



# Eden Area ROP Adult Student Handbook

## **Mission Statement**

***The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.***

## **Affirmative Action**

Eden Area Regional Occupational Program does not discriminate on the basis of race, color, national origin, language spoken, mental or physical handicap, age, gender, marital status, religious creed, or medical condition in any of its policies or procedures.

## **EAROP Administration**

Linda Granger, Superintendent  
Craig Lang, Director of Adult Programs  
Ariel Owen, Business Manager  
Evan Goldberg, Grant Coordinator



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**Enrollment Prerequisites:**

To be admitted into classes at Eden Area ROP, the applicant must: (1) be at least 18 years of age (2) be able to read and understand written and oral English instructions and (3) some programs prefer the ability to operate a motor vehicle, with a valid license. Eden Area ROP does not provide English as a second language instruction. Students should pay for the class in full. If necessary, for classes longer than 12 weeks, students can pay half the cost plus the registration fee to enroll. If the remaining payment for the program is not received by the midpoint of the program, the student will be dropped.

**Estimated time for outside work:**

Students may be required to complete reading assignments, homework, and prepare for quizzes and exams outside of class hours. The amount of time for outside work varies for each program and will be explained by each instructor. The success of each student depends on their use of class time and personal time to ensure they have learned the content of the course and have done all the skills and hands on activities prepared for the class.

**Refund Policy:**

Choose your class carefully. Refunds are not automatic. Registration fee of \$70 is non-refundable. Maximum refund is allowed only if notified prior to the start of the class. A student may withdraw from class and request for a refund by email or by certified mail. If refund request is sent via certified mail, please send to Attention: Adult Education - Registrar, Eden Area ROP, 26316 Hesperian Blvd., Hayward CA 94545. If by email, please send to [adultinfo@edenrop.org](mailto:adultinfo@edenrop.org).

Once a class has started, refunds are calculated as followed:

- If a student paid in full at the start of the class, a withdrawal prior to the midpoint of the class will allow 50% of fee refunded. After the midpoint of the class, there will be no refund allowed.
- If paid in installments, there will be no refund.

**Required textbooks/materials:**

Each course has its own textbook and/or materials that are required by the instructor. Required textbooks and/or materials will be listed with the program description and reviewed by the class instructor on the first day of class.

**Class Cancellation Policy:**

Eden Area ROP Educational Services reserves the right to cancel any class due to low or declining enrollment. All fees including registration fee will be refunded.

**Attendance:**

Regular attendance is critical to a student's success in any program as a student gains maximum benefit from attending regularly. Absences and tardies will be recorded. Students should contact their instructor prior to the start of class if they are going to miss a class. Depending on the length of the class, the total number of excused and non-excused combined absences will vary. 95% attendance and the required course work is the expectation to receive a completion certificate for a program. Each instructor will have the specific details to attendance and course completion.

**Absences:**

- If a student is out due to a medical issue, medical clearance must be provided within 24 hours of absence in order to review/validate and be approved by the program director prior to the student being allowed to return to the classroom.

For all absences, students are responsible for ensuring that all efforts are made to discuss as appropriate a plan for making up work during the absences. Acceptable methods for theory make up hours can include research papers, class presentation, handouts or other written or on line material. It is the student's responsibility to notify the instructor of their absence. All make up work and credit is subject to the instructor's approval.

**Dress Code:**

For some classes, uniforms are required for the classroom/lab and to be worn at all times. Instructors will explain the expectations and safety attire needed for each program. It is the student's responsibility to make sure they come to class dressed appropriately and ready for class. If the student is not dressed appropriately for the class, the student will be asked to change into appropriate attire and may be marked tardy.

**Student Evaluation:**

Student evaluation will be based on performance, participation, homework, quizzes, tests, hands on skills, and any other requested assignments. Instructors will measure individual progress and achievement of course objectives by students demonstrating satisfactory proficiency through a variety of assessments and evaluations.

**Class Expectation:**

Students are expected to prepare for class/lab by doing assigned readings, activities, participate in the class discussions/lab, ask questions, and share your personal experience with the class.

**Smoking Policy:**

Smoking and/or the use of any tobacco or e-cigarette product is prohibited within any school buildings, on school grounds, and parking lots, during school sponsored activities, in private vehicles parked and/or operated on property, and in any building in which services are provided by employees of Eden Area ROP.

**Cell Phone Policy:**

Cell phones are strictly prohibited. Students may use their phones before or after class and during break as to not interrupt instruction. In case of emergencies, please notify instructor if there is a time you may have to step out of the class to take a call.

**Disruptive Classroom Behavior:**

In the classroom environment, you must respect the rights of others seeking to learn, respect the professionalism of the instructor, and honor the differences of viewpoints. Student conduct which disrupts the learning process shall not be tolerated and may lead to removal from the class. Children are not allowed in the class during class time. If there is a concern, communication in a private and professional manner with the instructor is the first step to clarify any questions or concerns. If the direct communication with the instructor does not resolve the situation, follow the "complaint procedure" to receive assistance from the Director of Adult Education. 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 work" world. Policy based on Eden Area ROP Board Policy 5144 and California Education Code Section 48900.

**Academic Integrity:**

All students enrolled in classes at Eden Area ROP are expected to maintain integrity in all academic pursuits. These include the writing of papers, examinations, assignments, records, and other details relative to the assessment of student performance. Integrity and honesty is a quality essential in the work field. Eden Area ROP and its staff do not want students who are dishonest since that attitude and perspective will put employers and coworkers at risk. Any dishonesty with regard to these matters is subject to censure or penalty (including but not limited to a failing grade in the work in question to dismissal from the program).

**Internet Policy:**

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.

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.

2. Transmission of or access to materials on the Internet network, 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.

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 Director of Adult Education will determine when a person has violated these provisions based upon recommendations from the instructor. Renewal of the privilege is the option of the Director of Adult Education.

#### 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, myspace.com, facebook.com or downloading personal materials etc.**

#### Additional User's Understandings:

1. Student 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. Policy Based on Eden Area ROP Board Policy 6163.4 (a)

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

Students release its officers and employees from any and all claims and damages arising from their use or inability to use the Eden Area ROP network. Students 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

**Photography/Video/Recording:**

Photographing, videotaping, or recording is only permitted with instructor approval. Eden Area ROP Adult Education reserves the right to photograph or video classes and program participants for promotional purposes.

**Sexual Harassment:**

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 dropped from their program 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
- Policy based on Eden Area ROP Board Policy 5145.7 (a)

**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.

**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 of Adult Education.

### **Formal Process:**

If the student is 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 of Adult Education
3. File a written complaint form (See Board Policy 1312.1)

### **Parking Regulations:**

- ROP students at the Hayward Center are to park in designated student parking areas. During the day (8am to 5pm), 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).
- 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 parking on this campus.**

### **Emergency Contact information:**

**Eden Area ROP may need to call for immediate medical assistance, and/or make emergency contact in the event of an emergency. Emergency contact information is a vital part of the safety program on the Hayward Center campus.**

It is absolutely essential that each student: (instructor may request as well as on line registration)

- Fill out emergency card/information with complete and current information.
- Notify Instructor should any of the emergency information change (i.e. new telephone number, address change, emergency contacts.)

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

- Report the injury to his/her ROP Instructor.
- The student will then be directed to fill out an Injury Report.

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

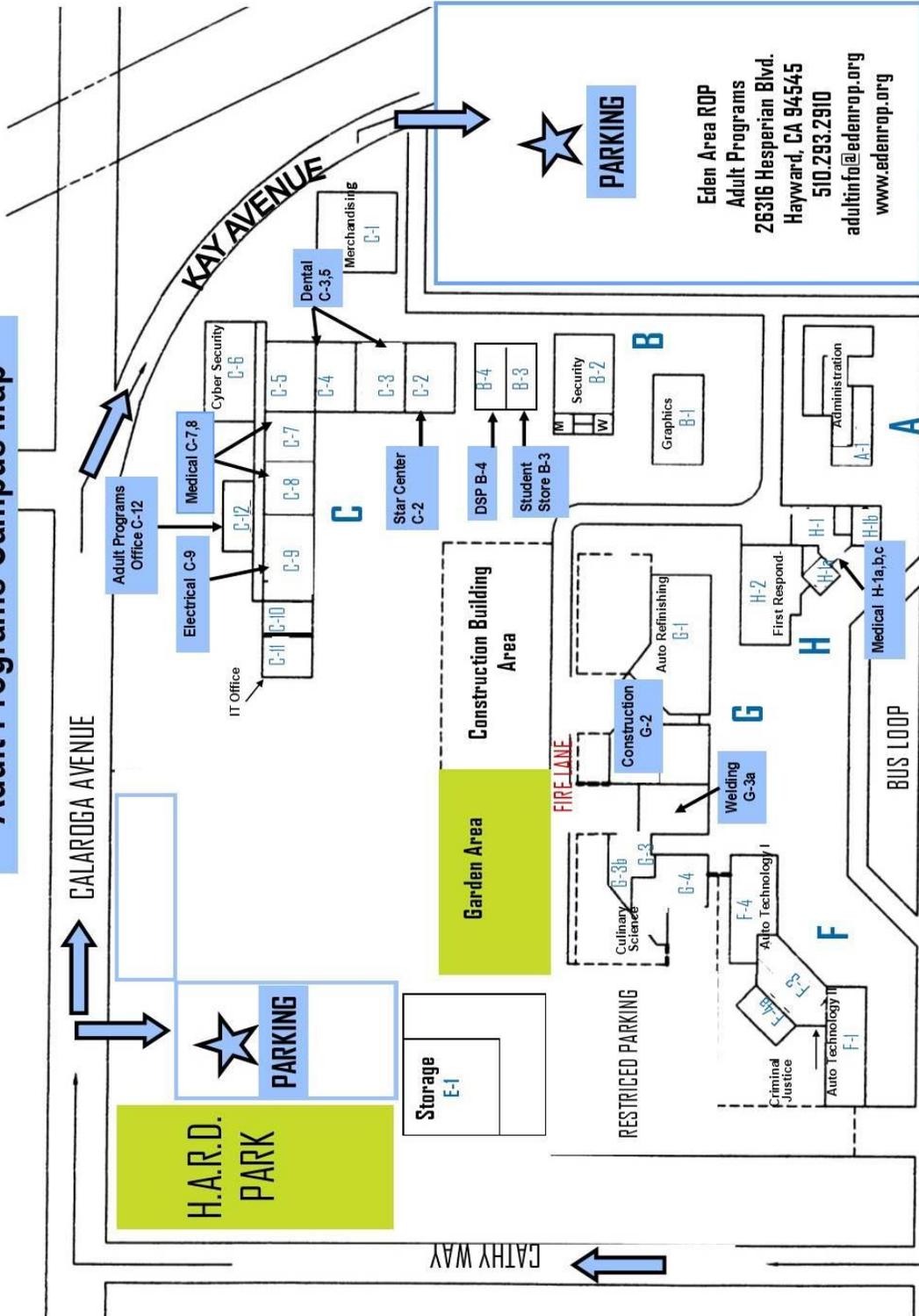
- Report the injury to the ROP Instructor.
- Fill out the Employee's Claim for Workers' Compensation Benefit form as soon as possible.

### **Visitors:**

**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 and guests must register in the school office immediately upon arrival and wear a visitor's badge, which should be visible at all times.

Students may not bring visitors, children or pets 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 do not request during class time as this takes away from other students learning environment.)

Adult Programs Campus Map



Eden Area ROP  
 Adult Programs  
 26316 Hesperian Blvd.  
 Hayward, CA 94545  
 510.283.2910  
 adultinfo@edenrop.org  
 www.edenrop.org

HESPERIAN BLVD.

There is no parking on Hesperian Blvd. Open parking lot and gated parking lot located in the back of school on and passed Kay Avenue. Night class can park in Staff spaces.