West Covina USD
 - Walnut-Valley USD
 - b. Youth Career Connect Grant – East San Gabriel Valley ROP/TC will waive up to \$6,000 of unmet tuition, books and supplies to eligible YCC students enrolling in East San Gabriel Valley ROP/TC. Maximum grant funding applies.
2. Federal financial aid
 - a. The federal government offers a number of financial aid programs to eligible students. Depending on the students financial information, students may be eligible to receive the following funding:
 - Pell Funding
 - Direct Loans
 - Federal Work-Study
 - FSEOG
3. Other grants and/or financial support
 - a. Depending on the students financial information, students may qualify to have their educational costs at East San Gabriel Valley ROP/TC covered by third parties. Student Services may refer students to the following third party partners.
 - Worksource
 - CSS
 - TAA
 - EDD

AWARDING INSTITUTIONAL GRANTS AND DISCOUNTS

Administrative regulation AR 001 Institutional Grants and Discounts outlines the process used to determine the eligibility requirements for awarding grants and discounts.

Adopted 7/28/2016

INSTRUCTION

Policy Number

ROP Calendar and Course Schedule	6111
Regional Occupational Program – Minimum Day	6112
Drills for Emergencies	6114
Bus Evacuation and Safety	6114.1
Flag Observance	6115
Curriculum Guides	6141
Religion or Religious Reference in the Public Schools	6141.1
Prohibited Sex Discrimination	6141.2
Textbooks	6161
Acceptance of Gift of Instructional Materials	6161.1
Instructional Aides	6162
TB Testing	6163
Individual and Remedial Services	6164
Health Services	6164.1
Worker’s Compensation	6164.2
Summer Program	6171

INSTRUCTION

ROP CALENDAR AND COURSE SCHEDULES

6111

The ROP school calendar and course schedule shall be submitted annually to the Joint Board of Management for approval.

Adopted 6/27/85

REGIONAL OCCUPATIONAL PROGRAM - MINIMUM DAY

6112

The minimum day for a student enrolled in an ROP course that meets the travel hardship requirements, is 60 minutes in ROP (EC 52326) and 180 minutes in conventional high school (EC 52316).

The minimum day for a continuation high school student enrolled in ROP is 180 minutes per day or 15 hours per week in continuation school, unless he is working full-time. The student is subject to four hours of attendance per week in either continuation education, ROP/TC or adult education. Thirty hours of work is considered full-time. (EC 46170, EC 48400, EC 48402, ED 48410f)

Adopted 6/27/85

DRILLS FOR EMERGENCIES

6114

Printed emergency cards for fire and air raid and earthquake drills shall be posted in each classroom. Instructions shall be given by the teachers to enable students to recognize each drill alarm and to know the proper procedure to follow.

Fire drills shall be held monthly; air raid and earthquake drills once each semester. Records shall be maintained.

Emergency drill cards read as follows:

<u>Fire Drill:</u>	Signal:	10 second intermittent bell 5 second pause Repeat for 1 minute
	Procedure:	Leave room quietly and quickly Stay in line Follow teacher's instruction
<u>Air Raid & Earthquake Drill:</u>	Signal:	10 second - steady bell Pause - short bell Pause - short bell Repeat for 1 minute
	Procedure:	Stay in room - DUCK AND COVER Kneel under desk, back to windows, close eyes Bury head in one arm, cover back of neck with arm Remain quiet and listen for instructions

Adopted 6/27/85

BUS EVACUATION AND SAFETY

6114.1

In accordance with California Administrative Code, Title 5, Education Section 14255 (b), the ROP Superintendent or designee, is responsible for a program on safe bus practices and bus evacuation. There will be a review of procedures and responsibilities. It will be the Superintendent's or designee's responsibility to maintain all necessary documents.

Adopted 3/3/76
Revised 12/8/11

FLAG OBSERVANCE

6115

The State and National flags will be displayed at all school functions.

Adopted 6/27/85

CURRICULUM

6140

Curriculum Guides

6141

Course of Study The Superintendent shall prepare and shall keep on file for public inspection the courses of study. Copies shall be filed with the State Department of Education.

Adopted 6/27/85

RELIGION OR RELIGIOUS REFERENCE IN THE PUBLIC SCHOOL

6141.1

Education Code Section 9014 – “Nothing in this code shall be construed to prevent, or exclude from the public schools, references to religion or references to or the use of religious literature, art, or music or other things having a religious significance when such references or uses do not constitute instruction in religious principles or aid to any religious sect, church, creed, or sectarian purposes and when such references or uses are incidental to or illustrative of matters properly included in the course of study.”

Adopted 6/27/85

PROHIBITED SEX DISCRIMINATION

6141.2

No student in the East San Gabriel Valley ROP shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to, discrimination in any education program or activity.

Adopted 6/27/85

INSTRUCTIONAL SERVICES

6160

TEXTBOOKS

6161

The ROP shall adopt only textbooks as defined in California Administrative Code, Title 5, Section 9540. All textbooks, basic and supplemental, shall be in compliance with Education Code Sections 60040-60044 regarding social content, as well as accurate and current content. The material shall be organized to meet the basic requirements of the course for which it is intended.

All basic textbooks in use in the ROP must have Joint Board of Management approval. (Those shown in the Course of Study as basic must have prior approval). All supplementary books must have administration approval.

Minimum period of adoption is for three years.

Books in quantities of five or more copies per course are to be considered as textbooks and require formal adoption. The total number of copies that will be available in any one course after the purchase determines whether the title is a textbook or a library book. Books in quantities of four or less copies per school are considered to be library books; therefore, accumulative acquisition of a title may qualify a book to be reclassified as a textbook and would require a formal evaluation.

Effective Date (California Education Code 60402): The textbook adopted shall be put into use in the ROP no later than the school year next following its adoption.

Once a particular edition of a book has been adopted, it will remain approved. If another edition is to be used, the regular adoption procedure once again must be followed, unless the changes in the book are minor in the opinion of the Superintendent. Once a book has been replaced as a basic text, it cannot be used again as a basic text until it is re-evaluated and re-adopted.

Book companies will be permitted to keep teachers acquainted with new books by means of correspondence and personal representatives, as long as they do not exert high pressure sales tactics. Information regarding new books received by administrators and other schools employees will be forwarded to the teacher concerned.

Adopted 6/27/85

ACCEPTANCE OF GIFT OF INSTRUCTIONAL MATERIALS

6161.1

All gifts of instructional materials (print or non-print) must be presented to the Joint Board of Management for approval.

Adopted 6/27/85

INSTRUCTIONAL AIDES

6162

When the ROP class enrollment exceeds twenty-five students, and the instructor feels that a need exists, he or she may request an instructional aide. The request will be reviewed by the Superintendent for appropriate action.

Adopted 6/27/85

TB TESTING

6163

All students enrolled in the hospital occupational class, restaurant occupation class, and child care class, must submit to a Mantoux Test for TB, prior to placement in a community classroom. Certification of a negative X-ray or Mantoux Test in the 12-month period preceding placement in the community classroom will suffice. Specific affiliates may require additional health clearances.

Adopted 6/27/85

INDIVIDUAL AND REMEDIAL SERVICES

6164

HEALTH SERVICES

6164.1

The health of pupils shall be adequately protected through the provision of healthy and hygienic facilities throughout the ROP.

First Aid First aid is the immediate temporary treatment given in case of accident or sudden illness before the services of a physician can be obtained or the responsibility transferred to the parent or guardian.

If an accident or sudden illness occurs, first aid will be administered and the parent or guardian notified. Special physical limitations should be noted on the emergency data sections of the ROP Enrollment Card.

Administering Medication It is the general policy of the ROP that no medication shall be administered to pupils during school hours. The only exception to this general policy is upon the specific written request of parent or guardian, and written authorization of the physician having the responsibility for the medical management of the pupil, to authorize school personnel to assist the pupil with medication, in accordance with administrative procedures.

Contagious or Infectious Disease No pupil, while infected with a contagious or infectious disease, shall be allowed to remain in any of the public schools.

Adopted 6/27/85

WORKER'S COMPENSATION

6164.2

Every student enrolled in the community classroom component of the ROP, is protected by the Workers Compensation policy of their school district. Any injury or illness sustained as a direct result of an ROP activity in a community classroom will be covered by the district's Workers Compensation.

Adopted 6/27/85

SUMMER PROGRAM

6171

A summer program may be authorized by the Joint Board of Management upon the recommendation of the Superintendent.

Adopted 6/27/85