

## I PROGRAMS AND SERVICES

Programs and services available to ESGVROP/TC students include:

### A GUIDANCE SERVICES/ASSESSMENT

The East San Gabriel Valley ROP/TC employs high school-based counselors and career clerks. The ROP/TC counselor provides students with information regarding available ROP/TC courses, provides guidance and places students in the appropriate courses. The counselors provide follow-up guidance to students and assist ROP/TC instructors with problems and questions. The counselors meet on a monthly basis to learn of any changes in courses offered, available services, and have an open forum to discuss the high school and ROP/TC partnership and any courses they feel would be beneficial to the students. Career clerks meet twice a year to discuss grading, attendance, mail and ROP/TC courses available. The career clerks meet with the ROP/TC support staff to keep current on forms and established procedures and again with an open forum for any questions that may arise. Guidance services for post-secondary students are provided at both the Del Norte and Sunflower site.

Services offered through the Assessment Center are designed to assist secondary and post-secondary students in the career decision-making process and in developing a plan for accomplishing individual career goals.

The assessment team goes into each ROP/TC class. In addition, post-secondary students can go to the Assessment Center directly. 10<sup>th</sup> graders are also referred for assessment by high school counselors. Assessment staff members administer the assessment, scores and interpret, and write the individualized career guidance plan information. These results are reviewed with each student and teacher. The results are also sent to career counselors. The testing provides the student with information about their individual learning style, aptitude testing, personality temperament and interest surveys. The results also help teachers with individualized instruction. Once examined, individual results are then matched to various careers in which the participant will most likely succeed. Ultimate outcomes for students are to provide career opportunities and employment skills to enhance a quality adult life. Assessment results, with proper interpretation, empower students to make informed choices and decisions based on self-awareness and self-knowledge.

These services are available to all students served by the ESGVROP/TC. Approximately 4500 students are tested annually. The majority of ROP/TC students referred to assessment by outside agencies are considered "at-risk" due to the following: educationally and/or economically disadvantaged, potential dropouts, single parents, and students with disabilities.

**B     CHILD DEVELOPMENT/CARE**

This service is available to ESGVROP/TC student participants, staff, and families in the community. Hours of operation are 7 a.m. to 5:30 p.m. The program offers a two-year training course to students who want to pursue a career in early childhood development with classes and lab time. The program offers direct links to support services, which provide intervention assistance programs.

## C COMMUNITY DAY SCHOOL

ESGVROP/TC is contracted by Baldwin Park USD, West Covina USD, Covina Valley, and Glendora USD to provide an alternative educational environment for students who have been expelled from their junior high or high school, or convicted of misdemeanor crimes (most frequently involving drugs or some form of violence), or SARB referral. When the student is expelled from their school they are referred to the Community Day School (CDS) for the remainder of that semester plus the next semester. The courts and/or school districts usually (but not always) assign 100 hours of community service, require counseling services for students and parents, in addition to regular classes. By providing the students with the required academics it allows the student to return to their high school for graduation. The class begins at 8 a.m. and ends at 2:30 p.m. This is a self-contained classroom with design based curriculum (project-based learning) teaching English, math, history, science, art and physical education. All students are assessed including academic standing, learning modalities, personality and career planning. Students are placed in small groups of five to seven participants who are at the same level in the topic being taught. All students have an adult mentor on staff with ESGVROP/TC. Community Day School students who turn 18 can continue in ESGVROP/TC post-secondary certificate or technical degree program with the same individualized instructional approach they have been receiving through the ROP/TC Community Day School. They may then transfer to ITT or DeVry. Through contact with California State University at Long Beach Criminology Department, students may transfer to the college on probationary status.

## D POST SECONDARY SERVICES

The ESGVROP/TC provides post-secondary education that addresses the individual needs and potential of each student served. All students are given the opportunity to participate responsibly in an educational process that will enable them to develop academic knowledge and life skills that are necessary for growth to their full potential.

The division serves students of all ages and provides a combination of instructional approaches, which utilize contextual academic instruction, computer-aided instruction, student projects and business-based instruction. The organization partners with over 250 businesses and over 40 support service agencies to provide these unified educational experiences.

Post-secondary counseling and financial aid services are offered to ensure that students receive services for which they qualify and need. Eligible students are referred to on-site WIA offices as well as the Assessment Center. Students may be referred by various state and local agencies for services such as the Department of Rehabilitation, the Employment Development Department, LA Works, and the Foothill Private Industry Council. After the registration process is initiated, the student is referred to a financial aid advisor if there is a financial need. The student is interviewed in order to determine if they could qualify for a program that will provide financial assistance.

Post-secondary financial aid programs available to students are:

### ?? **Perkins Grant**

Assistance for low-income students. Funding for adult students of \$200 may be granted for job training. This funding is a one-time award.

### ?? **Financial Aid**

Federal Pell Grants, up to a maximum of \$2700 per year, may be awarded by the Financial Director.

### ?? **Institutional Grant**

These funds are awarded by the organization to qualifying students who are low income but may not qualify for other sources of funding.

### ?? **Technical Associate Degree Transfer Agreements**

The ESGVROP/TC Applied Science technical degree can be used for 60 units of credit towards a B.S. degree at ITT or De Vry. This saves approximately 50% in tuition costs to these two institutions.

E ABE/GED PREPARATION and ACADEMIC LAB

This service is designed to meet the needs of individuals over the age of 16, including CalWorks participants, who desire academic tutoring and assistance in preparing to take the General Education Development examination or to increase academic skills while preparing for a career. Students are referred to the local adult education school for GED testing.

**F     VOCATIONAL ENGLISH AS A SECOND LANGUAGE**

This program is open to all students, (high school through adult) focusing on the ROP students with limited or no English speaking skills and to those who need to practice English in order to be successful in the workplace. Emphasis is placed on vocation specific language. Focus is placed on current and future job skills, and experience. Students also learn how to write a resume and practice interviewing techniques on the telephone and in person. Components of the class include field trips to job sites, job shadowing, mock interviews, and special projects. Students are co-enrolled in other ROP/TC classes.

**G     NATIONAL COUNSEL ON AGING PROGRAM (NCOA)**

This program serves low-income individuals who are 55 years of age, or older, who are either unemployed or underemployed. The participants must be WIA eligible. The U.S. Department of Labor and SCSEP (Senior Community Service Employment Project) provide funding. The participants receive on-the-job training, personal career counseling, job placement and job coaching.

## H PARENTING GROUPS

The Parenting Group is open to parents of teenagers who are demonstrating adolescent behavior problems and is a component of the Community Day School program. It is also open to any parents wanting to understand teenagers. This ten-week program helps parents to deal with issues such as teenage drug use, gangs, and managing conflict in addition to all other problematic behaviors. Participants are instructed in how to find help and support within the community.

## I PREGNANT MINORS PROGRAM

This program is funded by the state from the Sapind Fund and administered by Walnut Valley Unified School District. The class is open to any pregnant or parenting minor. The program provides full service for infant/toddler day care for high school students. The program at Del Paso High School has an enrollment of 25. The hours of operation are 7:30 a.m. to 3:30 p.m., or by appointment if class extends beyond 3:30 p.m. To participate in this program, the student must be enrolled in the ESGVROP/TC Human Services program. The program provides one hour of theory, one hour of practicum, and one hour of parenting. The program provides meals and snacks for the children. There is also a family counselor, as well as a nurse on staff at Del Paso High School.

## J TRANSPORTATION

Bus transportation is available from the high school campuses to the ROP classrooms or training sites for all high school students. ESGVROP/TC transports approximately 3000 students a day. There is no charge to the student. This service is available to students from all seven districts served.

Post-secondary students who qualify are also provided with transportation in the form of city bus passes, issued on a monthly basis. An important qualification for this service is regular attendance in their ROP classes.

**K     RESUME WRITING AND JOB SEARCH PROGRAM**

This service is available to all students who need to improve their job search presentations. They are tutored in the correct and professional method of preparing an acceptable resume. They are also introduced to job search on the internet while being provided access to computers and internet service. This training shows the students how to take a pro-active approach to their own job-search activities. By participating in this service the students are more confident in their own abilities to seek out and find opportunities from multiple resources that will lead them to rewarding job placement.

L WIA

A variety of programs and services are available to students that qualify by meeting the Workforce Investment Act (WIA) criteria. The criteria for WIA programs are: Special Ed., Handicapped, Cal Works recipient or family of Cal Works recipient, Foster Care, free lunch recipient, and/or economically disadvantaged.

- ?? Title IIA services individuals 21 years of age or older, residing within LA Works boundaries and having met one of the above criteria.
- ?? Title 5 Older Worker is 55 years of age or older, resides within the area, and meeting one of the above criteria. 5% Older Program-Must be 55 years of age, have a financial need, be handicapped or have a Special Education need, or be Cal Works recipient or qualify for WIA.
- ?? Title III EDWAAA is a dislocated worker, age 21 and over plus having one of the above criteria to qualify.
- ?? Title IIC 82% serves individuals between the ages of 16 to 21 years and meeting one of the above criteria.
- ?? 8%/30% program serves workers between the ages of 16 to 21 years, meeting one of the above criteria.
- ?? Youth Opportunities Program (YO) serves students between the ages 14 to 21 years.

**M     COOPERATIVE VOCATIONAL EDUCATION PROGRAM (CVE)**

The purpose of the Cooperative Vocational Education program is to provide high school students and adults supervised part-time, paid employment as part of their classroom program. The goals are to provide sufficient training and experience for each student to decide if this type of work is suited to their abilities or interests and to insure the acquisition of sufficient qualification to obtain employment in the industry.

## N STUDENT ORGANIZATIONS

### 1. **DECA, An Association of Marketing Students**

DECA is a co-curricular, student centered organization designed to provide activities that will motivate secondary/post-secondary students to learn marketing, management and entrepreneurial competencies. The students have the opportunity to travel to many conferences throughout the state and country. Members compete in different areas of marketing and many of ESGVROP/TC students have been recognized with medals and trophies. When our students attend conferences they also have the opportunity to network with others.

### 2. **Health Occupation Students of America HOSA**

HOSA is a national organization for secondary and post-secondary students enrolled in Health Careers Education. HOSA activities are an integral part of the instructional program that provides occupational skills as well as leadership skills. The ESGVROP/TC HOSA chapter is growing with approximately 25 student members. Three ROP hospital/medical teachers provide the club supervision acting as advisors. In addition to exposure to various medical fields and job titles, the students develop leadership and team building qualities. Students compete at local and state levels, sometimes advancing to the national level. These activities are financed by club member participation in various activities such as candy sales and other fund-raising events.

### 3. **Skills USA-VICA**

Skills USA-VICA is a professional society designed and run by students in the trade, industrial, technical, and health occupations. Chapter members choose, plan, and conduct their own activities. Skills USA-VICA chapters are found in high schools, vocational technical centers, technical schools, and community colleges in 54 state and territorial affiliations.

### 4. **Explorer Scouts**

ESGVROP/TC in cooperation with the West Covina Police Department offers a variety of activities and classes. A basic Explorer Academy and Advanced Explorer Academy is currently available. Students 16 to 20 may participate. This activity has been a part of the ROP for five years. The program offers physical training as well as learning codes and laws. The Explorer Scouts are also in charge of doing the Live Scan fingerprinting at the West Covina Police Department on Tuesdays and Wednesdays for recreational and educational workers.

## O BOOSTER CLUB

The purpose of the Booster Club is to raise funds for ROP/TC scholarships and Outstanding Student Recognition awards. The club membership automatically includes the entire ROP/TC staff with participation on a strictly voluntary basis. Activities are planned throughout the year to raise funds. Events that have taken place, or are planned for the year, are: bus trips to various points of interest, raffle drawings, popcorn sales, candy sales, and TV show tapings. Suggestions for other fund-raising events are requested from all staff members. In addition to the monies raised, a by-product of the activities is social in nature. The staff comes together and is united in its pursuit of an important cause. Everyone is recognized for participating, regardless of the size of their contribution, they are part of a vital effort that will improve the educational opportunities of worthy students.

## P SCHOLARSHIP PROGRAMS

### **1. Outstanding Student Recognition Awards Program**

Annually, ESGVROP/TC conducts a search for excellence within the student body. Teachers are asked to nominate students from their programs that have demonstrated the desire to excel. This competition is open to all students regardless of academic standing. Nominated students are recognized by the ROP/TC Board at a special awards ceremony. At the completion of the competition, a total of six students from the various career paths are selected by a committee comprised of ROP/TC instructors, staff, and volunteers from local businesses as winners in the organizational competition. The six winners are recognized at a special ceremony in the late spring of the school year. In addition, the winners receive recognition at the Olympic Chapter (CAROC/P) ceremony at which time they may qualify for monetary stipends donated by industry.

### **2. Miller's "Links for Success" Scholarship Program**

The "Links for Success" scholarship is partnered with Los Angeles Trade Technical College, Miller Brewery, and ESGVROP/TC. The first level is the "Links for Success" scholarship that is awarded to a student enrolled in an ROP class that has an articulation agreement with the college. The scholarship covers full tuition and books for the entire program that the student is enrolled in. When the student completes the Associate's degree program at LA Trade Tech, the student can compete at the second level, called "Tools for Success", which awards the winners with a complete set of tools for the specific trade that the student studied for.

## Q CAREER FAIRS

Teachers and students participate in career fairs held at high schools within the seven participating school districts. They provide fair-goers with information about all the classes offered. There is a sign-up sheet for students that want more information, which is then forwarded to the counselor so that they can provide the student with appropriate guidance.

Dates of scheduled career fairs are disseminated throughout the year so teachers may promote and present ESGVROP/TC programs.

## II STUDENT LEARNING OPPORTUNITIES

### A WORK SITE LEARNING

Most of the courses offered at the ESGVROP/TC have agreements with businesses within the community allowing students up to eight hours per week of authentic hands-on skill application. The purpose is to integrate theory and practical application. Furthermore, students are introduced to work cultures, ethics, and best practices. Students who are seeking employment in a specific occupational area are sometimes offered employment as a direct result of their work site learning experience. Another component of Work Site Learning is offering high school credit to students already employed. This arrangement is contingent on the students also meeting with the teacher on the designated class day to upgrade their employability skills and remain current with industry standards. Work site learning experiences range from office/retail work to hospitals to construction sites where the students actually build houses. This program is a partnership developed between city redevelopment agencies, school districts, and ROP/TC.

**B     JOB SHADOWING**

During Job Shadowing, the observer (a student or an educator) follows an employee at a company for a few hours to learn about a particular occupation or industry. Job Shadowing can help students explore career objectives and select a career major for the latter part of high school. Job Shadowing can help educators by providing educational experiences for students which are relevant to the challenges students will face when they complete their formal education and enter the working world.

## C     JOB FAIRS

These events are organized jointly by ROP/TC and local employers. The objective is to acquaint the students/participants with the employment options open to them. The students/participants are able to go from table to table to talk to the employers, learn about job requirements, jobs available, and also pick-up job applications and, at times, employers will ask for student resumes and schedule interview appointments.

## D FIELD TRIPS

Field trips provide the students with a connection to the community and an opportunity to view the practical aspects of various careers they are interested in, as well as visiting institutions of higher education. The trips reinforce the classroom instruction by allowing the student to observe the practical application of tasks they have learned in class.

**E**     FASHION SHOW

The Fashion and Cosmetology Shows take place in the fall and spring of each year. They are part of the curriculum in design based strategies with the students designing and making many of the ensembles and hair style creations. The participants are high school and adult students enrolled in the classes, parents, and local businesses. Another important element are the staff and instructors from other ROP/TC classes that have related skills, i.e. the Stagecraft classes, Floral Design class, Law Enforcement/Security class, CAD/Drafting class, Video/Photography that may participate in the staging of the event. In addition to the ROP/TC instructors, teachers from partnering schools may become involved in order to provide additional assistance.

## F HEALTH FAIRS

Local health care providers contact one of the ESGVROP/TC instructors in order to arrange for student participation at community health fairs. The students participate in Red Cross fairs as well as flu clinics. They are allowed to be involved in patient intake, medicine preparation, vision testing, blood pressure monitoring, and height and weight screening. Students also participate in Diabetes Walk-A-Thons, Breast Cancer Walk-A-Thons, American Heart Walk, Spring Run with Foothill Presbyterian Hospital, and volunteer at the West Covina Red Cross Apheresis Center with such duties that range from follow-up calls, scheduling appointments, and filing.

### III COMMUNITY / PARENT INVOLVEMENT

#### A BACK TO SCHOOL NIGHTS

ROP teachers assigned to classes that are located on high school campuses participate in the Back to School Nights at the schools. They make presentations in their classrooms to the visiting parents explaining their program and make themselves available to speak privately to parents with special concerns.

**B     ROP/TC CATALOG MAILING**

The secondary catalog of classes offered by ROP/TC is mailed to parents of junior and senior high school students during the late summer. With the information provided the parents can help their students select the appropriate classes to satisfy their interest and meet their goals.

**C BUSINESS INCENTIVES****1. Advisory Committees**

Local business people, many of whom are parents, are invited to sit on an advisory committee related to their profession. They assist the teachers by providing current industry standards. They donate their time and help to develop new programs and keep established programs up to date.

**2. Tax Credits**

Business that employ students/participants enrolled in a One-Stop, Family Self-Sufficiency, 8%/30%, Youth Job Training Partnership Act, and WIA programs may qualify for tax credits.

**3. Recognition**

Employers and business are recognized for supporting youth at LA Works Awards Breakfast and the ESGVROP/TC Business Partners Breakfast.

## IV STUDENT CONNECTEDNESS

### A PROJECTS WITH INDUSTRY

The overall goal of the U.S. Department of Education Projects with Industry (PWI) is to provide individuals with disabilities the opportunity to experience actual work environments leading to successful employment. Eligible ESGVROP/TC students are referred to this project, which utilizes community learning sites. The project goal is to serve a minimum of 250 individuals with disabilities who range in age from 18 to over 70. The purposes of the project are to provide job training and placement for disabled adults, to provide clients with on-the-job training experience in their chosen careers, to increase client self-esteem and motivation, and to increase the willingness of employers to hire individuals with disabilities. The program has a 90% job placement rate.

**B     DIRECT SUPPORT PROFESSIONAL (DSP)/REGIONAL CENTERS**

The ESGVROP/TC is a sub-contractor with the State Department of Education for implementing legislation requiring all persons employed as a DSP to be certified. DSPs are mandated to pass a competency test in order to maintain employment in community care facilities, which are homes to individuals with developmental disabilities. The ROP/TC works with the local regional center to serve DSP students. Additionally, ESGVROP/TC maintains the statewide database on all DSP's certification status.

**C     CAL WORKS/GAIN/ADFC**

Under the CalWorks program participants qualify to take either ABE/GED, vocational or work experience training. Participants are either referred by case managers or they are Self-Initiated Participants (SIP). DPSS case workers based at the DPSS offices in El Monte and Pomona assist with referral and counseling. EDD also provides job search services for clients from its West Covina and Pomona offices.

## D WORKABILITY I

The objective of the WorkAbility I Program is to provide vocational assessment, pre-employment classes, case management, job development, job coaching, and teaching employers about ADA. The grant targets job placement for 75 special education students with an additional 300 students receiving pre-employment courses. Community employers provide work site learning and employment opportunities for students.

## E ONE-STOPS

One-stops are designed to help meet the diverse needs of individuals with multiple barriers seeking employment. A memorandum of understanding between various state and local agencies allows for individuals to go to one place which houses agencies such as Department of Rehabilitation, Department of Mental Health, Employment Development Department and agencies who assist with job placement. Employment placements are the primary goal with services that include job search, personal counseling, and career development. The One-Stop can also assist in helping to provide a client with needed personal items such as glasses that are required to qualify them for a job, to professional sets of clothing to get them started in a job. The One-Stop can also assist individuals that need referrals for housing, food or medical assistance.

F COMMUNITY PARTNERSHIPS

Depending on individual needs, students are referred to one or more for a specific support service.

G WINGS/YWCA

WINGS is a crisis shelter for abused women and their children. ESGVROP/TC has referred adult students to WINGS for emergency housing.

H FOOD BANK

For students who need emergency food, staff can refer them to the West Covina Food Bank.

## I INFO-LINE HOTLINE

Students frequently have a variety of personal or family needs beyond the scope of a school. Info-Line provides connections to hundreds of community services ranging from problems with drug and alcohol, domestic violence, mental health or any other emergency needs.

## J EXAMPLES OF COMMUNITY PARTNERS

<b>Institution</b>	<b>Role(s)</b>
AmeriCorps	Volunteer tutors
Azusa Chamber of Commerce	P.R., Fund Raisers, community data
Boy Scouts of America	Explorer program
Career Partners	NCOA contract partner
Casa Colina	Referrals
Citrus Municipal Court	Partners in appropriate training for misdemeanor referrals
City Governments: Azusa, Covina, Baldwin Park	CRA funding and support
County Probation Department	Assistance with students
Covina Chamber of Commerce	P.R., Fund Raisers, community data
Crippled Children Society	Referrals
Department of Mental Health	Referral of clients for PWI/Advisory Committee
Department of Rehabilitation	Service for disabled students
DPSS	Student referrals
East Valley Community Health Ctr	Advisor
EDD	Job search, student referrals
Industry Manufacturers Council	Guest speakers
Info Line	Crisis hotline
Inland Valley Volunteer Center	AmeriCorps partner
Irwindale Chamber of Commerce	P.R., Fund Raisers, community data
LA County Housing Authority	Student referrals
La Puente Valley Mental Health	Mental health assistance
LA Works	Job placement
Legal Services	AmeriCorps, CLASP resource
National Council on Aging	Volunteers
One Stops - County and City	Student referrals
Project Info	Family counseling
Project Sister	AmeriCorps training site
Red Cross	CNA Testing, CPR Instruction
San Gabriel Valley Tribune	News Releases, P.R.
San Gabriel/Pomona Regional Ctr	Service for disabled students
Social Security Office/Industry	SSI/SSDI information
Walnut Chamber of Commerce	P.R., Fund Raisers, community data
Walnut Police Department	Mentoring
Walnut Rotary	Scholarships
West Covina Chamber of Commerce	P.R., Fund Raisers, community data
West Covina Food Bank	Emergency food
West Covina Police Department	Guest speakers, mentoring
West Covina Rotary	Scholarships
Wings/YWCA	Crisis shelter