FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education


| DISTRIBUTION: | All High Schools, Community Adult Schools, Regional Occupational/Skills Centers, and Regional Occupational Program | ROUTING<br>Local District Superintendents<br>Principals<br>DACE Central Office Staff |
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| SUBJECT: | BULLETIN NO. 931<br><u>PROCEDURES FOR OPERATING ROP CLASSES LOCATED ON</u><br><u>SECONDARY HIGH SCHOOL CAMPUSES</u> | |
| DATE: | April 1, 2004 | |
| DIVISION: | Adult and Career Education | |
| APPROVED: | Santiago Jackson, Assistant Superintendent | |

<u>For assistance, please contact Nancy Woodrum, Administrator, Division of Adult and Career Education at 213-241-3750.</u>

This revision supersedes Division of Adult and Career Education Bulletin No. 79 issued on February 15, 1991. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. BACKGROUND

Regional Occupational Program (ROP) offerings are an integral part of the Los Angeles Unified School District high school program. Under the umbrella of the Division of Adult and Career Education, classes are held both within the regular school day and after school. Supervision of the classes is a joint effort between the ROP and high school administrations. This bulletin clarifies and updates the individual and joint responsibilities of the ROP and high school administrations in delivering ROP offerings to high school students.

II. DEFINING ADMINISTRATIVE RESPONSIBILITIES

A. ROP Administration Responsibilities

1. Manages and coordinates requests from high school administrators regarding the offering of career technical education courses on campus.

2.  Recruits potential teachers, posts vacancies, verifies teacher credentials, and coordinates the hiring process.

3.  Provides Division–required pre-service workshops to teachers as a condition of employment.  The required pre-employment workshops offer an overview of the various aspects of the Division.

4.  Provides an orientation to new teachers regarding ROP policies and procedures, attendance accounting, and other related matters.

5.  Supports the ROP teachers' participation in staff development activities at the high school as noted in Section IV-F.

B.  High School Administration Responsibilities

1.  Identifies a supervising administrator for ROP and provides a mentor to familiarize the new ROP teacher with personnel, school and student policies and procedures at the school.

2.  Assumes site administration responsibilities, including teacher observations, payroll reporting, emergencies, and monitoring teacher attendance/punctuality issues.

3.  Communicates with ROP administration in a timely manner if concerns arise with ROP teachers.  This ensures appropriate due process for the teacher.  If corrective action or formal conferences are required, the ROP administration, in collaboration with the high school administration, takes responsibility for coordinating the conferences, providing guidance and assistance, and applying disciplinary action as necessary.

4.  Collaborates with the ROP teacher to ensure the necessary recruitment, enrollment, and retention of students.  As informed by ROP administration, the high school staff complies with state ROP statutory provisions regarding the programming and placement of students according to appropriate age and skill level required for ROP courses.

C.  Joint Responsibilities

1.  Plan, develop, and establish appropriate ROP classes, sequencing, and career pathways.

2.  Select ROP teachers.

3. Evaluate ROP teachers in regards to instruction, classroom management, and other teacher responsibilities. Evaluation of ROP teachers is conducted in accordance with the District/UTLA/ROP contract.

4. ROP administration provides support in accordance with Division of Adult and Career Education policies.  The high school is encouraged to provide instructional material (IMA) support.

III.  OPERATIONS

A. ROP teachers are responsible for maintaining Division-approved attendance rosters and for submitting rosters promptly on scheduled due dates.  ROP teachers also maintain a regular secondary roll book for the high school, which is retained by the high school as a permanent record.

B. The ROP requires the registration of a minimum of 25 students to open a new class.  Based on the District/UTLA/ROP contract, a class may be closed if there are three consecutive meetings where the attendance is below 18 students; a class shall be closed if attendance drops to 12 or fewer students for any one session.

C. The programmatic intent of ROP is to serve students age 16 and older.  State law authorizes that three to ten percent of ROC/P's Average Daily Attendance (ADA) may be for students under age 16; however, these students shall have the skills to benefit from ROP classes.

D. The ROP teacher reports student grades following high school procedures for high school to issue appropriate credit.

IV.  PAYROLL REPORTING AND ASSIGNMENT PROCEDURES

A. Sign-in cards are maintained in the high school office.

B. Time reporting and certification of payroll are processed at the high school.

C. ROP teachers are hourly rated teachers (HRT), whose annual contracts and "greenies" are prepared by ROP.  A copy of the "greenie" is sent to the school administrative assistant at the high school.

D. ROP teachers (HRT) located on high school campuses are assigned to Class Code 0829, Status 1, Fund 1, Appropriation 1104.

E. ROP teachers (HRT) are paid for the total minutes of instruction each day. Conference periods, homeroom, nutrition, and lunch are not included in the

instructional day.  If homeroom is part of an instructional day such as period 2, teachers are paid for time assigned to homeroom.

F.  Staff development activities that occur within the dates of the teacher's contract are paid at the regular hourly rate and are reported by the high school; activities
   a.  that occur outside of the contract are optional, paid at the professional training expert rate, and reported by the ROP.

G.  The Division does not accept new monthly rated teachers (MRT) as ROP instructors effective the date of this memo.

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