

# HIGH SCHOOL STUDENT HANDBOOK 2022-2023



## **Mission Statement**

*"The mission of the Eden Area ROP is to build a foundation for students that prepare them academically, technically, and professionally to meet challenging opportunities of the 21st Century with confidence and purpose"*

## **Hayward Center Programs**

All programs offered at the Hayward Center operate three hours daily

### **Mon, Tue, Thurs & Friday**

MORNING (AM) CLASS: 8:30-11:25 a.m., AFTERNOON (PM) CLASS: 12:40-3:35 p.m.

### **Wednesday**

MORNING (AM) CLASS: 8:55-11:45 a.m., AFTERNOON (PM) CLASS: 12:45-3:35 p.m.

## **EAROP Administration**

Blaine Torpey, Superintendent  
Manuschka Michaud, Principal  
Brigitte Luna, Director of Educational Services  
Anthony Oum, Fiscal Services Administrator  
Mercedes Henderson, Human Resources Administrator  
Craig Lang, Director of Adult Programs



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**[www.edenrop.org](http://www.edenrop.org)**

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## TABLE OF CONTENTS

Attendance Policy	4-6
Tardy Policy	6
Off Grounds Pass	7
Program Changes – Adds/ Drops/ Transfers	7
Student Discipline Process	8
Sexual Harassment Policy	9
Anti-Bullying Policy	10
Student Complaint Procedure	10
Identification Cards	10
Student Parking Regulations	11
Campus Security (Locker Searches, Lost and Found)	11
Emergency Forms	11
Student Injury Procedures	12
Visitors on Campus	12
Telephone Usage Policy	12
Dress Code	12
Photo Release	13
Child Abuse Reporting	13
Electronic Information Systems	13-14
Program Directory	15
Student Transportation	15-16
Campus Map	17
2022-2023 Academic Calendar	18
2022-2023 EAROP Parent Registration Checklist	19

## ATTENDANCE POLICY

The State of California has identified chronic absenteeism as a primary cause of low academic achievement and a powerful predictor of students who may drop out. Chronic Absenteeism is missing 10 percent of school days in a school year for any reason, excused or unexcused (Education Code §60901). Students missing more than 18 days for the year for any reason or have below a 90% attendance rate will be ineligible to receive a certificate of completion and may be transferred back to their home schools.

### **PHILOSOPHY:**

Students should be in attendance whenever school is scheduled. Students who fail to attend are denied the opportunity to experience learning opportunities and the effectiveness of learning is diminished. Learning is the "job of all students." Each student is expected to reach their maximum potential in this endeavor. Therefore, students must develop the attitudes and work habits to assist them while attending school, as well as in the workplace. Daily attendance is mandatory for all students; however, there are times when a student's absence may be excused. Absences may be excused for the following reasons:

### **Excused Absences**

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)  
(cf. 5112.2 - Exclusions from Attendance)
3. Medical, dental, optometric, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)
5. Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household.  
(Education Code 45194, 48205)
6. Jury duty in the manner provided by law (Education Code 48205)
7. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)  
(cf. 5146 - Married/Pregnant/Parenting Students)
8. Upon advance written request by the parent/guardian and the approval of the Director or designee, justifiable personal reasons including, but not limited to:  
(Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process.
  - g. Service as a member of a precinct board for an election pursuant to Elections Code 12302  
(Education Code 48205)  
(cf. 6142.3 - Civic Education)
9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)  
(cf. 6173.2 - Education of Children of Military Families)
10. Participation in religious exercises or to receive moral and religious instruction in accordance with Eden Area Regional Occupational Program (ROP) policy (Education Code 46014)
  - a. In such instances, the student shall attend at least the minimum school day.
  - b. The student shall be excused for this purpose on no more than four days per school month.  
(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
11. Note from a medical doctor stating that the student was physically unable to attend class given to Instructor.

## ATTENDANCE POLICY CONTINUED

12. Administratively approved absences. (Example: state testing)
13. Extenuating circumstances, as agreed to by the administration prior to the absence.

### **EXCUSED ABSENCE PROCEDURES:**

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian.

**To clear or report absences, please call the instructor at their classroom number or the Attendance Office: 510-293-2909**

### **The following methods may be used to verify student absences:**

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, ROP staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. When a student has had 5 absences in the school year for illness verified by methods listed in #1-3 above, any further absences illness may require verification by a physician.

### **Absences, Grading and Certificates**

If a student's absence is excused under Education Code §48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time.

(Education Code §48205)

If the student does not excuse the absence within three (3) school days, the days that they were absent will be considered a CUI and the student will not be permitted to make up any missed work. For the purposes of this policy, a student who does not maintain a 90% attendance rate, will not receive a Certificate of Completion for the program. All absences, excused and unexcused, count toward the 90% attendance requirement to receive a certificate.

### **PARENT NOTIFICATION:**

In every class there are curricular objectives that a student must demonstrate mastery in order to earn a grade. Attendance and punctuality must be mastered like all other criteria of the course. As in the workplace, the employer may inform the employee of the consequences of excessive absenteeism. **Instructors must keep a contact log recording all notifications.**

#### **First School Notification**

- Teacher Phone Call: When a student has 1-3 unexcused absences, the teacher will make a phone call to the student's parent/guardian upon each absence.

#### **Second School Notification**

- Teacher Phone Call: When a student has 4-6 unexcused absences, the teacher will make a phone call to the student's parent/guardian upon each absence.

## ATTENDANCE POLICY CONTINUED

- Upon 4-6 absences, written notice shall be sent home to the parent/guardian by the teacher, along with communication to the student's home high school counselor, of having 4-6 unexcused absences.
- The student will be placed on a **Student Conduct Agreement** outlining expectations and the consequences of further absences to be signed by student, teacher, home school counselor, ROP counselor, and parent/guardian.

### Third School Notification

- Teacher Phone Call: When a student has 7-9 unexcused absences, the teacher will make a phone call to the student's parent/guardian upon each absence.
- Upon 7-9 unexcused absences, written notice shall be sent home to the parent/guardian by the teacher, along with communication to the student's home high school counselor, of having 7-9 unexcused absences.
- Communication will be made to the ROP counselor as a result of the student not meeting the expectations of the attendance agreement. A parent/teacher conference will be arranged by the ROP counselor.
- ROP counselor will notify home school counselor and administration.
- Administration may recommend that student be removed from program.

## TARDY POLICY

Students are expected to be on time to class each day, as would employees reporting to a workplace. Students who are late for class due to a late bus and who have an office-issued bus pass will not be considered "late." All other tardies are considered unexcused. **Students who arrive more than 30 minutes late should report directly to the Attendance Office to receive a tardy slip in order to be admitted to class.** Students with excessive tardiness will jeopardize their grade and success at Eden Area ROP.

**Late arrival:** Less than 30 minutes

**Early departure:** Leaving class prior to scheduled end time. Phone call to the office and home is required when a student leaves class without permission. No exceptions.

### 1<sup>st</sup> and 2<sup>nd</sup> tardy/early departure

- Verbal warning

### 3<sup>rd</sup> and 4<sup>th</sup> tardy/early departure

- Phone call or written notification through U.S. mail by instructor to parent/guardian

### 5<sup>th</sup> tardy/early departure

- Phone call or written notification through U.S. mail by instructor to parent/guardian
- The student will be placed on an Attendance Agreement outlining expectations and the consequences of further tardiness to be signed by student, teacher, home school counselor, ROP counselor, and parent/guardian.
- SHOULD MORE THAN FIVE TARDIES OCCUR THE CAREER COUNSELOR AND/OR ADMINISTRATION WILL DETERMINE NEXT STEPS.

## OFF GROUNDS PASS

**ROP is a closed campus. Students may not leave the campus once they arrive without confirmed permission.**

Students leaving the Hayward Center campus during class time must have an "Off Grounds Pass" issued by the Attendance Office. High school students must have a note or a telephone call from a parent/guardian before a pass will be issued. Students are not to leave their classroom without permission and a hall pass issued by their instructor. Only one student will be permitted out of a class at a time unless approved by administration.

**Students who are found out of class without prior permission and without a hall pass are considered truant and appropriate disciplinary action will be taken by Administration.**

## PROGRAM CHANGES – ADD/DROPS/TRANSFERS

### Adds

- Students adding a class who are not on an official roster must have an Add Slip from the ROP Career Counselor.
- A bubble sheet needs to be completed to be placed on the roster.

### Drops

- Students must first meet with their home school counselor to request the drop.
- The home school counselor will notify the ROP Career Counselor that the drop is approved/denied via email.
- Students are required to have positive attendance, behavior, and academic performance during the process time
- If approved, the ROP Career Counselor will complete the Drop Form and request an exit grade if the student attended 20 hours or more.
- An email will be sent to the instructor verifying the approved/denied drop.

### Transfers

- Once enrolled in an ROP course, a student may request one transfer to another ROP course within the first 3 days of school.
- Please refer student to their home school counselor for changes.
- The home school counselor will contact our Career Counselor to make appropriate changes to schedule.
- The Add/Drop form must have instructor signatures agreeing to the transfer of programs.
- An email will be sent to instructor verifying the transfer.

## STUDENT DISCIPLINE PROCESS

Policy based on Eden Area ROP Administrative Regulation 5131 and California Education Code Section 48900.

Discipline is a joint effort between the ROP, students, parents, teachers, counselors, and administrators – and is most effective when the teacher, parent and student communicate on a consistent basis. The Eden Area ROP is committed to providing the best learning environment that models expectations of positive and collaborative behaviors, attitudes and ethics required in the work place. Students who profit from this unique learning opportunity can expect a smooth and successful transition to the real world of work.

If a student demonstrates behaviors that are not acceptable in the workplace, the ROP staff will attempt to work with him or her towards improvement. Unresponsive attitudes or behaviors that disrupt the learning environment or are a safety issue will not be tolerated. A progressive discipline approach will be documented which may lead to removal from the program.

### Such behaviors include but are not limited to:

- **Defiance of ROP personnel's authority:** Refusal to comply with request of ROP personnel.
- **Bus disruptions:** Not following bus rules or not complying with the request of the bus driver.
- **Verbal abuse:** Statements that intimidates, uses profanity, angrily condemns or vilifies another person.
- **Forgery:** Using signature or initials of a teacher, parent or supervisor...
- **Theft:** Receiving or taking property that doesn't belong to you.
- **Destruction or defacement of property:** Tagging, attempting to damage or destroy materials belonging to the ROP, ROP personnel or other students.
- **Intimidation:** Threatening physical contact on another person, bullying, including but not limited to, Electronic Acts, whether the creation and transmission of the message "originated on or off the school site". (AB 86 and EL 48900.2, 48900.03, or 48900.4, 48900(r)(2)(A))
- **Engaged in an act of bullying:** any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupils as defined in Section 48900.0, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have an effect.
- **Unauthorized use of an electronic recording or listening device in classrooms of elementary or secondary schools.** (El. 48901.5 and 51512)
- **Loitering:** Being in the ROP parking lots at inappropriate times, or on neighboring private property. (Once arriving on campus students should report to their class.)
- **Using the following items on campus:** Skateboards, spray paint, or any other items disruptive to the learning environment.
- **Possession of any controlled substance including alcohol.**
- **Gambling:** Wagering money or participating in games of chance.
- **Inappropriate items:** Wearing or bringing to the center any gang paraphernalia or items that may be considered by staff to be antagonizing, distracting or inappropriate for educational work or safety purposes. The use of hats are at the teachers' discretion depending on weather.
- **Smoking:** The use of any form of tobacco or controlled substances are prohibited within 1000 feet of campus. This includes smoking in cars.
- Items such as drug paraphernalia, vaping devices, matches, lighters are not allowed on campus.
- **Cellular phones,** or other communication devices must be turned on silent and are not to be a distraction to the learning environment during instructional time. Headphones/earbuds are not to be worn during instructional time unless directed by the teacher, as a part of the learning activity.
- **Possession of illegal substances or weapons, or the commission of robbery, arson, sexual harassment or assault may result in immediate and permanent exclusion from the ROP.**
- **Removal of any equipment or supplies from the classroom.**
- **Inability to follow specific class procedures and processes.**



## STUDENT DISCIPLINE CONTINUED

### **INDIVIDUAL SEARCHES**

School officials may search any individual student, his/her property, or ROP property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the ROP or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on ROP property.

**RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291):** Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school. In addition, the following disciplinary information is provided to parents:

**DRESS CODE/GANG APPAREL (EC §35183):** The district is authorized to adopt a reasonable dress code.

**ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1):** If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

**SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917):** Each district is required to have adopted a written policy on sexual harassment and to display such policies in a prominent location and include it in orientation for employees and students.

## SEXUAL HARASSMENT

### **Policy based on ROP Board Policy 5114.1**

As defined in Title I of California's General Education Code (212.5, 212.6 and Code 48900.2 – Prohibition of Sex Discrimination), "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting. Eden Area ROP prohibits harassment, intimidation or insult on the basis of an individual's gender in any of its facilities and/or during any program or activity it conducts. The ROP shall take action to eliminate such behavior by its employees or students.

**A student may be suspended or recommended for expulsion for sexually harassing another student or an employee if:**

1. The student made sexual advances, requested sexual favors or exhibited other verbal, visual or physical conduct of a sexual nature
2. A reasonable person of the same gender as the victim would consider the conduct sufficiently severe or pervasive to:
  - have a negative impact upon another's work or academic performance
  - create an intimidating, hostile or offensive work or education environment

### **Complaint Procedure**

Students alleging sexual harassment shall make their concerns known to the ROP Instructor and/or ROP Administrative Staff.

### **Examples of Sexual Harassment**

Sexual harassment includes, but is not limited to:

- Verbal – sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, epithets, sexual flirtations, propositions or spreading sexual rumors
- Written – suggestive or obscene letters, notes or invitations
- Physical – sexual assault, touching, impeding or blocking movement
- Visual – leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Making reprisals or threats of reprisal, following a negative response to sexual advances, or following a sexual harassment complaint.

## ANTI-BULLYING POLICY

### EAROP Board Policy 5131.2

The Eden Area ROP recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. All EAROP employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

This policy is in effect during the school day, while students are on property within the jurisdiction of the EAROP campus; going to or coming from school, on school-owned and/or school-operated vehicles, attending or engaged in school sponsored activities; and/or away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Corrective actions for a student who commit an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code [48900](#), may include suspension or expulsion in accordance with EAROP policies and regulations.

## STUDENT COMPLAINT PROCEDURES

### Informal Process

If an ROP student has a disagreement with an instructor or disciplinary action in the classroom, the following process should be adhered to:

1. Convey concern or subject of complaint in a respectful manner to the instructor during a time set aside for this issue.
2. State your issue and listen to the instructor's response.
3. If there is no resolution at this point, refer your complaint to the EAROP Director, Educational Services.

### Formal Process

If the student and/or parent are not satisfied with the resolution from the Informal Process, the following steps should be taken:

1. Complete the full informal process
2. Discuss the situation with the EAROP Director
3. File a written complaint form (See Policy 1312)

## IDENTIFICATION CARDS

- ROP students enrolled at the Hayward Center will be issued an ROP Student Identification Card.
- It is mandatory that all students carry their ID card at all times.
- Upon request, students will be required to show their Student ID card to any ROP staff member.
- Failure to present their ID card may result in disciplinary action.
- Replacement ID Cards will cost \$5.00 each.

## STUDENT PARKING REGULATIONS

### All students should follow these parking regulations:

- ROP students at the Hayward Center are to park in designated student parking areas. Under no circumstances, are students to park in areas designated **STAFF** or **VISITORS ONLY**. Vehicles parked in the front loop, bus zones or unauthorized areas are subject to being towed at the owner's expense.
- Students must have instructor's permission prior to driving their vehicle to the automotive program shop areas.
- Cars are not to be **backed** into parking spaces.
- **Car stereo music is to be turned down**, not to be heard outside of the car.
- The **maximum speed limit** on school grounds at all times is five miles per hour (**5 mph**).
- **The parking lot is off limits for students during school hours**. Students are not to go to their cars during break time. Students who need to go to their cars are to be escorted by Security.
- Fire Lane between A & H building Auto Collision must be kept clear at all times (**NO PARKING or WORKING ON VEHICLES IN THIS AREA IS ALLOWED**).
- The front bus loop (on Hesperian) is for buses only – Students may not use this area for drop off & pick up.

**Students, who park illegally or drive in an unsafe, reckless manner, will lose the privilege of driving on this campus.**

### VEHICLE SEARCHES

**California Vehicle Code Section 21113(A)** “Vehicles Subject to Search – by entering this area, the person driving any vehicle is deemed to consent to complete search of the vehicle, all its compartments, and contents, by school officials or law enforcement personnel, for any reason whatsoever.”

This notice applies to all vehicles of any type and is enforced 24 hours a day. All vehicles on the Hayward Center property may be subject to search without cause.

## CAMPUS SECURITY

The Hayward Center Campus Security works closely with staff and students to provide safe and secure conditions for all students to learn.

- In cooperation with the Hayward Unified School District and Hayward Police Department, a School Resource Officer (SRO) is assigned to work on the Hayward Center Campus, in collaboration with our own campus security staff.
- Once students arrive on campus, students may not leave without permission.
- Gang graffiti, tagging, or other marks made on school or private property is strictly prohibited and will be dealt with to the full extent of the law.
- Classroom lockers on the Hayward Center campus are the property of Eden Area ROP, even when assigned to an individual student and is subject to search whenever the ROP finds a need to do so. The use of lockers for other than ROP related purposes are prohibited.
- Lost and Found is located at the Receptionist's desk in the 'A' building

## EMERGENCY FORMS

**Emergency Forms are a vital part of the safety program on the Hayward Center campus, so that we may provide immediate medical assistance, and/or make parental contact in the event of an emergency.**

It is absolutely essential that each student:

- **Fill out an emergency card with complete current information.**
- **Have their parent/guardian sign and date.**
- **Notify the Attendance Office at 293-2909 should any of the emergency information change** (i.e. new telephone number, address change, emergency contacts.)

**ONLY THOSE ADULTS LISTED ON THE EMERGENCY FORM MAY RELEASE HIGH SCHOOL STUDENTS FROM CLASS.**

**MEDICATIONS:** Any student who must take a prescribed medication at school must present to the Director the specified written confirmation and authorization from the student's physician, surgeon, and parent.

## STUDENT INJURY PROCEDURES

Any ROP student injured on the **Hayward Center Campus** must follow these procedures:

- Report the injury to his/her ROP Instructor.
- Instructor will notify the Receptionist immediately, who will assist the student in obtaining medical attention and in contacting the parents, if necessary.
- The student will then be directed to the Educational Services Office to fill out an Injury Report.

If the student is at a **Community Classroom** job site and is injured on the job:

- Report the injury to the ROP Instructor.
- Fill out the Employee's Claim for Workers' Compensation Benefit form as soon as possible.

If the student is in a **Cooperative Work Program** and receives wages from an employer:

- Report the injury to the ROP Instructor.
- Report the injury through Workers' Compensation on the employer's industrial insurance form.

## VISITORS ON CAMPUS

**FOR THE SAFETY OF ALL STUDENTS**, Only those visitors who have legitimate business at the school will be permitted on the Hayward Center campus. Visitors, parents and guests must register in the school office immediately upon arrival and wear a visitor's badge, which should be visible at all times.

Deliveries requested and coordinated by students are prohibited. This action is considered a safety risk for our campus and will result in disciplinary action.

**Students may not bring visitors with them on campus or to class. If a visitor would like to meet with a school administrator, instructor or staff member, they should call ahead in order to ensure an appointment at a time convenient for them. (Please, not during class time as this takes away from other students learning environment.)**

## TELEPHONE USAGE POLICY

**The telephone located in the school office is for EMERGENCY USE ONLY.** Students need a Referral Form from the instructor to get out of class in order to use school office telephone.

Parents who need to reach a student in the event of an emergency should call the Attendance Office at 293-2909, and we will relay the emergency message or bring the student to the office to contact you if warranted. Please do not call the student on their cell phone, as it is a distraction to the learning environment.

## DRESS CODE

**It is the goal of the Eden Area ROP to prepare all students for successful employment and career preparation.**

ROP students are expected to dress appropriately for school. Any type of clothing that distracts from the educational process in the classroom or work site environment is inappropriate and should not be worn to class or off-site training facility.

**Examples of inappropriate dress include, but are not limited to:**

- Clothing (which includes Hats, hoods, scarves, headbands and head coverings) with offensive and suggestive words, pictures or derogatory messages imprinted.
- Oversized clothing (which can be a safety hazard in operating machinery.)

## PHOTO RELEASE

Eden Area ROP occasionally shows students in photo or video presentations for the purpose of program promotion, publicity and highlighting student achievement. These photographs may appear in the newspaper, television, program brochures, and campus display cases on our World Wide Web page. If a picture or video of any of our students is showcased in one of these areas, no monetary compensation will be made. **A Photo Release form will be provided to all students for the purpose of giving permission for photograph or video usage OR prohibiting usage.**

## CHILD ABUSE REPORTING

### STATEMENT OF KNOWLEDGE OF DUTY TO REPORT

I have read and am familiar with the provisions of the Child Abuse and Neglect Reporting Act, California Penal Code 11166. Penal Code 11166 requires any child care custodian, health practitioner or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or 'Within the scope of his/her employment whom he or she knows or reasonably suspects has been a victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

"Child care custodian" includes teachers; and instructional aide, teacher's aide, or a teacher's assistant employed by any public or private school who has been trained in the duties and imposed by this article, if the school district has so warranted to the State Department of Education; a classified employee of any public school who has been trained in the duties imposed by the article, if the school has so warranted to the State Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated personnel employees of any public or private school; administrators of any public or private day camp; licensees, administrators, and employees of licensed community care or child day care facilities, head start teachers; licensing workers at licensing evaluators; public assistance workers; employee of a child care institution including, but not limited to foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers; or any other person who is an administrator or presenter or: or a counselor in, a child abuse prevention program in any public or private school.

"Health practitioner" includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists or any other person who licensed under Division 2 (commencing with Section 500) of the Business and Professional Code; marriage, family and child counselors; emergency medical technicians I or II, paramedics, or other persons certified pursuant to Division 2.5 (commencing with Section 1791) of the Health and Safety Code; psychological assistants registered pursuant to Business and Profession Code 2913; marriage, family and child counselor trainees as defined by Business and Profession Code 4980.03(c); unlicensed marriage, family and child counselor interns registered under Business and Profession Code 4980.44; state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; and religious practitioners who diagnose, examine or treat children.

## ELECTRONIC INFORMATION SYSTEMS

**The Eden Area Regional Occupational Program has provided all classes with access to a telecommunications network ("network"), which includes the vast resources available through the Internet. These resources are to be used only in conjunction with teacher directed classroom study**

### Acceptable Use:

1. The purpose of providing access to the Internet network is to support classroom instruction and educational research by furnishing access to unique resources and the opportunity for collaborative work. The use of the Internet network must be in support of classroom directed activities and consistent with the adopted curriculum and educational objectives of the Eden Area ROP.

## ELECTRONIC INFORMATION SYSTEMS CONTINUED

2. Transmission of or access to materials, which are not related to instructional activities, (e.g. in violation of federal or state laws or the Eden Area ROP administrative regulations, are prohibited.) This includes, but is not limited to: harmful, threatening, harassing, inflammatory or obscene material or material restricted through password or other user access codes. Use for commercial or personal advertising and political lobbying is also prohibited.

### **Privilege:**

The access to resources contained on the network is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The site administrator will determine when a person has violated these provisions based upon recommendations from the instructor. Renewal of the privilege is the option of the site administrator.

### **Network Etiquette:**

The use of an EDEN AREA ROP account requires that a user abide by accepted rules of network etiquette. These include, but are not limited to the following:

1. **Be Polite:** Do not send abusive or harassing messages to anyone.
2. **Use appropriate language:** In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
3. **Respect Privacy:** Do not reveal the names, photographs, location, personal address or phone numbers of yourself or any other person. Do not forward/ distribute an e-mail message without permission from the author.
4. **Connectivity:** Do not use the network in such a way that would disrupt the use of the network by others.
5. **Confidentiality:** Keep account passwords confidential and do not allow others to use them.

**\*\*Under no circumstances are students to use this technology for their personal use, i.e. checking personal email, Instagram, facebook.com or downloading personal materials etc.**

### **Additional User's and Parent/Guardian's Understandings:**

1. I understand that each person using the network for academic purposes as provided by the Eden Area ROP, must adhere to the rules of courtesy, etiquette, and all laws regarding access and use of the communications network.
2. If a user breaks the rules, the privilege to access the network and the use of the network may be revoked.

### **District Property/Privacy:**

The Eden Area ROP computer systems, including equipment and all user accounts are the property of the Eden Area ROP. There is no right to privacy in the use of the computer system or user accounts, and the Eden Area ROP reserves the right to monitor and access information on the system and in users' accounts, for the purpose of determining whether a violation of this agreement has occurred. The Eden Area ROP may remove any information on the Eden Area ROP system, which the staff determines to be unlawful, obscene, pornographic, abusive, harassing, or otherwise in violation of this agreement. The network may not be used to obtain, view, download, or otherwise gain or provide access to such materials. The Eden Area ROP staff will refer for disciplinary action any individual who does not comply with the provisions of this agreement. Cancellation of user privileges will be at the discretion of the staff.

### **Release and Hold Harmless:**

Parent/Guardians release its officers and employees from any and all claims and damages arising from their student's use or inability to use the Eden Area ROP network. Parent/Guardian will not hold the Eden Area ROP responsible for:

1. Materials acquired on the network or for loss from delays, non-deliveries or service interruptions incurred in connection with the use, operation or inability to use the system;
2. The accuracy or quality of information obtained electronically;
3. The kind or quality of information obtained from the network because it is not feasible to completely limit access to materials a parent or guardian might consider inappropriate or harmful.

### **Reporting Requirements:**

Students agree to report any misuse of the network to an Eden Area ROP administrator.  
(Policy based on ROP Board Policy 3590)

## PROGRAM DIRECTORY

Program	Instructor	Telephone Number	Room Number
Automotive Collision & Refinishing	Daniel Pareja	510-293-2932	G-1
Automotive Technology	David Espinoza	510-293-2923	F-4
Automotive Technology		510-293-2921	F-1
Careers in Education	Erika Emery	510-293-2954	B-1
Careers in Law, Forensic, & Public Safety	Ashley Auguste	510-293-2963	C-7
Construction Technology	Bill Deslaurier	510-293-2933	G-2
Culinary Science	Amanda Rose	510-293-2941	G-4
Cybersecurity	Kent Doan	510-293-2959	C-6
Dental Assisting	Kathy O'Brien	510-293-2957	C-4
First Responder (Fire Science/EMT)	John Peters	510-293-2940	H-2
Medical Careers I	Karrie Evison-Morrow	510-293-2964	H1A
Medical Careers I	Alysa Machado	510-293-2961	H1
Medical Careers II	Heather Bystrom	510-293-2960	H-1B
Merchandising Occupations	Cheryl Grixti	510-293-2955	C-1
Welding Technology	Barbara Juarez	510-293-2931	G-3

## STUDENT TRANSPORTATION

**Bus transportation is provided from the home school to the Hayward Center and return for junior and senior high school students attending ROP.**

- Any student who does not follow bus safety rules will lose the privilege of riding the bus and may be subject to disciplinary consequences.
- Students may be asked by the Bus Driver to show valid ROP Student ID Card.
- Students may only ride the ROP bus designated to their registered high school.
- Students must read and sign the School Bus Safety Rules Acknowledgement Form.

**SCHOOL BUS SAFETY RULES:**

- BE ON TIME.
- ALWAYS STAND BACK AND WAIT UNTIL BUS STOPS.
- DO NOT THROW OBJECTS IN OR OUT OF THE BUS.
- KEEP YOUR VOICES DOWN.
- DO NOT BLOCK THE AISLE OR EMERGENCY EXIT.
- STAY IN YOUR SEAT UNTIL BUS STOPS.
- ALWAYS FOLLOW BUS DRIVER DIRECTIONS.
- VULGARITY, RUDE OR ABUSIVE BEHAVIOR IS PROHIBITED
- NO SWEARING.
- DO NOT PUSH OR SHOVE.
- NO FIGHTING.
- BE RESPECTFUL OF OTHERS.
- NOISE OR BEHAVIOR THAT COULD DISTRACT THE DRIVER IS PROHIBITED
- ONLY ELECTRONICS THAT ARE PERMITTED AT SCHOOL ARE PERMITTED ON THE BUS.
- NO EATING OR DRINKING.
- DO NOT TOUCH OTHER'S BELONGINGS.
- NO SMOKING OR USING ANY OTHER TOBACCO PRODUCT.
- NO PETS ALLOWED.
- DO NOT LITTER.
- NEVER PUT HEADS OR ARMS OUT OF WINDOW.
- DO NOT VANDALIZE ANY PART OF THE BUS.
- NO WEAPONS, DRUGS, OR ALCOHOL ARE ALLOWED ON THE BUS.
- DO NOT TOUCH THE BUS EQUIPMENT.
- NEVER CRAWL UNDER THE BUS TO GET ANYTHING.

## STUDENT TRANSPORTATION CONTINUED

- WALK. DO NOT RUN TO THE BUS AND ENTER IN AN ORDERLY MANNER.
- EMERGENCY EXITS ARE FOR EMERGENCIES ONLY.
- NO CHEWING GUM ON THE BUS.
- DO NOT SPIT ANYTHING ON THE FLOOR.
- NO SKATEBOARDS OR SCOOTERS ON THE BUS.

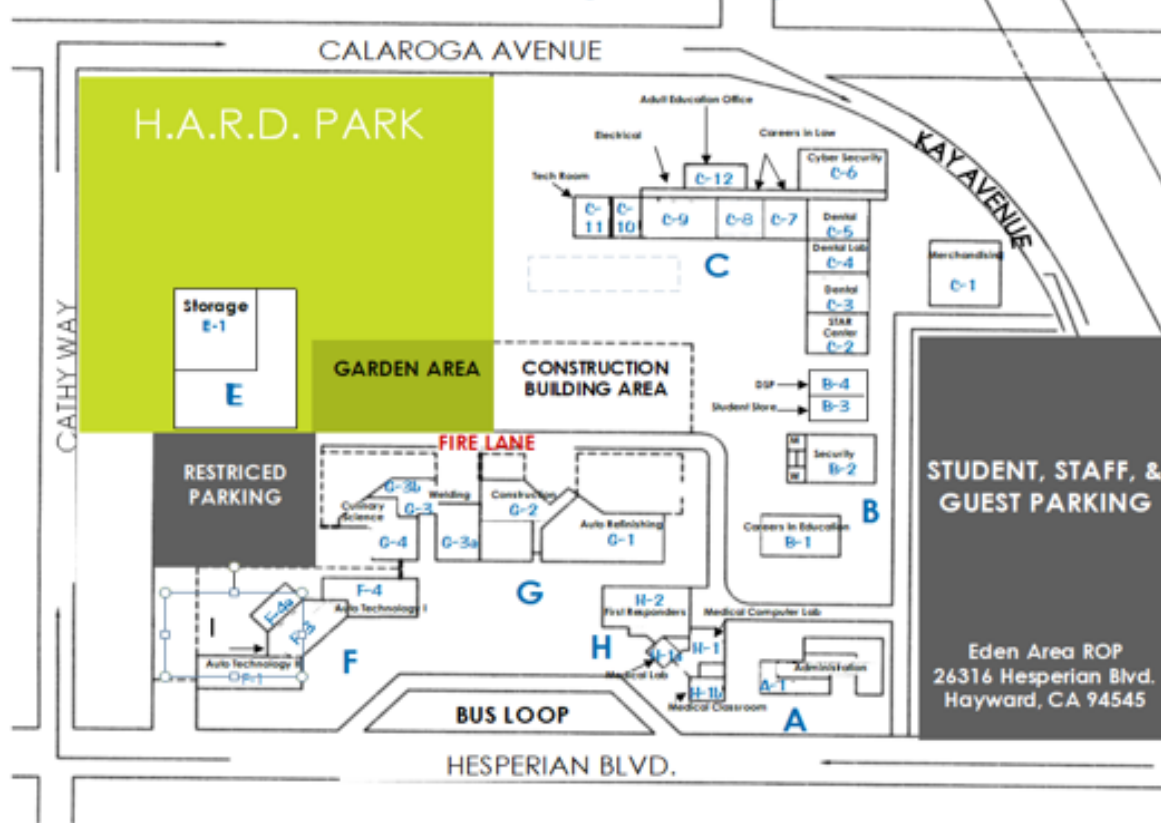
**Note that this list is not all encompassing as there may be differences between the expectations of San Lorenzo Unified, Hayward Unified, and Michael's Transportation. All expectations reflect student safety as the number one concern.**

**VIOLATION OF ANY ONE OF THESE RULES SHALL LEAD TO A CITATION AND POSSIBLE LOSS OF BUS PRIVILEGES.**

**The following signed statement indicates that you have read, understand, and take responsibility for the school bus safety rules, regulations, policies, and procedures of the Hayward Unified School District Transportation Department.**



# EdenAreaROP Campus Map



## Instructor Classroom Information

"B" BUILDING		
Instructor	Program	Classroom Number
Erika Emery	Careers in Education	B1
"C" BUILDING		
Cheryl Gixti	Merchandising	C1
Kathy O'Brien	Dental Assisting	C3
Kent Doan	Cybersecurity	C6
Ashley Auguste	Careers in Law	C7
"F" BUILDING		
TBA	Auto Technology	F1
David Espinoza	Auto Technology	F4
"G" BUILDING		
Daniel Pareja	Auto Refinishing	G1
Barbara Juarez	Welding Technology	G3
Amanda Rose	Culinary Science	G4
Bill Deslaurier	Construction Technology	G2
"H" BUILDING		
Alysa Machado	Medical Computer Lab	H1
Karrie Evison-Morrow	Medical Lab	H1a
Heather Bystrom	Medical Classroom	H1b
John Peters	First Responder	H2
Bill Deslaurier	Construction Technology	G2

# 2022-2023 HIGH SCHOOL STUDENT CALENDAR

26316 Hesperian Blvd, Hayward, CA • 510.293.2900 • www.edenrop.org

JULY					AUGUST					SEPTEMBER					OCTOBER				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	1	2	3	4	5				1	2	3	4	5	6	7
*4	5	6	7	8	8	9	10	11	12	*5	6	7	8	9	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
25	26	27	28	29	29	30	31			26	27	28	29	30	31				
				0					15					21					21
NOVEMBER					DECEMBER					JANUARY					FEBRUARY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4				1	2	*2	3	4	5	6			1	2	3
7	8	9	10	*11	5	6	7	8	9	9	10	11	12	13	6	7	8	9	10
14	15	16	17	18	12	13	14	15	16	*16	17	18	19	20	13	14	15	16	17
21	22	23	*24	*25	19	20	21	22	23	23	24	25	26	27	*20	21	22	23	*24
28	29	30			*26	*27	28	29	30	30	31				27	28			
				16					16					16					15
MARCH					APRIL					MAY					JUNE				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	*19	20	21	22	23
27	28	29	30	31						*29	30	31			26	27	28	29	30
				22					15					22					1

## IMPORTANT DATES

July 4, 2022	Independence Day*
August 8, 2022	Professional Development
August 9, 2022	Professional Development
August 10, 2022	Teacher Work Day
No 10 month classified	
August 11, 2022	First Day of School
September 5, 2022	Labor Day*
November 11, 2022	Veterans Day*
November 21-25, 2022	Thanksgiving Break
No students, instructors, 10 month classified, 11 month classified & career counselor. November 24-25, Thanksgiving Holiday*	
December 22, 2022	End of 1st Semester
December 23, 2022	Non-instructional Day
No students, instructors, 10 month classified & career counselor	
December 26-January 6	Winter Break
January 16, 2023	Martin Luther King Jr. Day*
February 20-24, 2023	President's Week Break
No students, instructors, 10 month classified & career counselor.	
February 20 (Lincoln's Birthday) & February 24 (President's Day) Holidays*	
March 31, 2023	Cesar Chavez Day*/Prof. Dev
No students	
April 3-7, 2023	Spring Break
No students, instructors, 10 month classified, 11 month classified & career counselor	
May 29, 2023	Memorial Day*
June 1, 2023	Last Day of School
June 2, 2023	Teacher Work Day
No students & 10 month classified	
June 19, 2023	Juneteenth*

\*Holiday

## DISTRICTS' FIRST DAY OF CLASS

August 9, 2022	Castro Valley USD
August 18, 2022	Hayward USD
August 17, 2022	San Leandro USD
August 18, 2022	San Lorenzo USD

## DISTRICTS' LAST DAY OF CLASS

June 2, 2023	Castro Valley USD
June 9, 2023	Hayward USD
June 8, 2023	San Leandro USD
June 7, 2023	San Lorenzo USD

## NUMBER OF INSTRUCTIONAL DAYS

180 days of instruction  
 Number of instructional days in a month are in the shaded gray boxes.

## EMPLOYEE WORK CALENDAR

August 8, 2022-June 2, 2023	10 Month Certificated
July 29, 2022-June 8, 2023	Career Counselor
August 8, 2022-June 1, 2023	10 Month Classified
August 1, 2022-June 29, 2023	11 Month Classified
July 1, 2022-June 30, 2023	12 Month Classified

Accredited by the Western Association of Schools and Colleges  
 Governing Board Approved: June 16, 2022

## 2022-2023 EAROP PARENT REGISTRATION CHECKLIST

Each year the EAROP is required to provide all families with specific legal information. Rather than provide this information in paper form to each student, this information is available in the "Parents" section of the district webpage, [www.edenrop.org](http://www.edenrop.org).

The required documents are also available in printed form at each school office. In order to verify that each family has received and reviewed this information, a parent/guardian of each district must print his form, initial the following statements, sign, date, and submit the form to the EAROP part of the registration proves for the 2020-2021 school year.

Registration Checklist	Parent Initials
<p><b>Emergency Form:</b> I have completed, printed, signed, and attached the Emergency Form (required for all students). If your child has a medical condition that you indicated on the Emergency Form <b>check here</b> <input type="checkbox"/></p>	
<p><b>Release of Student Photo/Media Release of Consent:</b> Eden Area ROP has permission to photograph or video my son/daughter for the purpose of program promotion, publicity, ROP web page usage and highlighting student achievement. I understand we will receive no monetary compensation for use of the pictures or video</p>	
<p><b>Acknowledgment of Parent/Guardian of Annual Rights Notification:</b> I have read on the Eden Area ROP's website and acknowledge the Parent Notice of Rights and Responsibilities. Absence, Administration of Medication, Sexual Harassment Policy, Pesticide Products, and additional information.</p>	
<p><b>Student Handbook Acknowledgement Form:</b> I have read, understand and take responsibility for the rules, regulations, policies, and procedures of the Eden Area Regional Occupational Program as noted in the handbook.</p>	
<p><b>Child Abuse Acknowledgement Form:</b> I agree to comply with the provisions of Child Abuse and Neglect Reporting Act, California Penal Code 11166.</p>	
<p><b>Electronic Information Systems:</b> I have read, understand, and agree to abide by the provisions of the attached Electronic Information Network Use Policy of Eden Area Regional Occupational Program.</p>	
<p><b>Student Bus Acknowledgement Form:</b> I have read, understand, and take responsibility for the school bus safety rules, regulations, policies, and procedures of the Hayward Unified School District Transportation Department.</p>	

Parent and student agree to having read and reviewed all the documents posted on the Eden Area ROP website and the Parent/Student Handbook including all school policies, district policies, and annual notifications to parents.

<b>Printed Name of Student</b>	<b>Grade</b>	<b>Students Home School</b>
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<b>Parent Signature</b>	<b>Date</b>	<b>Student Signature</b>	<b>Date</b>
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