

**Tri-Valley Regional Occupational Center/Program
Board Policies and Administrative Regulations**

SERIES 6000 - INSTRUCTION

School Calendar	6111	BP
School Day.....	6112	BP
Minimum Day.....	6113	BP
Educational Goal	6121	BP/AR
Curriculum.....	6123	BP/AR
Course Credit	6124	BP
Computer Software Copyright Adherence	6125	BP/AR
Student Use of Technology	6126	BP/AR/E
Class Size	6131	BP
Field Trips	6132	BP
Homework.....	6133	BP
Textbooks.....	6134	BP
Selection and Adoption of Textbooks, Instructional Materials, and Equipment	6135	BP/AR
Field Trip Authorization	6136	BP/AR

Revised: 12/9/93
12/10/98; 9/14/11

Instruction

School Calendar

The ROP will operate on a complete fiscal year commencing July 1st and ending June 30th of the following year.

Individual classes may start or stop based upon student enrollment, participating school schedules or other factors that may influence class offerings.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

School Day

The regular school day will be based upon each individual class offered. Classes may be held during the morning, afternoon, evening and on weekends.

The number and length of class periods will be determined by the Board, with full consideration given for the educational program offered and for maximum utilization of staff and facilities.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

Minimum Day

An individual class day of less duration than the regular class day will be permitted in emergencies when the best interests of the students and the ROP will be served. The Superintendent will make the decision for calling any variance in class schedules.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

Educational Goal

The goal of the Tri-Valley ROP is to provide high quality occupational preparation and employability skills training.

The Superintendent works with the high schools, community colleges, adult schools and private school administrators to develop and implement vocational training opportunities pertinent to current and projected employment needs, both locally and nationally.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

Educational Goal

Objectives of the ROP

The objectives of the ROP are to help students to attain the following educational goals:

1. To recognize that education, both formal and informal, is relevant to career requirements and responsibilities.
2. To appreciate the importance of working for personal fulfillment, independence and maturity.
3. To recognize career opportunities and their requirements, as compared to personal potential and expectations.
4. To be able to relate positively with employers, co-workers and the public served.
5. To assume adult roles and responsibilities in the work environment.
6. To work satisfactorily in the classroom to master subject matter and employability skills.

Superintendent's Responsibilities

The Superintendent is responsible for:

1. creating a program of vocational training that will supplement vocational training opportunities currently available in the area and will, when necessary, phase out ineffective or un-needed courses of instruction.
2. providing youth and adults with vocational guidance services that will assess their needs, aptitudes, and potential for successful completion in occupational preparation programs and placement in gainful employment.
3. maintaining an effective public communication system that will inform potential students, employers and personnel in public service agencies of the vocational programs available through the Regional Occupational Program.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

Curriculum

The curriculum will be defined as all the planned experiences which students have while under the direction of the ROP with the purpose of entry level employability skills.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

Curriculum

The Tri-Valley ROP will provide for the interests, needs and abilities of all students, as well as the requirements of the community. Because change is universal, constant adaptation and development of the curriculum is necessary, and such change will be a cooperative enterprise engaging all staff members and using all available resources.

In order to set up a realistic program offered by the ROP, the following characteristics should be incorporated in as many courses as possible. The characteristics of training by the ROP should include:

1. Course Challenges - Any course offered by the ROP could be challenged by having the instructor evaluate the student. A student may challenge portions of any class offered by the ROP, for advanced placement, through evaluation by the instructor.
2. Continuous Progress Student Performance - Proficiency levels will be determined and met by each student before he/she may advance to the next level of competency.
3. Variable Entrance/Variable Exit - Students should not have to enter or leave a course on a prescribed date, allowing them to pace themselves to attain the performance required.
4. Student Subject Matter Prerequisite - All students should be allowed to take the course of their choice, irrespective of prior training. Prerequisites are required for certain courses.
5. No Student Selection Criteria - Courses should be open to all students.

Regulation
Approved:

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA

Instruction

Course Credit

Credit is awarded for ROP classes in the same manner as all high school credit. ROP courses may not be repeated for credit. Repetition will be allowed for enrichment or to raise a letter grade.

Some ROP subjects offer both a first and second year opportunity. ROP courses designated as I & II year programs allow students to receive credit in both years.

Policy

Adopted: December 10, 1998

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

Livermore, CA

Instruction

Computer Software Copyright Adherence

It is the intent of the Tri-Valley Regional Occupational Program to adhere to applicable copyright laws in the area of computer software. The ROP recognizes that the unlawful use of copies of copyrighted software causes legal, ethical, and financial concerns for teachers, vendors, publishers, and authors.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

Computer Software Copyright Adherence

The following practices will be adhered to by all ROP staff regarding computer software copyright adherence.

1. Instruction in the issues surrounding software copyright laws and software piracy will be included in every curriculum and course which includes the use of computer technology.
2. ROP employees will follow current law when utilizing computer technology in the classroom. Computer software used in support of curriculum will have been legitimately purchased by or for the ROP or received as a donation.
3. No computer program or software may be copied or reproduced on ROP equipment without the permission of the copyright holder, nor will any such copy or reproduction be used for instructional purposes.
4. Reasonable efforts will be made to ensure the security of copy-righted programs and software products from theft, unauthorized reproduction or copying, and unauthorized use.
5. Because software publishers transfer all risk regarding their product performance, reliability, and suitability to the buyer (the "Disclaimer"), no program or software product will be considered for purchase by the ROP nor will such program or product be used, including donated software, unless it has first been approved the Superintendent. Vendors, publishers and authors who do not permit open inspection and preview of their products for a reasonable period of time by appropriate ROP personnel will not have their programs or software products considered for purchase or use by the ROP.
6. Vendors, publishers, or authors who neither provide free copies (back-ups) nor permit the back-up copying of master disks of their programs or software products will have neither their programs nor software products considered for purchase or use by the ROP.
7. ROP staff who violate any section of this policy will be subject to reprimand or other administrative action as allowed by law and employee agreements. Students who violate any section of this policy will be subject to action as allowed or required by the Education Code. Serious violations of copyright law and ROP policy may require a police report for misuse of public property.

Instruction

Computer Software Copyright Adherence

8. The Superintendent or his/her designee will be the only individual who is authorized to negotiate with or sign license agreements with any company or individual for software use in the schools.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

Student Use of Technology

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

Instruction

Student Use of Technology

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Legal Reference:

EDUCATION CODE

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education technology

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

Policy

Adopted: September 14, 2011

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

Livermore, CA

Instruction

Student Use of Technology

The principal or Director of Instructional and Student Support Services shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, career education specialists, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the TVROP and member district's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication.

Instruction

Student Use of Technology

Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

Personal information includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
11. Students shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.

Instruction

Student Use of Technology

Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the Director of Instructional and Student Support Services, principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

Regulation

Approved: September 14, 2011

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

Livermore, CA

Tri-Valley Regional Occupational Center/Program

Student Acceptable Use Agreement for Internet Access

***Student and parent must sign the acknowledgement page
and return it to Tri-Valley ROP teacher.***

Preamble

Internet access is available to students, teachers and administrators in the Tri-Valley Regional Occupational Center/Program ("District"). The District believes that computers and the Internet offer vast, diverse, and unique resources to both students and teachers. Our goal in providing these services to students and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. This agreement is intended to define appropriate use of technology by students of the District. Nothing in this agreement shall preempt the applicability of the school's existing code of conduct which also applies to Internet and e-mail use, including, but not limited to, policies prohibiting sexual harassment and hate speech. Families bear responsibility for the same guidance that they must exercise with other information sources such as television, telephones, movies, radio and other media that may also allow students to access potentially offensive materials.

Scope of Agreement

This agreement shall apply to all students who access the internet, send/receive E-mail, or otherwise use the school computer network via equipment and access lines, or who otherwise obtain access privileges through association with this school. The use of the school computer network is a privilege and not a right. Inappropriate use will result in the cancellation of those privileges and/or possible discipline. Moreover, the District will conduct periodic and ongoing monitoring of all internet use to assure educationally appropriate use and use that is not inconsistent with state and federal prohibitions on discrimination, obscenity, harassment, defamation, violence or other violations. There is, thus, no expectation of privacy in information obtained, or communication sent through, the District's systems.

In the event that the District finds it necessary to limit the amount of student use, access may be limited to location, time, and duration.

Acceptable Uses

All use of the school computer network, specifically access to the Internet, E-mail, or other associated use, must be in support of education and research which is consistent with the guidelines and policies set forth by Tri-Valley ROP. On a periodic basis, the District shall re-evaluate and determine whether specific uses of the school computer network are consistent with the acceptable use practice.

Unacceptable Uses

The system administrators are authorized to make a final determination as to whether a use is appropriate. Furthermore, the system administrators may close a student account, or terminate a student's access to the District's computer system, at any time as required. The administration, faculty, and staff of the School District may request the system administrator to deny, revoke, or suspend specific user account(s).

Transmission (sending, forwarding, posting, downloading) over the school computer network of any material in violation of any U.S. or California regulation is prohibited. This includes, but is not limited to the following:

1. Any use of the network for commercial or for-profit purposes is prohibited.
2. Any use of the network for product advertisement or political lobbying is prohibited.
3. Material that is hostile based on gender, race or ethnicity, violent, demeaning, discriminatory, harassing, obscene, sexually explicit, pornographic, profane or threatening, including messages, jokes, and images, may not be transmitted over the school computer network system or downloaded from the Internet. All messages must comply with all school rules. This includes, for example, downloading of erotic, defamatory or derogatory materials.
4. Accessing or transmitting copyrighted or trademarked information in a way that violates the copyright or trademark of the owner is prohibited. All students are cautioned that copying material from an Internet source or re-transmitting it thereafter might be considered making a copy of it under the copyright laws, unless permission is given by the owner to make copies; therefore, if the material is copyrighted, such copying and transmission may constitute infringement. All students should be made sensitive to this issue by their teachers, and if there is any doubt as to whether or not any material or information can be copied or re-transmitted, the student must consult his or her teacher in advance.
5. Any use of electronic chat rooms, bulletin boards, or instant messaging is prohibited unless part of a class project supervised by a credentialed employee.
6. Student Publication of Web pages is permitted but must conform to existing policies for school publications. All Web sites must conform to educational appropriateness and not violate privacy or other rights of third parties. Where photographs of any school student or school employee have been approved for use on any school Web page, all names shall be omitted. Written consent or prior notification with an offer to decline identification is required prior to the use of a photograph or likeness of any employee or student on a school Web site or page. The written consent shall be signed by the employee, student or parent/guardian of any student under the age of 18. Where a name is to be used (i.e. Board recognition, honors, and scholarships) prior permission will be granted in writing.

Student Use of Technology

E 6126 (c)

Tri-Valley ROP Acceptable Use Agreement (continued)

7. Revealing personal information of either students or employees over the Internet including, but not limited to, personal contact information in the form of names, home/school/work addresses, phone numbers, social security numbers, credit card numbers or passwords is prohibited.
8. Any activity that is harmful to the School's computers, computer systems, or networks including, but not limited to, creating or propagating computer viruses, overloading the school's computer network, engaging in "spamming" (intentionally sending an unnecessary or annoying message to a large number of people), engaging in "hacking" (intentionally breaking into unauthorized areas of computer networks), is prohibited.

Rules for Use of Email and Internet

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The district's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
3. The district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials.
4. The use of the district's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
5. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and

6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy
7. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.

Student Use of Technology

E 6126 (d)

Tri-Valley ROP Acceptable Use Agreement (continued)

8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
9. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
10. Users shall report any security problem or misuse of the services to the teacher or principal.

Waiver of Warranties

Tri-Valley ROP makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages which might arise from an individual's use of the school computer system. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions, regardless of the cause thereof. Use of any information obtained via the Internet is at the user's own risk. The District specifically disclaims any responsibility for the accuracy or quality of information obtained through its services.

Violations/Sanctions

These guidelines are provided so that students are aware of their responsibilities regarding the school computer network/Internet. Security on the school computer network is a high priority, especially because the system involves many users. If a student identifies a security problem on the school computer network, he or she must immediately notify the teacher, principal of the school, the TVROP Principal, or Director of Instructional and Student Support Services.

Violations of this agreement should be reported to the TVROP Superintendent or designee. If a student violates any of these provisions, his or her account will be terminated and future access could be denied. Any student who attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any student who vandalizes the school computer system will have his or her user privilege canceled. Any student who is identified as a security risk or as having a history of problems with other computer systems may be denied user privileges. Nothing in this agreement shall limit the applicability of the school's general student disciplinary code for violations.

Any student found to have violated any section of this agreement will, in addition to losing their account privilege, face disciplinary action, up to and including suspension and expulsion as permitted Education Code 48900.

Student Use of Technology

E 6126 (e)

Tri-Valley ROP Acceptable Use Agreement (continued)

Notice On Filters To All Users And Disclaimer

Internet filters are used at Tri-Valley ROP pursuant to this agreement. However, the district shall be held harmless, and will not assume any liability, for the content of any public/private online Web site, information, link and or resource, and assumes no responsibility for any violation of the district's usage agreement by any of its users.

Modification

The law relating to the Internet and its use by schools and students is evolving rapidly. Consequently, the district reserves the right to update or modify this agreement at any time.

Student Use of Technology

Tri-Valley ROP Acceptable Use Agreement (continued)

STUDENT/PARENT SIGNATURE AND ACKNOWLEDGMENT

I have read, understand and agree to abide by the above Students' Acceptable Use Agreement for Internet Access. I further understand that any violation of the regulations pursuant to this agreement and pursuant to California Education Code Section 51870.5 is a basis for disciplinary action and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked, school disciplinary action may be taken, and appropriate legal action may be instigated.

 Student's Name (please PRINT)

 TVROCP Teacher's Name

 Student's Signature

 Date

**(If a student is under the age of 18,
a parent or guardian must also read and sign this agreement.)**

As a parent or guardian of this student, I have read and understand this Students' Acceptable Use Agreement for Internet Access. I understand that access is designated for educational purposes exclusively. Although Tri-Valley ROP has taken the required legal precautions to eliminate controversial material, I recognize that it is impossible for the district to restrict access to all controversial materials, and I will not hold the district or its employees, or agents, responsible for the materials acquired on the network. I agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. I agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. Further, I accept full responsibility if and when my child's use of the Internet does not conform to educational purposes. I understand that my child's access privileges may be revoked, school disciplinary action may be taken, and appropriate legal action may be initiated if any provision of the above agreement pursuant to California Education Code Section 51870.5 is violated.

 Parent/Guardian's Signature

 Date

SIGN AND RETURN THIS PAGE ONLY TO TRI-VALLEY ROP TEACHER

Exhibit
version: September 14, 2011

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, California

Instruction

Class Size

All class sizes will be influenced by the type of occupational course and the methods of implementing the curriculum.

Since the ROP has a unique method of offering classes to students, the Superintendent will determine the size necessary to conduct a quality course within the goals and objectives of the Board.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

Field Trips

Field trips are permitted if they enhance the student's comprehension of the course in which he/she is enrolled.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

Homework

Homework may be assigned to students whenever, in the course of study plans of the teacher, work outside the class is required to accomplish the educational objectives of the course. Such assignments will be considered to be of benefit to the student in his/her total understanding of the course.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

Textbooks

Textbooks and supplementary textbooks will be provided to all high school students as required. When issued a textbook or supplementary textbook, the student will assume all responsibility for the book and will be required to replace the book if it is lost or to bear the cost of replacement or repairs if the book is damaged.

Adult students may be charged for textbooks and/or supplementary textbooks depending on the specific program. Costs of textbooks and supplementary textbooks will be available prior to registration.

**Policy
Adopted:**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
Livermore, CA**

Instruction

Selection and Adoption of Textbooks, Instructional Materials, and Equipment

Textbooks used in ROP classes operated under the jurisdiction of the Board will be approved by the Board.

Other books used to supplement basic textbooks will be approved by the Superintendent or his/her designee.

The following criteria shall be used in the selection of textbooks and instructional materials. Those materials selected shall be:

1. In accordance with the purposes of the program of instruction
2. Correlated with adopted courses of study and subject continuum
3. In compliance with social content requirements of Education Code
4. Suited to the interest of level, ability, maturity, and background of pupils
5. An accurate and fair treatment of the subject(s)
6. Published by a reliable source

Policy

Adopted: June 24, 1993

Revised: December 12, 1996

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

Livermore, CA

AR 6135 (a)

Instruction

Selection and Adoption of Textbooks, Instructional Materials, and Equipment

"Textbooks," in this regulation, includes, but is not limited to:

Textbooks, student editions
Teacher's editions or guides

A. Textbooks

1. Any teacher may initiate requests for textbooks and ancillary materials to be adopted for use.
2. The Superintendent will acquire materials for Governing Board evaluation in terms of curriculum needs.
 - a. Board members will have the opportunity to review samples of instructional materials.
 - b. Final approval of textbooks will be made by the Governing Board as required by law. These are to be submitted at appropriate intervals during the year by the Superintendent, with adequate discussion by staff of the educational content in which it will be used.

B. Instructional Materials

1. Instructional materials include, but are not limited to:

Motion Picture Film	Recordings
Filmstrips	Charts
Sound-Filmstrips	Flat Prints
Slides	Exhibits
Periodicals	Pamphlets
Workbooks	

These are purchased primarily for use by teachers and pupils in the classroom setting.

2. Because of the changing and enlarging curriculum and the publishing of new instructional materials, evaluation and selection of instructional materials is a continuous program. Therefore, these will be selected by qualified teachers and administrators through individual study and recommendation.

Instruction

Selection and Adoption of Textbooks, Instructional Materials, and Equipment

3. Any qualified certificated person may initiate a request for new instructional materials. The request shall follow the normal channels for the Tri-Valley ROP. Items may be purchased by order of the Superintendent within limits of the budget if they meet subject content requirements and social compliance guidelines.
4. While it is desirable that all instructional materials be previewed prior to purchase, this is impossible in some cases. Therefore, reputable lists should be consulted, whenever possible.
5. Instructional materials need to be evaluated before purchase for subject content and legal compliance.
6. Commercially sponsored materials may be used in the classroom provided the following conditions and criteria for selection are met:

Conditions:

- a. Materials must be evaluated and approved by the Grants/ Curriculum Coordinator before use in the classroom is allowed.

Selection criteria:

- a. Materials must contribute to the development of the lesson or unit for which it is selected.
 - b. Materials must adhere to acceptable principles of education.
7. Teachers may augment instructional materials provided by the Tri-Valley ROP, but selection must be in keeping with regulations of this policy.

C. Instructional Equipment

1. Instructional equipment - includes, but is not limited to:
Projectors: film, filmstrip, slide, overhead, opaque
Player/Recorder: deck, tape, cassette
Television: cameras, recorders, monitors, receivers
Calculators

Instruction

Selection and Adoption of Textbooks, Instructional Materials, and Equipment

2. Selection of equipment shall be based on the following criteria:
 - a. Usefulness in the instructional program
 - b. Technical features
 - c. Accessories
 - d. Ease of operation
 - e. Safety features
 - f. Construction and durability
 - g. Guarantees, warranties, and other services
 - h. Repair services available
 - i. Cost
 - j. Possible continuing costs.
3. Any certificated person may initiate a request for purchase of equipment.
4. The request will follow normal channels for purchase requests for the Tri-Valley ROP.
5. Equipment may be purchased by order of the Superintendent if within the limits of the budget.

Regulation

Approved: December 12, 1996

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

Livermore, CA

Instruction

Field Trip Authorization

Tri-Valley ROP-Sponsored Field Trips

The Superintendent or designee of the TVROP will approve all Tri-Valley ROP-sponsored trips. The requesting instructor will adhere to all guidelines outlined on the approved Field Trip form. The primary insurer of Tri-Valley ROP events is the contracted agent of the Tri-Valley ROP.

Policy

Adopted: February 25, 1993

Revised: December 9, 1993

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

Livermore, CA

Instruction

Field Trip Authorization

Tri-Valley Regional Occupational Center/Program instructors requesting authorization for Field Trips are required to complete all required forms, adhere to the timelines, and follow all guidelines as stated on each form.

All rules and regulations of the TVROCP and the sponsoring organization of the event (if any) are to be complied with by the TVROCP instructors.

Forms

- a. Request for Leave / Absence Report
- b. Request for Field Trip (submitted three weeks prior to field trip)

All chaperone information must be completed. Ratio of chaperone to students must be a minimum of 1 instructor to 10 students.

- c. Student Voluntary Field Trip Authorization (submitted two working days prior to field trip)