

# I ATTENDANCE

## A ROP/TC COURSE NUMBER DESIGNATION

For the purpose of proper attendance reporting every ROP/TC class has a designated course and section number, which is listed on the original School Register. The assigned course and section number must be completed by the instructor on documentation as requested (e.g. the enrollment scantron form.)

Course and section numbers are assigned by the Operations Office\* and course changes (e.g. new courses, additional sections, canceled courses, instructor change, location change, etc.) must be communicated to the Operations Office by the supervisor. The supervisor must complete the "Class Approval" Form (see appendix) for the designation of new course and section numbers as indicated on the School Register, which will be forwarded to the instructor after approval.

### ?? **Long-Term Class:**

Regular semester and year-round classes may obtain a course number with different section numbers when applicable (e.g. instructors teaching the same class for more than one section or period, must use the assigned course number with a different section number for each period assigned.)

### ?? **Short Term Class:**

One-time or limited schedule classes (20 hours or less) will be assigned a course and section number, which may be used repeatedly throughout the semester, as long as it involves the offering of the same class (e.g. Job Clubs, Traffic School, Assessments). Please use the same School Register provided at the beginning of the semester throughout the rest of the semester.

\* The Operations Office is located inside the Business Office at the Del Norte Campus.

## B ENROLLMENT PROCEDURES

It is the policy of the ROP/TC to maintain an open enrollment/open departure attitude. Applying a common-sense approach, teachers are encouraged to accept students on a space-available basis throughout the semester. After the first two weeks of the school semester, the counselor must first verify space availability before enrolling any more high school students in a particular ROP/TC class.

### 1. **Student Emergency Form**

A copy (sample) of the Emergency Form (high school and adult) is available in the appendix for your review. Review every student Emergency Form for completion before distribution and filing. For distribution of copies follow the instructions on the bottom of the Emergency Form.

#### a. **High School Student**

The Student Emergency Form is the first step in the enrollment procedure. High school students obtain this form from the ROP/TC counselor. This form must be signed by the student's parent/guardian and submitted to the ROP/TC teacher on the first day of class. Copies of the 4-part form must be distributed as follows:

1. White: to be filed in the classroom by teacher
2. Gold: student and parent/guardian copy
3. Pink: counselor's copy filed in the Career Center
4. Yellow: filed in the ROP/TC Main Office

High School students are not allowed to enroll in class without the Emergency Form and verification of the counselor and parent/guardian approval.

#### b. **Adult Student**

All adult students must register for ROP/TC classes through the Post-Secondary Office (Room 5) on the Del Norte Campus. Adult students must register for class prior to attending and complete the necessary registration paperwork, which includes the Adult Student Emergency Form. Copies of the Emergency Form signed by the Post-Secondary Office must be submitted to the instructor on the first day of class.

Incoming adult student without the required completed Emergency Form, must be referred to the Post-Secondary Office to register prior to attending class. Adult students continuing a class are required to re-enroll and register for the class and complete a new Emergency Form at the beginning of each semester.

## 2. Enrollment Scantron

A copy of the scantron form (high school, adult, and short-term) is available in the appendix for your review.

### a. High School Students

The “Scantron” enrollment form (blue) must be completed by the high school student on the first day of class. Instructors must assist and explain each section of the scantron form to their students. Check each scantron form for accuracy and ensure that all “ovals” have been completely filled in according to the instructions using #2 pencils. Make this your first priority in class on the first day of the semester. Please ensure that each scantron enrollment form is complete before submission. Submit the scantron forms **within 72 hours** to the Operations Office at the Del Norte campus for the generation of class rosters. Class rosters are forwarded to the instructor and the ROP/TC counselor for accurate accounting of all students.

*Remind students that the information completed on the scantron is and remains confidential.*

### Follow these general guidelines for completion of scantron form:

- ?? Use #2 pencil
- ?? Student name on the top line
- ?? Course Name
- ?? Signature of Instructor
- ?? Date of enrollment

### Scantron form sections explained by number:

1. **PRINT** student name (last, first, and middle initial).
2. Student ID Number
3. Student birth date
4. Student current grade level at their home High School
5. Student Enrollment date
6. Current semester
7. Course Number (see your School Register)
8. Section Number (see your School Register)
9. Student Mailing Address: number and street
10. Student Gender
11. Student zip code
12. Student ethnicity
13. Student home telephone number
14. Mark everything that applies (may be one or more)

**b. Adult Students**

Adult students must register and enroll in the Post-Secondary Office. Adult students complete the Emergency Form and enrollment scantron (red) in the Post-Secondary Office.

The adult student must submit copies of the Emergency Form to the instructor on the first day of class. A copy of the adult student enrollment scantron will be forwarded to the instructor by the Post-Secondary Office for attendance reporting purposes.

**c. Short-Term Class**

“Short-Term” enrollment forms (orange) must be used for enrollment of students in one-time or limited schedule classes (20 hours or less).

**3. Student Drop Notice**

**a. High School Students**

The Student Drop Notice Form (see copy in appendix) is **INITIATED by the counselor** at the home school whenever a high school student withdraws from an ROP/TC class, for any reason, prior to the end of the semester. If the student initiates the action to drop, that student is expected to deliver the notice to the ROP/TC instructor. This affords the instructor an opportunity to discuss the reason for the withdrawal and delineates the progress and level of achievement for the student. In all other instances, the ROP/TC counselor will send the drop notice directly to the instructor.

1. The counselor initiates the drop notice, completing the top portion of the notice.
2. The counselor sends the notice to the ROP/TC Main Office to be forwarded to the appropriate instructor.
3. The instructor completes the bottom section retaining the pink copy for their records. Forward the white and yellow copies of the notice to the ROP/TC Main Office. The Main Office forwards a copy to the counselor and ROP/TC Attendance Office.

An instructor **CANNOT initiate a drop notice**. Requests to have a student removed from class must be forwarded to the appropriate ROP/TC counselor and substantiated with a written request and explanation by the instructor.

**b. Adult Students**

Please report adult students with irregular attendance or who have dropped the class without notice to the Post-Secondary Office.

## C ATTENDANCE REPORTING PROCEDURE

The ROP/TC collects ADA (Average Daily Attendance) monies contributing to approximately 75% of the overall budget for the organization based on the attendance submitted by instructors to the Operations Office. Attendance recording is an important part of the instructional duties and responsibilities and requires close attention and organization. Due dates for attendance reporting and grades are extremely important for the continued operation of the organization. Supervisors receive notification of instructors who do not fulfill these duties on time.

### **High School Students enrollment process:**

1. Students must bring the completed Emergency Form received from their high school counselor in order to enroll in the class.
2. Students must complete the ROP/TC enrollment scantron the first day of class.
3. Instructors must forward enrollments forms to the Operations Office (located in the Business Office) within 72 hours.

### **Adult Students enrollment process:**

1. Adult student must bring the signed Emergency Form (acquired in Post-Secondary Office) in order to enroll in the class.
2. Adult students complete the enrollment scantron form in the Post-Secondary Office.
3. Instructors must forward enrollments forms to the Operations Office (located in the Business Office) within 72 hours.

Student enrollments are entered into the attendance system by the staff of the Attendance Office in order to generate a class roster, which is returned to the instructor for verification within 2 weeks. Copies of class rosters are also sent to the supervisor and high school counselor or Post-Secondary Office (adult students).

### **1. Guidelines:**

#### ***Please follow the guidelines and procedures for weekly attendance reporting and grades:***

- a. Attendance records in the form of a School Register must be submitted on a weekly basis. If you are unable to submit your copy of the School Register by the due date, you may fax the information to the Operations Office, which must be followed by the copy with your original signature and date.
- b. Please record and add the hours for each student by week and record the total at the bottom of each column.
- c. Please submit grades by the due dates provided to you (which correspond with high school counselors' reporting dates for report cards). In order to meet the deadline, you may fax the grades to the Operations Office as long as the original information follows by mail.

## 2. School Register

The School Register is the official document for recording attendance hours (see appendix for a copy of the form). The instructor receives an original School Register for each course section at the beginning of the semester. Attendance hours (ADA) are recorded for each student enrolled in the class during the semester. Weekly attendance (based on a copy from your School Register with an original signature) must be submitted to the Operations Office for reporting purposes. Complete original School Registers must be submitted to the Operations Office at the conclusion of every semester.

Since we serve seven different school districts, semester starting dates may vary and ROP/TC students will report to career centers at their high school until the ROP/TC starting date. Career Center attendance is forwarded to each instructor for inclusion in the School Register based on the Career Center Sign-in Sheet (see appendix).

ADA generation provides the majority of income to this organization. Therefore, careful recording of all attendance hours in your School Register is emphasized. Please contact your supervisor at any time when you need additional clarification in regards to the completion of your School Register to ensure recording of all possible ADA hours.

Record of attendance hours in your School Register as follows:

- ?? Record "I" (also referred to as a stick) for one hour of attendance (or one 50-minute period at the high school).
- ?? Record "II" (two sticks) for 2 hours of attendance (a 2-hour section class or two periods at the high school).
- ?? Record "-" (dash) for ½ hour of attendance.
- ?? Record work site training hours as ADA hours based on student sign-in sheets and time spent at the work site.
- ?? Use 2 lines for each student enrolled:
  - On the 1<sup>st</sup> line complete: student name, gender, school and daily ADA attendance, hour-by-hour (also referred to as "sticks")
  - On the 2<sup>d</sup> line: all make-up hours by date or CVE hours (print CVE under student name)
- ?? Add hours on a weekly basis and add the total of 4 weeks in the right hand column
- ?? At the end of semester record total semester hours and the final grade
- ?? Put a zero for days absent, do not leave area blank
- ?? Record course number and class name in the top left corner
- ?? Sign and date every page in the bottom right corner
- ?? Use black ink
- ?? Record **only** ADA hours in the School Register

## 3. Class Roster

All instructors receive a class roster within the first 2 weeks after submitting the enrollment scantron forms. Please verify all information on your class roster and return with your corrections, if any, to the Operations Office. (See also the "Class Code Number or Name Correction Request" form in the appendix.)

In case of missing high school students, legibly print the names at the bottom of your class roster and immediately submit the enrollment scantron form to the Operations Office. In case of missing adult students on your class roster, please contact the Post-Secondary Office.

#### 4. “Alternate Class Time” Attendance Form

This form is used to verify student make-up hours either in the Career Center or in another ROP/TC class. See appendix for “Alternate Class Time Attendance” Form.

#### 5. Career Center Sign-In Sheet

See appendix.

#### 6. ADA hours vs. Credit Hours

The following is a clarification of the legal difference between ADA (attendance hours recorded in the School Register) versus the hours awarded to students for credit.

##### a. Average Daily Attendance (ADA) hours:

Average daily attendance hours include **only** those hours when students are supervised by a certificated employee, e.g. if a student is (a) in class, (b) in the Career Center, (c) on a course-related field trip with an ROP/TC-certificated employee, (d) at a work site as a result of placement in a community classroom or CVE class, or (e) attending activities of a recognized student organization that is part of the student’s ROP/TC class. Only supervised hours can be recorded for ADA purposes.

All ADA hours are considered credit hours.

##### b. Credit hours:

Any hours (without supervision) in addition to ADA hours for the purpose of giving credit, e.g. if the student is (a) given assigned make-up work away from class, (b) given hours as credit for a project, or (c) with teacher approval, attending an event or class not supervised by an ROP/TC-certificated employee, may be used for class credit but **can not** be recorded for ADA purposes.

## D GRADING PROCEDURES

### 1. **Grade Report**

Based on the class rosters and enrollment scantron forms, the Attendance Office creates a grade report for high school students (see sample and instructions on next page) which is forwarded to each instructor for grade reporting purposes. This grade report must be completed by the instructor according to the instructions and submitted to the Operations Office at the due date indicated. Teachers must record the applicable grade, comments, citizenship, and cumulative recommended credit hours at the end of the 6<sup>th</sup>, 9<sup>th</sup>, and 12<sup>th</sup> week grading periods and final grade for each high school student.

*Grades for adult students who attended class or part of the class are due at the end of the semester. Adults who successfully attend classes towards the Applied Science Associate's Degree Program are eligible to receive college credits. Follow grading procedures as provided by the Post-Secondary Office, College Division.*

**GRADE REPORT**

123456 JONES, MARY

ROP TRAINING

SIGNATURE: \_\_\_\_\_

100000	SCHOOL	GRD LVL	GRADE	HOURS	CITIZEN	CMT	STATUS
ALVAREZ, MIKE	4400	11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CHENG, CARRIE	3100	11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAVIDSON, BARRY	1100	11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ROBBINS, JENNIFER	2200	11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SMITH, JONATHAN	5100	12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Complete student grade information on the grade report form as follows:

**a. Grade:**

- ?? Any student with less than 16 credit hours does not receive a grade, and should be indicated as "NG" (no grade).
- ?? Any student with 16 credit hours or more should receive a grade (A-F).
- ?? When the grade is a "D" or an "F" a reason must be provided in the comment box (see instructions for comment box).
- ?? Students who fail to complete the course at the end of the semester should be recorded as "INC" as a final grade

**b. Hours:**

- ?? Indicate *accumulated number* of total credit hours.

**c. "Citizenship":**

- ?? Indicate citizenship status by using, O, S, N, or U
  - O=Outstanding
  - S = Satisfactory
  - N = Needs Improvement
  - U = Unsatisfactory

**d. Comment (CMT):**

- ?? When giving a "D" or an "F" for a grade, the reason (comment) must be provided indicated by number 1 thru 6:
  - 1 = Achievement is not up to apparent ability
  - 2 = Low test grades
  - 3 = Failure to follow class regulations is affecting grade
  - 4 = Poor classroom conduct
  - 5 = Required skills not at class level
  - 6 = Please contact teacher/counselor

**e. Status:**

?? The "Status" box is completed at the end of the semester when final grades are due or when a student is no longer attending your class based on the definitions provided below:

- Completer:  
Student completed at least 25% of the approved credit hours and meets course competencies as determined by local advisory committee and student is considered employable.
- Leaver:  
Student terminated enrollment without meeting course objectives and not considered to be employable.
- Continuer:  
Student is continuing instruction in the same ROP/TC course.

Anytime a student leaves your program during the semester, please be sure to note status.

**2. Make-Up Work for credit hours**

State Education Code 48903.5 obligates teachers to allow students who missed assignments or tests due to absence to make up the missed hours. Upon satisfactory completion, the student is to receive full credit. The teacher has the prerogative to determine what must be made up and the period of time the pupil will have to complete it. Tests and assignments need not be identical to the test and assignment missed, but must be a reasonable equivalent.

- ?? Make-up work must be conducted at the high school Career Center or in another ROP/TC class.
- ?? Instructors with work site training are responsible for accurate accounting of all make-up hours.
- ?? Use the "Alternate Class Time Attendance" Form (see appendix) to verify any made-up hours in the career centers or ROP/TC class.
- ?? Make-up work in the form of an additional assigned project, to be completed on the student's own time, qualifies for additional credit hours but can not be included as ADA hours in your School Register.

**3. Grade Changes**

When a student grade needs to be changed, please use the "Grade Change Slip" form provided in the appendix. Please complete all information applicable and indicate the grade change. Submit the "Grade Change Slip" to the ROP/TC Main Office. The form will be forwarded to the Superintendent's Office for a signature. The original "Grade Change Slip" is submitted to the ROP/TC office and copies are forwarded to the high school counselor and instructor.

## E STUDENT FOLLOW-UP

Student follow-up surveys are an important tool to gather data and measure the impact of vocational education on ROP/TC student success. Contact must be made with every student enrolled during the previous year to collect information regarding current employment or continued education. The gathering of student follow-up information is required on an annual basis and part of instructional duties throughout the year. You may use the "Student Survey Information Sheet" (see appendix) to assist you in gathering student data throughout the year. Give this information sheet to every student who completes or leaves your class.

Student follow-up surveys must be submitted and reported to the California Department of Education on an annual basis according to the Department's format specifications. Student survey formatting may change from year to year, but the student follow-up information that needs to be collected stays generally the same. Student data gathering sheets and student survey due dates are distributed to the instructors every school year according to the specifications of the Department of Education.

Student follow-up survey data is due annually at the beginning of the spring semester. A class list with last year's student names will be provided to you at the beginning of the fall semester, to allow for ample time to gather this data throughout the semester.

### III FACILITIES

#### A ESGVROP/TC FACILITIES

The organization currently uses the facilities at the Del Norte and Sunflower campus for ROP/TC classes and services. Both facilities are leased at this time. Maintenance and cleaning of the facilities on both campuses is coordinated through the ROP/TC Operations Office located at the Del Norte campus. In addition to the Del Norte and Sunflower campus, ROP/TC classes are offered at individual high school campuses at the participating school districts that the ESGVROP/TC serves.

Support services and adult classes are offered at both campuses as well as a variety of locations within the San Gabriel Valley and Los Angeles County (see ROP/TC class schedule for specific details).

#### **DEL NORTE CAMPUS**

1501 West Del Norte Street  
West Covina, CA 91790  
Phone: (626) 962-5080  
Fax: (626) 472-5125

#### **SUNFLOWER CAMPUS**

1505 South Sunflower Avenue  
Glendora, CA 91740  
Phone: (626) 335-5350  
Fax: (626) 335-7367

## B SECURITY

A security officer is available at the Del Norte Campus on a daily basis while class is in session during the day and in the evenings. At the Sunflower Campus security is provided by the Charter Oak school district (proctor) while ROP/TC classes are in session.

**All staff members should familiarize themselves with the Emergency Action Guide in the back of the staff manual for emergency purposes. Keep the Emergency Action guide within easy reach and allow for easy access.**

For security purposes and the safety of ROP/TC students and staff present, please follow these guidelines:

- ?? At the Del Norte campus, gates remain locked while classes are in session (8:00 a.m. to 4:30 p.m.) to provide a supervised entrance of individuals onto the campus for safety reasons. Instructors are provided with keys to open gates in case of an emergency.
- ?? All visitors to any ROP/TC campus must sign in first at the Main Office and wear the visitor's name badge for security reasons.
- ?? Instructors have gate keys and must follow security and safety procedures as indicated.
- ?? Follow drill rules and dates as indicated.
- ?? Window blinds should be open during the day and closed at night for the safety of all students and instructors.
- ?? Weapons of any kind are not allowed on campus and reason for immediate expulsion.
- ?? In case of emergencies, **FOLLOW PROCEDURES IN THE EMERGENCY ACTION GUIDE IN THE BACK OF THE STAFF MANUAL (SECTION VI).**
- ?? Security or safety problems on the campus or within a classroom (no matter how small) should be reported in writing on the "Incident Report" Form (see appendix) to the security officer or the proctor. Submit copies of the incident report to the Operations Office and to the appropriate supervisor.
- ?? As with all schools in the community, the ESGVROP/TC is included in all community awareness processes and is in constant communication with all Law Enforcement agencies and will be notified of any needed actions.

### ***Note: Incident vs. Accident Report***

The Incident Report is for reporting problems on campus with the security or safety of students and staff, with unknown visitors on campus or in the parking lots, etc. The ESGVROP/TC Incident Report is not to be confused with the accident report (a.k.a. medical Emergency Form), or the Student Problem Report sent to the counselors.

## C FACILITY MAINTENANCE REQUESTS

Any maintenance required must be submitted to the supervisor for approval. Approved "Work/Maintenance Requisitions" forms must be submitted to the Operations Office. All requests are prioritized and handled accordingly based on the immediate need and materials on site.

Any maintenance requests that require purchasing of materials above and beyond regular maintenance supplies will be discussed with the appropriate supervisor for budget approval.

See appendix for a copy of the "Work/Maintenance Requisition" Form.

**D**     ESGVROP/TC MAIL PROCEDURES**1. Inter-Campus Mail**

ROP/TC mail is delivered on a daily basis between the ROP/TC Main Offices and our participating high school counseling offices and career centers. Inter-campus mail is delivered and picked up during the morning hours.

**2. Postage**

Official ROP/TC business mail to be delivered through the US mail system is processed in the Main Office for postage. All business mail must have a printed return address in order to be processed.

**3. Mass mailing**

Mass mailing should be cleared with the supervisor before initiated. Please notify the Main Office in advance of scheduled mass mailings to ensure enough postage is available.

## E XEROX PROCEDURES

The Xerox office, located at the Del Norte Campus, is staffed for your convenience from 7:00 a.m. to 5:30 p.m. daily.

Please complete the "Xerox Request" Form (see appendix) for your copying needs. To avoid mishandling of your copy request, fill out every specific detail of your request and attach the original document(s). Submit your request to the copy room on the Del Norte campus.

Please plan ahead for your copying needs to avoid disappointment. Copy requests are processed in the order they were received. You will receive notification when your copy request is ready for pick-up.

Large copy requests require the approval of your supervisor.

### III TRANSPORTATION

#### A BUS TRANSPORTATION

##### 1. **Bus Rules and Regulations**

The East San Gabriel Valley ROP/TC provides bus transportation for all high school students attending ROP/TC classes at the Del Norte or Sunflower campus and job training sites. In some cases, students are transported from one high school to another high school, but this is a one-on-one arrangement.

Students are transported four times a day between the high school campus and applicable ROP/TC campus or training site for each section (A,B, C, & D). Some students must transfer from one bus to another in order to reach the designated ROP/TC campus.

All students and their parents/guardians must sign the “Bus Rules and Regulations” form (see appendix). The bus driver is in charge of the passengers while being transported and will enforce the bus rules and has the authority to issue warnings, suspensions, or cancellation of bus privileges.

All instructors should:

- ?? Go over the bus rules with the students
- ?? Keep students in class until the appropriate release time
- ?? Make all students aware they must come to class directly from the bus
- ?? Advise students using personal transportation to arrive on time and adhere to all safety procedures
- ?? Make students aware they can not ride with other students unless permission has been granted from the high school counselor
- ?? Advise students they are not allowed to leave campus without parents' and counselor's approval

##### 2. **Permission To Walk**

Students who walk must complete the “Permission-to-Walk” Form (see appendix)

### 3. Bus Transportation Request to Training/Work Site

The guidelines and instructions for completion of the "Bus Transportation Request" Form (see appendix for form) are as follows:

- ?? Transportation requests must be submitted to the ROP/TC Main Office to be forwarded to the bus company.
- ?? Bus request must be submitted for all students who are placed at training work sites during the ROP/TC semester.
- ?? The "starting date" must be the actual first date when transportation is required. Using the abbreviation "ASAP" is not allowed. Date are required for accurate scheduling by the bus company.
- ?? Requests must be received by the bus company **at least three (3) full working days** before students require transportation to their assigned work sites. The bus company needs ample time in order re-route all buses to new locations.
- ?? A **change of work site** requires the completion and submission of a new "Bus Transportation Request" Form using the same procedure.
- ?? **One-way transportation** only must be specifically noted on the request form.

## B FIELD TRIP POLICY

All instructors must follow all Field Trip rules/regulations in the Staff Manual. The day of the trip, all students must be verified as attending this field trip. This verification is brought to the Main Office and will be faxed to the appropriate counselors. Counselors must be aware of students not attending the field trip after approval has been received from parent, teachers, ROP/TC and school.

Field trips must be scheduled. Requests will be processed in the order they are received. In scheduling field trips, adhere to the following (see appendix for required field trip forms):

1. At least 2 months prior to trip, verify availability of bus transportation with A & B Bus Company at 962-6011.
2. Complete an Instructor Field Trip Request Form which requires supervisor's approval.
3. Submit the completed Field Trip Request Form to the Main Office for approval FOUR WEEKS PRIOR to the date of the field trip. Your request will be routed through the entire process and a copy will be returned to you.
4. The instructor fills out the appropriate sections of the Field Trip Information and Student Permission Form before giving it to the student for required signatures.
5. Student permission form must be completed and returned to the instructor, with all required, AT LEAST one week prior to the field trip.
6. A certified instructor must accompany the class with one adult for each 15 students. At least two adults must attend each field trip and travel with students on the bus.
7. DO NOT allow students to use alternate means of transportation on the field trip.
8. The instructor must be on duty to supervise all students as they arrive for the field trip, accompany students on the bus, and, upon returning from the field trip, must not leave until all students have departed.
9. On the bus the driver is in charge of all passengers.
10. If the trip is cancelled, notify the ROP/TC immediately. This office will notify counselors.
11. The Field Trip Information, Student Emergency Information, and Permission Slip for each student to attend the field trip must accompany the teacher supervising the field trip.
12. Verification of student attendance must be brought or faxed to the ROP/TC Main Office on the day of the field trip for distribution to the counselors.
13. STUDENTS MUST DRESS APPROPRIATELY FOR THE FIELD TRIP. STUDENTS AND INSTRUCTORS REPRESENT ROP/TC AND MUST MAINTAIN PROPER CONDUCT AT ALL TIMES.

**Note: When teaching at a location off campus, such as a high school, be sure to follow the local district's particular field trip policy and guidelines as required in addition to that of the ESGVROP/TC!**