

*CAREER TECHNICIAN*

*HANDBOOK*

*2006-2007*

# *CAREER TECHNICIAN HANDBOOK*

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# Baldy View Regional Occupational Program

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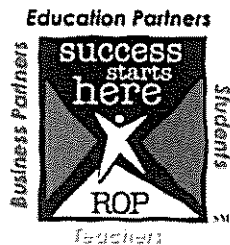
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## Success Starts Here

Baldy View Regional Occupational Program



### Job Skills

"My ROP class has shown me that I can go to work doing something I really like."

Student



### Success

"The way ROP has impacted my life is, it has shown me a world that I could never have imagined on my own."

Student



**JUST ADDED!** - 2006 Fall Schedule

Market Watch at [CAROCP.org](http://CAROCP.org)



WASC Accredited

<http://www.wascweb.org/>

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**BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
OFFICE STAFF**

(909) 980-6490

	<b>Extension (Voicemail)</b>
Jose Castro, Superintendent	226
 <b><u>Administration</u></b>	
Michael Moore, Administrative Executive Assistant	230
Siteria Edwards, Human Resources Representative	228
Deborah Lee, Project Specialist	242
Nancy Janca, Office Assistant	221
 <b><u>Instruction</u></b>	
Carole Klopschinski, Director of Instruction	223
Cindy Prentice, Program Manager	231
Ann Bach, Program Manager	(909) 947-3400 ext. 301
Tracie Zerpoli, Program Manager	237
Candice Brock, Administrative Assistant	233
Alex Cagnones, Computer Systems Technician	243
Larry Diener, Information Systems Technician	249
Sabina Mills, Senior Office Assistant	248
Mary Zaldivar, Senior Office Assistant	(909) 947-3400 ext. 322
Stephanie Bolechowski, Senior Office Assistant	227
Elena Ravelo, Career Guidance Specialist	(909) 947-3400 ext. 300
Meridith McMinn, Student Records Technician	229
Phil Alvarez, Student Records Coordinator	234
Daniel Castillo, Utility Worker	243
 <b><u>Business</u></b>	
Delores Byrne, Business Manager	225
Linda Soto, Accountant	225
Sonja Angle, Payroll/Accounting Technician	232
Sri Loe, Senior Accounting Clerk	236
Brianne Webster, Senior Accounting Clerk	235

8/23/06

**BALDY VIEW ROP**  
**SCHOOL MONTH SCHEDULE**  
**2006 - 2007**

**Summer 2006**

**S.M. 11** June 12 - June 30, 2006 ..... **Attendance Due: Saturday, July 1, 2006**

**S.M. 12** July 1 - July 23, 2006 ..... **Attendance Due: Monday, July 24, 2006**

**Competencies and Grades Due** ..... **Thursday, July 27, 2006 for classes ending 8/03/06**  
**Thursday, August 3, 2006 for classes ending 8/10/06**

**S.M. 13** July 24 - August 13, 2006 ..... **Attendance Due: Monday, August 14, 2006 or last day of class for Summer**

**Fall 2006**

**S.M. 1** August 28 - September 24, 2006 ..... **Attendance Due: Monday, September 25, 2006**

**S.M. 2** September 25 - October 22, 2006 ..... **Attendance Due: Monday, October 23, 2006**

**S.M. 3** October 23 - November 19, 2006 ..... **Attendance Due: Monday, November 20, 2006**

**S.M. 4** November 20 - December 24, 2006 ..... **Attendance Due: Monday, December 25, 2006 or last day of class before Winter Break**

**Competencies and Grades Due** ..... **Friday, January 11, 2007 for classes ending 1/18/07**  
**Friday, January 18, 2007 for classes ending 1/26/07**

**S.M. 5** January 1 - January 21, 2007 ..... **Attendance Due: Monday, January 22, 2007 or last day of class for Fall**

**Spring 2007**

**S.M. 6** January 22 - February 18, 2007 ..... **Attendance Due: Monday, February 19, 2007**

**S.M. 7** February 19 - March 18, 2007 ..... **Attendance Due: Monday, March 19, 2007**

**S.M. 8** March 19 - April 15, 2007 ..... **Attendance Due: Monday, April 16, 2007**

**S.M. 9** April 16 - May 13, 2007 ..... **Attendance Due: Monday, May 14, 2007**

**Competencies and Grades Due** ..... **Friday, May 25, 2007**

**S.M. 10** May 14 - June 10, 2007 ..... **Attendance Due: Monday, June 11, 2007 or last day of class for Spring**

**BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
CAREER TECHNICIANS**

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## **PERFORMANCE OBJECTIVES CAREER TECHNICIAN STANDARDS**

A Career Technician supported by Regional Occupational Program funds will:

1. **Actively recruit, screen and enroll high school students for ROP classes:**
  - Create and maintain visual displays promoting ROP.
  - Display ROP promotional materials in career center and other appropriate places on campus.
  - Serve as liaison with counselors, promote tours of ROP classes, and provide ROP printed material.
  - Develop ROP promotional activities for the school year.
  - Schedule class and/or group presentations for sophomores.
  - Disseminate ROP recruitment materials to teachers, counselors, students, and parents.
  - Utilize campus announcements and newspaper for promotion.
  - Arrange for ROP instructors to interact with high school students.
  - Maintain an ongoing recruitment list for enrollment in ROP courses.
  
2. **Assist in promotion of ROP courses as an integral part of the school's curriculum:**
  - Administer and interpret the Career Interest assessments to all sophomore students.
  - Discuss with school counseling staff and administration usage of ROP interest survey.
  - Organize and maintain student interest list for recruitment purposes.
  - Promote ROP through campus activities; i.e., back to school night, career fairs, Vocational Education Week, etc.
  - Disseminate ROP student success stories.
  - Communicate regularly with the guidance staff regarding ROP information.
  - Include ROP information in home mailers to parents.
  
3. **Be knowledgeable of ROP course requirements and content:**
  - Visit ROP instructors and classes.
  - Attend selected advisory/employer panel meetings.

4. **Establish and maintain effective communications:**

- Attend all required ROP meetings and inservices.
- Process all related ROP paperwork and student records.
- Provide high school administration, counselors, teachers, and staff with current ROP information regarding ROP courses and their outcomes.
- Notify ROP office of schedule/bell changes on campus.
- Utilize current technology and software to provide access to information for career planning.
- Meet regularly with guidance staff.

## ENROLLMENT PROCEDURES FOR CAREER TECHNICIANS

### HIGH SCHOOL STUDENTS

1. Student selects program he/she desires to attend. The Career Technician instructs student to show up for class the first day of the ROP scheduled semester. If the semester has already begun, the Career Technician calls the ROP Attendance Dept. to confirm that there is a seat available before sending student to class.
2. The ROP office no longer requires that students fill out a WHITE enrollment card. However, the Career Technician has the option to request students to fill one out to be kept on file at the Career Center.
3. Using the YSS Online Registration System, the Career Technician will generate a "Registration Permit". In the registration system, the Career Technician will select the class the student would like to register for, input the student's information (i.e. first/last name, home school site, grade etc.), and print out a copy of the permit.

*The student information the Career Technician inputs into the YSS Online Registration System is also placed into the YSS Attendance System, so it is very important that each career technician input each student's information completely and accurately.*

4. The student takes the Registration Permit to the teacher on the first day of attendance.

*\*\*If a Career Technician is unable to register a student using the YSS Online Registration System, he or she may use the FOUR-part NCR "Registration Permit". The Career Technician is to fill this form out completely. Please note on the permit if student is a Special Ed student, or he/she is under a Research Specialist, or part of a day class program, so instructor is aware of student's need. The Career Technician keeps the top (white) copy of the registration permit and sends the second (yellow) copy to the ROP Attendance Dept., then gives the two remaining copies to the student for the teacher's signature. The student takes both copies of the Registration Permit to the teacher on the first day of attendance.*

*If the Career Technician uses the FOUR-part NCR "Registration Permit" to register a student for an ROP class due the fact that they are unable to use the YSS Online Registration System because of technical difficulties (i.e. no internet connection), he or she must still input that student's information into the YSS Online Registration System as soon as they are able to. \*\**

5. If there is no space available in an ROP class that a Career Technician would like to register a student in, he or she may place the student on a **WAIT LIST** for that class in the YSS Online Registration System. The Career Technician then may print out a **WAIT LIST** notification document from the YSS Online Registration System for the student to inform them that they have been placed on the **WAIT LIST** for that particular class. The Career Technician is to then state to the student that **EVEN THOUGH HE OR SHE IS ON A WAIT LIST, THEY NEED TO BE SURE THAT THEY ARE PRESENT ON THE FIRST DAY OF CLASS.** If space becomes available on the first day, then the teacher will officially enroll him or her into the class. For those **WAIT LIST** students that show up to class on the first day

but do not get into the class because it is full, then the teacher will inform them that he or she will contact them in the order they are on the **WAIT LIST** if and when space becomes available.

## **ENROLLMENT WAIVER FORM**

### **STATE AND FEDERAL REGULATIONS DO NOT PERMIT SPECIAL ENROLLMENT WAIVER FORMS FOR ALL HEALTH CLASSES.**

State law requires that a student must be 16 years of age or in 11<sup>th</sup> grade. If student does not meet this criteria, but high school administration has determined that the student's needs match the requirements on the Enrollment Waiver Form, therefore requiring early ROP training, the Career Technician may proceed by issuing an Enrollment Waiver Form. Please forward to the ROP Attendance Dept. after it has been completed by all designated parties.

The Career Technician should also call the teacher before student starts class so he/she is aware of the Enrollment Waiver Form process.

**\*\*STUDENTS WHO ARE 14 YEARS OF AGE MAY NOT BE ENROLLED IN AN ROP CLASS UNDER ANY CIRCUMSTANCES.\*\***

## **PRIVATE SCHOOL STUDENTS**

Private school students should enroll through the nearest career center in the district or be referred to the ROP Attendance Dept., phone number, (909) 980-6490. The same enrollment procedures are followed as for the public high school students.

## **ADULTS**

All adults (any student not currently enrolled in high school) must register at the ROP office each semester on the designated date. Please refer all ADULTS to the ROP office phone number, (909) 947-3400 ext. 300, for more information.

## **SUMMER TERM ENROLLMENT PROCEDURES**

Enrollment procedures are different for the Summer semester. Students are to register at their high school Career Center (prior to the end of the Spring semester) or at the following locations (after the Spring semester has ended):

Baldy View ROP Career Training Center  
1501 South Bon View Avenue  
Ontario 91764  
909-947-3400 ext. 300

Baldy View ROP Administrative Office  
8265 Aspen Avenue, Suite 100  
Rancho Cucamonga 91730  
909-980-6490

Students with a permit on the 1<sup>st</sup> day of class will be given priority and will be accepted first. All others will be enrolled on a "first-come" basis.





BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

FALL   
SPRING   
SUMMER

HIGH SCHOOL \_\_\_\_\_

GRADE \_\_\_\_\_

SPECIAL ED/RS/DC

**REGISTRATION PERMIT**

Date \_\_\_\_\_

Start Date \_\_\_\_\_

Student Name \_\_\_\_\_

Class Title \_\_\_\_\_

Student Address \_\_\_\_\_

Scheduled Class Time \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Class Location \_\_\_\_\_

Date of Birth

--	--	--

Social Security Number

\_\_\_\_\_  
Career Technician/School Representative

Student Phone No. \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

CAREER TECHNICIAN

**BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
ENROLLMENT WAIVER FORM**

To be used by Counselors who wish to recommend a student for enrollment in an ROP class who is in grade 9 or 10 and under age 16. (Ref: Ed Code 52314)

Fall Term \_\_\_\_\_ Spring Term \_\_\_\_\_ Summer Term \_\_\_\_\_

\_\_\_\_\_  
Student's Name                      Grade                      Birthdate                      ROP Class Requesting

Eligibility for each student (in grade 9 or 10 and under age 16) to be enrolled in an ROP class is established when the high school administration has determined that the student's employment needs cannot be met without ROP training. (Student may not be enrolled until steps 1, 2 and 3 are completed.)

**Step 1 (To be filled out by Counselor)**

**A. UNMET NEED FOR JOB TRAINING (Check 1)**

- \_\_\_\_\_ The student needs prolonged training (more than 2 years) but will not receive it unless early enrollment in ROP.
- \_\_\_\_\_ The student needs immediate job training in order to be job-ready as soon as possible because of family economic need.
- \_\_\_\_\_ The student needs immediate job training in anticipation of non-completion of high school.

**B. SUMMARY OF CONDITIONS CREATING SPECIAL NEED FOR JOB TRAINING (check all that apply)**

- \_\_\_\_\_ An Individualized Education Plan (IEP) which includes an ROP course for this student on file at the high school.
- \_\_\_\_\_ Teenage parenthood
- \_\_\_\_\_ Family economic need
- \_\_\_\_\_ Juvenile offender status
- \_\_\_\_\_ Health condition or handicap would prevent completion of recommended program within two years.
- \_\_\_\_\_ Other (Explain briefly) \_\_\_\_\_

Referred By: Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 2 (To be completed by Principal)**

Because of the above indicated conditions, I certify student eligibility for enrollment in the requested ROP course.

Principal's Signature \_\_\_\_\_ High School \_\_\_\_\_ Date \_\_\_\_\_

**Step 3 (To be completed by Career Technician)**

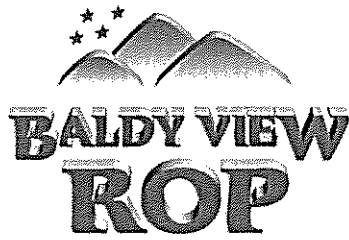
- A. Career Tech to contact ROP teacher/Program Manager prior to enrollment \_\_\_\_\_  
Date \_\_\_\_\_
- B. Career Tech to issue class permit \_\_\_\_\_  
Career Tech Signature \_\_\_\_\_ Date Issued \_\_\_\_\_

**Step 4 (To be completed by District Representative)**

Reviewed By: \_\_\_\_\_  
District Representative \_\_\_\_\_ Date \_\_\_\_\_

**Step 5 (To be completed by ROP Superintendent)**

Reviewed and approved by ROP Superintendent \_\_\_\_\_ 12



**CLASSES NOT AVAILABLE  
FOR 15-YEAR-OLD EXEMPTION**

- ANIMAL HEALTH CARE
- AUTOMOTIVE
- BANKING
- CHILD CARE
- COSMETOLOGY/MANICURING
- DENTAL
- EMT
- FIRE
- FORENSIC SCIENCE
- HOSPITAL OCCUPATIONS
- HOSPITALITY
- MARKETING
- MEDICAL ASSISTANT
- NURSE ASSISTANT
- PHARMACY TECHNICIAN/CLERK
- VOCATIONAL NURSING



8265 Aspen Avenue, Ste. 100  
Rancho Cucamonga, CA 91730  
909-980-6490 Fax 909-980-8535

Baldy View Regional Occupational Program  
STUDENT RECORD / DROP NOTIFICATION

EMAIL TO CAREER TECHNICIAN AND ROP STUDENT RECORDS TECHNICIAN  
WITHIN 24 HOURS OF DROP

<u>STUDENT'S LAST NAME</u>		<u>FIRST</u>	<u>INITIAL</u>	<u>DATE</u>
<u>CLASS</u>				<u>SECTION</u>
<u>STUDENT SCHOOL</u>				<u>STUDENT GRADE LEVEL</u>
<u>TERM</u>				
<b>DROP INFORMATION</b>				
<u>DATE OF DROP</u>	<u>DATE CAREER TECH CONTACTED</u>		<u>CAREER TECH CONTACTED</u>	
<u>DATE STUDENT CONTACTED</u>			<u>DATE PARENTS CONTACTED</u>	
<u>REASON FOR DROP</u>				
<b>COMPLETION INFORMATION</b>				
<u>COMPLETION DATE</u>			<u>CERTIFICATE</u>	
<u>GRADE EARNED</u>				
<u>COMMENTS</u>				
<u>NAME OF TEACHER</u>				<u>DATE</u>

## QUOTA SYSTEM

Each high school has the right to at least two seats in each class.

1. If the enrollment is within the operating limits on the first day of class, the quota will have no effect. Enrollment up to the established maximum will remain open on a first come, first serve basis until the maximum is reached.
2. If the quota system is invoked the following steps are to be followed:
  - Two seniors from each high school (if no seniors, then two juniors from the high school) first round only.
  - If quota has not been reached, begin process over. However, if juniors are from the high school, bypass until all other seniors are accommodated.
  - If more than two seniors from a high school, go in order of registration date.
  - If all slots are filled and students are still not enrolled, have each student sign a wait list form based on date of enrollment permit.

Copy of wait list must go to the attendance office. If seats become available, call the first name on the list. **DO NOT TAKE WALK-INS.**

If seniors do not show up on the first day, they give up their right to priority enrollment.

## PROCEDURES FOR DX DROPS

Students who are in violation of Education Code 48900, will be “suspended” not “dropped”.

The teacher’s responsibilities for students falling under this regulation are as follows:

1. Contact program manager immediately to report the incident, or the Director of Instruction if manager is not available. They will assist the teacher in determining if the student should be suspended.
2. Notify the parent/guardian and high school career technician.
3. Complete the Student Incident Report form, with complete and detailed information relating the incident, and turn into the ROP office within 24 hours.

At this point the student is suspended, not dropped, and the following will occur.

- Upon receipt of the incident report a joint administrative panel (consisting of district administrators from the student’s district and ROP management) will review and conduct a required hearing to comply with applicable laws, rules and regulation.
- If the joint administrative panel recommends expulsion from ROP, the recommendation will be presented at the next ROP Commission meeting for action. Until the Commission expels, the students is considered on “suspension”.
- If expelled, students will be removed from all ROP programs they are registered in.

# BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

## COURSE CREDITS

2006/2007

Credits are based on student attending class regularly and being competent in all required areas. Students must complete course to earn credit. Courses with variable credit are designated with an \*.

### Late Enrollment

Students may enroll in ROP courses on a space available basis for the first 3 weeks of a semester.

During the 4<sup>th</sup> and 5<sup>th</sup> weeks, students can enroll:

- when space is available;
- with the permission of the instructor;
- the student agrees to complete, outside of classroom, make-up assignments;
- and the parent and student understand that their grade and credit are dependent upon completion of the make-up work.

**CREDITS EARNED** – These columns indicate the amount of credits earned when a class is taken during that semester indicated for that course. This is the standard credit earned during the semester.

**Maximum Credits for Course** – The maximum credits for the course is indicated in the far right column. When the maximum credit is greater than the credit earned in a given semester, additional classes or semesters must be taken to earn the maximum credit. Maximum credit can be earned in any semester combination, however, partial credit will not be awarded.

**Additional Semester Option** – some classes can be taken for more than one semester. They are noted as (Additional Semester Option -Advanced Training) or by succeeding levels. Courses can be repeated, not to exceed the maximum credits for the course. **ADVANCED SEMESTER OPTIONS MAY NOT BE OFFERED EACH SEMESTER, CHECK WITH ROP REGISTRAR PRIOR TO ENROLLING A STUDENT.**

### R.O.P CLASS

	<u>CREDITS EARNED</u>			<u>Max. Credits for Course</u>
	<u>Summer 2006</u>	<u>Fall</u>	<u>Spring</u>	
AIRBRUSH/SCREENPRINTING (M-F-2 hr) (Additional Semester Option -Advanced Training)		10 10	10 10	30
AIRBRUSH/SCREENPRINTING (M-F-3 hr ) (All Summer Sessions)	10 10	15	15	
AIR CONDITIONING/HEATING ADVANCED AIRCONDITIONING/HEATING	10	10 5	10 5	15
ANIMAL HEALTH CARE (Additional Semester Option -Advanced Training)		15 15	15 15	30
AUTO BODY PAINT/COLLISION/REPAIR (Additional Semester Option – Advanced Training)	10 10	10 10	10 10	40

**R.O.P CLASS** (cont. page 2)

	<b>CREDITS EARNED</b>			<b>Max. Credits for Course</b>
	<b>Summer 2006</b>	<b>Fall</b>	<b>Spring</b>	
AUTOMOTIVE (Claremont) M-TH 12:39pm-3:30pm (Additional Semester Option – Advanced Training)	0 0	10 10	10 10	40
AUTOMOTIVE (Claremont) M-TH 4:00pm-7:30pm (Additional Semester Option -Advanced Training)	0 0	15 15	15 15	45
AUTOMOTIVE (Ontario- Chaffey-Upland) (Additional Semester Option -Advanced Training) Summer – Ontario - Upland	0 0 10	10 10	10 10	40
AUTO PERFORMANCE /CUSTOM.(M-F) (Additional Semester Option -Advanced Training)	0 0	10 10	10 10	60
AUTO PERFORMANCE/CUST.(M-Th) (Additional Semester Option-Advanced Training)	10 10	15 15	15 15	60
AUTO QUICK SERVE (Additional Semester Option-Advanced Training)	5	5 5	5 5	10
BANKING & FINANCE (M & W or T & Th) (Additional Semester Option Adv.- M-F class) Summer (M-Th) – no field training( 6:00-9:00pm))	0 5	5 15	5 15	20
BANKING & FINANCE (Monday – Friday) (Includes field training) Summer M-Th- field training	0 10	15	15	
CABINETMAKING /CONSTRUCTION (Additional Semester Option -Advanced Training) Summer CVE	0 0 10	10 10	10 10	40
CAREERS IN ADMINISTRATION OF JUSTICE	5			
CHILD CARE – Colony/Valley View (Additional Semester Option -Advanced Training)	0 0	15 15	15 15	30
CHILD CARE –Hillside & Rancho (Additional Semester Option -Advanced Training) Summer (Rancho-Valley View- Colony)	0 0 10	10 10	10 10	30
COMPUTER REPAIR (Additional semester Option-adv training)	10	15	15	30
COMPUTER SOFTWARE LAB (Additional Semester Option -Advanced Training) Summer –Chino/CTC	10 10 5	10 10	10 10	40

R.O.P CLASS (cont. page 3)

	<u>CREDITS EARNED</u>			<u>Max. Credits for Course</u>
	<u>Summer 2006</u>	<u>Fall</u>	<u>Spring</u>	
COSMETOLOGY (Credit based on hours Per State Licensing)*	15			60
(26 hours = 1 credit)				
1 <sup>st</sup> semester		15		
2 <sup>nd</sup> semester		15		
3 <sup>rd</sup> semester		15		
4 <sup>th</sup> semester		15		
CRIMINAL JUSTICE (9 week session)	0	10	10	10
DENTAL ASSISTANT				
(Required)				
(Radiology [RDA] Option/adultsonly)				
1 <sup>st</sup> semester	20	20	20	60
2 <sup>nd</sup> semester	0	20	20	
3 <sup>rd</sup> semester	20	0	0	
DIGITAL DESIGN Canyon View	0	10	10	30
Chino Hills		5	5	
DISTRIBUTION	10	15	15	30
(Additional Semester Option -Advanced Training)	10	15	15	
Friday/Saturday Section		0	15	
Summer – Friday/Saturday-plus 39 training hours	0			
DRAFTING TECHNOLOGY	0	10	10	20
(Additional Semester Option -Advanced Training)	0	10	10	
EMT (Emergency Medical Technician)	0	15	15	15
ESTHETICIAN (Credit based on hours Per State Licensing)*				25
(26 hours = 1 credit)				
1 <sup>st</sup> semester	0	10		
2 <sup>nd</sup> semester	0	10		
3 <sup>rd</sup> semester	0	5		
FIRE TECHNOLOGY	0	15	15	15
FLORAL DESIGN (M-F)	10	15	15	30
(Additional Semester Option -Advanced Training)	10	15	15	
FLORAL DESIGN (Friday – Saturday)no field training	0	10	10	10
FOOD SERVICE/CULINARY/RESTAURANT	0	10	10	20
(Additional Semester Option -Advanced Training)	0	10	10	
FORENSIC SCIENCE(9wk class-starting fall 06)	10	5	5	5
*Additional semester not available at this time				
GRAPHICS COMMUNICATIONS/PRINT TECH	0	10	10	40
(Additional Semester Option -Advanced Training)	0	10	10	

R.O.P CLASS (cont. page 4)

	<u>CREDITS EARNED</u>			<u>Max. Credits for Course</u>
	<u>Summer 2006</u>	<u>Fall</u>	<u>Spring</u>	
HOSPITAL OCCUPATIONS	10	15	15	15
HOTEL/RESORT OCCUPATIONS	10	15	15	30
(Additional Semester Option -Advanced Training)	10	15	15	
LANDSCAPE* Valley View	5	10	10	20
Chino	0	10	10	
LANDSCAPE* (Saturday <sup>Ⓞ</sup> )				
<sup>Ⓞ</sup> (Two semesters required for completion)				
*(15 attendance hours = 1 credit)	0	5	5	
LAW ENFORCEMENT	0	10	10	20
(Additional Semester Option-Adv.Training)		10	10	
MANICURING (Credit based on hours Per State licensing)*				
(26 hours = 1 credit)	15	5		15
1 <sup>st</sup> semester				
2 <sup>nd</sup> semester		10		
MANUFACTURING		10	10	40
MARKETING	10	15	15	15
(Additional Semester Option) –ADV.MARKETING	10	15	15	15
Summer – Claremont	5	0	0	
MASONRY	5	10	10	40
(Additional Semester Option -Advanced Training)	5	10	10	
MEDICAL ASSISTANT	10	20	20	40
*Additional semester not available at this time				*option not available
MEDICAL CORE (Into to Health)	5	5	5	5
MEDICAL FRONT OFFICE	10	0	0	10
MEDICAL MATH	5	5	5	5
NETWORK SECURITY	0	5	5	10
NURSING ASSISTANT (1 Semester-Certified)	15	15	15	15
NURSING ASSISTANT (1 Semester-Acute)	15	15	15	15
NURSERY PRACTICES* (M-Th)	5	10	10	20

**R.O.P CLASS** (cont. page 5)

	<b>CREDITS EARNED</b>			<b><u>Max. Credits for Course</u></b>
	<b>Summer 2006</b>	<b>Fall</b>	<b>Spring</b>	
NURSERY PRACTICES* (Saturday <sup>Ⓞ</sup> ) Ⓞ (Two semesters required for completion) *(15 attendance hours = 1 credit)	0	5	5	
OFFICE TECHNOLOGY (SUPPORT PROCEDURE) (Additional Semester Option -Advanced Training)	0 0	10 10	10 10	20
PHARMACY CLERK (Additional Semester Option – Advanced Training)	0 0	15 15	15 15	30
PHARMACY TECHNICIAN (Three Semesters Required)	20	30	30	80
PHOTOGRAPHY (Additional Semester Option -Advanced Training)	0 0	10 10	10 10	40
PLUMBING (Additional Semester Option -Advanced Training)	10 10	5 5	5 5	20
SPORTS MEDICINE (Additional Semester Option -Advanced Training)	0	15 15	15 15	30
STAGE DESIGN AND TECHNOLOGY (Claremont) Upland (Additional Semester Option -Advanced Training)	10 0	15 10	15 10	50
TEACHER ASSISTANT (M-F 2 hr)	0	10	10	10
TEACHER ASSISTANT (M-F 3 hr)	0	15	15	15
VIDEO PRODUCTION (Montclair; Rancho) (Additional Semester Option -Advanced Training)	5 0	10 10	10 10	60
VIDEO PRODUCTION (Ayala- T-F) (Additional Semester Option – Advanced Training)	10 10	15 15	15 15	60
VIDEO PRODUCTION (Ayala – Sat.)		5	5	
WEB PAGE DESIGN (Canyon View) (Additional Semester Option -Advanced Training)	10 10	15 15	15 15	45
WEB PAGE DESIGN (Alta Loma, Etiwanda,Ontario,Claremont) (Additional Semester Option -Advanced Training)	0 0	10 10	10 10	

## GRADES

Grades are issued by teachers prior to the end of the semester to expedite the printing of certificates. These are **NOT** the final grades and should not be shared with students.

Student grades are subject to change by the teacher up to the last day of classes depending on student achievement. The grade career techs should register will be reflected on the **ENROLLMENT-BYPROGSITEHS.RPT** report in the YSS Registration system.

Only students with a grade a “C” or better will receive a certificate of achievement and competency list.

# Student To ROP Guide

## YOUR RESPONSIBILITIES AS AN ROP STUDENT

ROP Classes are designed to reflect the rules, regulations, and guidelines of employers. Baldy View ROP requires all students to adhere to and comply with rules of student conduct.

1. Arrive to class on time;
2. Follow instructions and complete assigned tasks;
3. Always use your ROP class time in a constructive manner;
4. Obey all safety rules and regulations;
5. Show respect for the ROP instructor, training site supervisor, fellow students and other persons with whom you come in contact while training;
6. Respect and protect property belonging to ROP, training site facilities, school and persons;
7. Conduct yourself in an appropriate manner which projects a positive image of yourself and the ROP;
8. Comply with dress and grooming standards for the occupational area.

## ATTENDANCE RULES AND PROCEDURES

1. You will be required to arrive on time and attend all scheduled class hours.
2. If you must be absent from your ROP course, it is your responsibility to inform the ROP instructor and/or training site supervisor of the absence *prior to your scheduled ROP class time*.
3. Regular attendance is vital to your success as a ROP student. Your ROP instructor will monitor your attendance on a daily basis.
  - a. Two unexcused absences will result in a teacher/parent contact (telephone call, progress report, parent conference).
  - b. Additional unexcused absences may result in you being dropped from the course.
  - c. Excessive tardiness will limit your success in the course and may result in a poor evaluation and possible termination from class.

## RULES OF ROP STUDENT CONDUCT

*Involvement in any of the following actions while in an ROP class, bus, or community classroom training site may result in the suspension and dismissal from your ROP class as stated in Education Code 48900:*

1. Causing or attempting to cause or threatening to cause physical injury to another person
2. Causing or attempting to cause damage to school property
3. Stealing or attempting to steal school or private property
4. Possession, use, sale or attempted sale of any controlled substance, alcoholic beverage, or drug paraphernalia
5. Possession or use of tobacco, or any products containing tobacco or nicotine products
6. Possession or use of any firearms, knife, explosive, or other dangerous object
7. Committing obscene acts or gestures or engaging in habitual profanity or vulgarity
8. Disruptive behavior within the classroom, on buses, or training sites, or willfully defying the valid authority of instructors, or school officials engaged in the performance of job duties
9. Violating computer software licenses/agreements/copyrights or tampering with computer hardware/software configurations
10. Committing acts of sexual harassment is defined as, "unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature."
11. Student right to a hearing.

## BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

The following signed statement indicates that I/We (student, parent/guardian) have read and understand the "General Policies and Procedures" section of the Regional Occupational Program Student Guide to ROP.

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date \_\_\_\_\_

This signed statement must be returned to your class instructor.



## WELCOME TO ROP

Welcome to Baldy View Regional Occupational Program. Your decision to enroll in an ROP class could very well be one of the best things you have done for yourself and your future. As a student you will have the opportunity to learn and practice work skills required for employment in a specific occupation. Instruction will begin in a classroom designed to simulate the occupational area or at a community training site. A Certificate of Achievement is awarded to students who have satisfactorily completed the requirements of the program and acquired the skills necessary for employment in the career field for which they trained. An accompanying competency list will indicate skills students have mastered. These items are valuable additions to your resume and should be indicated on job applications.

ROP training is available in a wide variety of occupational areas. We are pleased that you have enrolled in an ROP course that suits your interests and abilities. Please share your knowledge of ROP with others who may also want to gain work skills through an ROP program.

This guide is intended to acquaint you with the Baldy View Regional Occupational Program. Should you have questions on how to use the services described in this guide, please see your ROP instructor.

The ROP experience, that you are beginning, represents an outstanding opportunity to achieve your career goals. You are part of an exciting concept in school-to-career to lifetime learning. Make the most of your time and talents with ROP. Best of luck.

## ROP CAN OFFER YOU . . .

Quality instruction that will provide the following benefits:

- Tuition free career preparation
- Upgrading of current work skills
- Preparation for advanced career training
- Certificate of Completion
- High school course credit
- Employment skills; applications, resumes and interviewing skills.

### Student Services:

- *Career guidance for the high school students* - High school students can receive career information in the high school career center with the assistance of the career center technician. Assistance includes information on prospects for the current job market in any occupational area.

- *Job placement* - Your instructor maintains contact with employers in the local community. They are a valuable resource in helping you find employment in your field of training. While ROP training does not assure you of employment, ROP does train in areas where there are job markets. Many ROP students are employed as a direct result of the training.

## ROP GRADES, HOURS AND CREDITS

Students enrolled in an ROP class will receive a letter grade at the end of each designated grading period during the school year.

ROP courses are competency based. Performance levels are recorded on individual training plans as specific skills are developed and mastered.

High school students earn high school credit. Consult your career center technician or high school counselor for specific information on course credit.

# # #

### CERTIFICATE OF ACHIEVEMENT

Your training will also prepare you to be confidently competitive in today's job market, knowing you possess the knowledge, background, skills and hands-on experience to perform current job requirements.

ROP classes are available to all students 16 years of age or older (with some exceptions).

Baldy View Regional Occupational Program, is and equal opportunity employer and asserts that it does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, sex, age or handicap in its employment or enrollment in job training programs.

### AUTHORIZATION TO PHOTOGRAPH (Optional)

I hereby authorize Baldy View Regional Occupational Program full and absolute permission to take, or to contract with others to take, photographs or videotapes of my minor child, of whom I am the legal guardian or myself (if a student is 18 years of age) in an educational environment. Such photographs or videotapes may be published in any media form by the Baldy View Regional Occupational Program for educational and/or public information purposes without compensation or liability for such use.

Student's Name: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(or Student if 18 years of age)

Address: \_\_\_\_\_

## COSMETOLOGY ENROLLMENT PROCEDURES FOR HIGH SCHOOL STUDENTS

August 21, 2006

Dear Career Techs & Counselors:

Below you will find the procedure for all students applying for the Spring, Summer & Fall Semesters in 2007. If you have any questions, please contact Christina ([cbelcher@gotobeautyschool.com](mailto:cbelcher@gotobeautyschool.com)) or April ([abelcher@gotobeautyschool.com](mailto:abelcher@gotobeautyschool.com)) by email or phone (909) 982-4200.

### High School Enrollment Procedure

1. Attached you will find a timeline for 2007 enrollments. Please keep this for future reference during the year.
2. The enrollment packet has not changed. The following documents are still **required** from all students without exception:
  - a. Copy of High School transcripts showing **completion** of the 10<sup>th</sup> grade
  - b. Copy of their social security card (no substitutions of other documents are permitted, we must have a copy of the student's card)
  - c. Copy of their Student ID card with picture or Drivers Lic. or CA ID
  - d. Copy of their birth certificate
  - e. Cover Letter
  - f. Two letters of recommendation (Salon Success Academy - Redlands Campus Only)
3. Each student must bring their packet with them to the school they want to enroll in **on their test date**. Students will not be allowed to submit documents after they have tested.
4. There will be **three** test dates available **each semester** (listed on the timeline). Students can choose any one of the three dates to come in to the school they are applying to for the exam. They must be on time and have a complete packet to turn in to us. Students do not need to make an appointment for the exam. They simply show up on the day of the exam, on time with their application packet.
5. Career techs & counselors will be notified via email or fax as to their student's results. At that time, each school will also be notified as to how many slots they can fill with their students who have both passed the exam and turned in a complete packet. Salon Success Academy will no longer be selecting the students who are admitted into the program. It will be the responsibility of each school to fill their allotted slots once they receive the list of eligible students from Salon Success Academy, and give those students an enrollment packet. If the student(s) that are selected change their mind, you may fill that slot with another student from your eligible list, providing it is before orientation. Slots will not be able to be filled after orientation has taken place.

6. Career techs & counselors will also be responsible for notifying the students that they do not accept into the program. Salon Success Academy will mail letters to the students who fail the exam or turn in incomplete packets.
7. Each career tech or counselor will also be responsible for maintaining their own wait list. A student who is eligible, but not accepted by you for the current semester, may be placed on a wait list for the next semester only. Salon Success Academy will only keep records for one semester after a student applies.
8. All schools must notify Salon Success Academy by the designated date on the timeline as to which students they have accepted into the Cosmetology program.

We hope that this procedure will alleviate your frustrations with the student selection process. Thank you for your understanding as we implement this new method. Please do not hesitate to contact us with questions.

Sincerely

Christina Belcher  
Executive Director of Campus Affairs

## HIGH SCHOOL ENROLLMENT TIMELINE 2006 - 2007

### SPRING SEMESTER 2007

December 6 5:15 pm	First test date for all high school applicants. Must bring <b><u>completed</u></b> application packet. Students can choose any one of the three test dates to take their exam and turn in their enrollment packet. <b>Students will not be admitted to the exam if they show up after 5:15pm on any of the test days.</b>
December 7 5:15 pm	Second test date for all high school applicants. Must bring <b><u>completed</u></b> application packet. Don't be late!
December 8 5:15 pm	Last test date for all high school applicants this semester. Must bring <b><u>completed</u></b> application packet. Don't be late!
December 9 - 16	Applications will be reviewed for completeness and exams will be graded. Please – no phone calls during this time to find out if your students took the exam, passed or turned in complete applications. The staff will need this uninterrupted time to review the applications & grade the exams.
December 20 - 22	Career techs will be notified via email or fax as to their Student's results and how many slots they have to fill. They will also receive their student enrollment packets via inter-district mail.
January 16	Career techs & counselors must notify Salon Success Academy as to which students have been selected for enrollment.
January 23	Deadline for students who have been accepted to return their enrollment packets and uniform fees to the school they are applying to.
January 25 January 30 & 31	Orientation School Starts

## Salon Success Academy Cover Letter

Instructions: Please complete this form in blue or black ink only. Print legibly. Turn this letter in with your other required documents the day of your exam. Your enrollment package is incomplete without it. Please print legibly in blue or black ink only.

HIGH SCHOOL \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_

CELL (\_\_\_\_) \_\_\_\_\_ or Message # (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_@\_\_\_\_\_ (only list your email if you check it regularly)

GRADUATION YEAR \_\_\_\_\_

SEMESTER: [ ] SPRING [ ] SUMMER [ ] FALL

SCHEDULE: [ ] DAYS T - F 1:00 - 5:00 & Sat 8:30 - 5:00 plus 40 hours per week during Summer

[ ] NIGHTS M - F 3:00 - 8:00 (this schedule does not change during the summer)

CAMPUS YOU ARE APPLYING TO:

[ ] Salon Success Academy - Upland

[ ] Salon Success Academy - Redlands

The following documents are required for a complete application package

\_\_\_\_ Cover Letter

\_\_\_\_ Copy of Birth Certificate

\_\_\_\_ Copy of School Picture ID or CA ID or Driver's License (circle one)

\_\_\_\_ Copy of school transcripts (must be transcripts not just a report card)

\_\_\_\_ Copy of Social security card (Must be a copy of the actual card - no exceptions)

\_\_\_\_ Permit to register (computer generated - not hand written) Out of district students must go to the Baldy View ROP office to get one (909) 980-6490.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## OPERATIONAL RULES

1. Each student must punch his/her own time card and keep his/her own record.
2. Each student must be in class in clean uniform promptly for the session enrolled. A student wearing a soiled uniform will not be allowed to work on a patron.
3. Each student must furnish his/her own uniform, which is white pants and uniform top, or dress, and white closed toe shoes. All ROP students must wear ROP badges at all times.
4. Students are not allowed to leave classroom without permission from the instructor in charge.
5. Each student will be provided with or will purchase the required Cosmetology Kit and equipment.
6. The school is not responsible for student's personal property. With the exception of wedding rings and watches, jewelry must not be worn.
7. Students must observe all rules of sanitation, sterilization, personal hygiene and good grooming.
8. Incoming telephone calls are not permitted except in emergencies.
9. Students have the privilege at all times of consulting with an instructor.
10. Student absence, other than illness, which must be verified, is to be arranged in advance, except emergencies which are subject to verification.
11. Students who refuse to work on assigned patron may jeopardize their enrollment.
12. The Cosmetology School reserves the right at all times to recommend expulsion/drop from program.
13. It is understood that the Baldy View Regional Occupational Program has contracted with a private school, to provide the described course in which I am enrolling. I understand that while I am enrolled in the course at the described private school, I am under the direct supervision of said private school and subject to its rules and regulations as to conduct and discipline, as well as to the rules and regulations of the Baldy View Regional Occupational Program and my district of residence as to conduct and discipline. I understand and agree that violation of the rules and regulations of the said private school may result in my exclusion from the class described above without the procedural protections, such as a hearing, that I would be entitled to prior to suspension or expulsion from the Baldy View Regional Occupational Program's other classes not conducted at private schools, or from my district of residence. I understand and acknowledge that acts of misconduct at said private school can form the basis for disciplinary action, including suspension or expulsion, by the Baldy View Regional Occupational Program or my district of residence.