

KERN HIGH SCHOOL DISTRICT REGIONAL OCCUPATIONAL CENTER



The mission of the KHSD ROC is to provide exemplary career technical education to high school juniors, seniors, and adults. Students are provided with opportunities to develop a foundation of technical expertise, workplace skills and behaviors, job acquisition and problem-solving/critical thinking skills that contribute to their high school graduation, post-secondary education, successful career and productive citizenship.

STUDENT/PARENT HANDBOOK 2019-2020

DISTRICT POLICIES

The Regional Occupational Center (ROC) is a program of the Kern High School District (KHSD). The policies of the KHSD apply while attending ROC, any related activities, and/or traveling to and from ROC and/or ROC activities.

ROC POLICIES

PERSONAL RESPONSIBILITY

ROC emulates a business environment and many of our local businesses are actively involved in the ROC program. Our ROC policies thus mirror many of the same policies that are found in these businesses. The ROC staff strives to develop within each of our students the personal character and values that are required for success in the workplace.

ROC students have additional freedoms not afforded to students at traditional high schools. These freedoms require students to self-regulate their behavior and assume additional responsibilities, thus emulating the world of work.

Students who choose to take advantage of the freedoms afforded to ROC students, but do not assume the responsibilities tied to these freedoms, jeopardize the entire ROC program. Students who violate ROC policies will be subject to behavioral consequences and may lose the privilege to attend ROC.

ATTENDANCE

ROC students are expected to have regular attendance. The number one reason employees lose their jobs according to our business partners is due to a poor attendance record (poor being defined as more than one absence per month). Due to the nature of the ROC activities, it is important that students attend every day.

Clearing Absences

Phone: 661-396-4926

Every attempt should be made to contact ROC on the date of the absence. All absences must **also** be cleared with the home high school according to their procedures.

Leaving ROC during class hours – High School students leaving ROC during class time are required to have parent/guardian permission and must sign out at the front desk.

Home school activities - Students who miss ROC to attend a home school activity such as testing or athletic events must complete the “**Concurrently Enrolled Student Activity**” form, including home school signature, **within 3 days of the conclusion of the activity** or student will receive a cut. Forms may be obtained from the ROC office and/or home school attendance office. *Students must also inform their ROC teacher*

prior to the absence. Students are responsible for work they missed in their ROC class, when missing class for home school events.

Truancy – Students who are truant may be assigned consequences by both their home high school and ROC. Habitual truancies may result in students losing the privilege of attending ROC, similar to an employee losing their job due to poor attendance.

Closed Campus – Once on campus, students may not leave without permission. Students wishing to exit the ROC campus for any reason must sign-out at the front desk.

TARDY POLICY

ROC will mirror the work environment. Tardiness is not tolerated in the workplace. Students are expected to be in class on time, prepared for the activities of the day when class begins. Students who are habitually tardy may lose the privilege of attending ROC, similar to an employee losing their job due to poor attendance.

Students who are driving to ROC and are habitually tardy may lose their driving privilege and be required to ride the bus.

BEHAVIOR CONSEQUENCES

ROC will adhere to the Education Code regarding grounds for suspension and expulsion. ROC will conform to the same discipline policies that the Kern High School District observes and will also adhere to the procedures listed in the student's home high school handbook for handling violations.

If a student is suspended from their home school, they are also suspended from the ROC program. If a student is expelled from the Kern High School District, they will not be allowed to participate in the ROC program.

Students transferred to an alternative education program during the school year may be allowed to continue in the ROC program. The ROC staff will meet with the alternative education counselor to determine the best educational option for the student.

ENROLLMENT

Most ROC classes are one-year classes. Students are encouraged to attend for the entire year. ROC will accept new students after the school year has started, if space is available.

COMMUNITY CLASSROOM

Many of the ROC students will have the opportunity to participate in Community Classroom during the second semester. During Community Classroom students are placed at a worksite for an internship. During this time, all of the ROC and KHSD policies apply. Students who are unable to abide by these policies or are not meeting

the employer's expectations may be removed from Community Classroom or the ROC program entirely.

Community Classroom Attendance – The majority of students report to their Community Classroom site Tuesday through Friday and to ROC on Mondays. Students who are going to be absent from Community Classroom need to call their Community Classroom Supervisor and their ROC teacher before their expected Community Classroom start time. Students also need to fill out a timecard each day they are at Community Classroom and turn that timecard into their ROC teacher every Monday. If a student is absent on Monday to turn in their timecard, they will not be permitted to return to their Community Classroom site until they have first come to ROC and met with their teacher. Students with poor attendance to Community Classroom or who are unable to follow the attendance procedures may be removed from their site and/or the ROC program.

DRESS CODE

Businesses utilize a variety of dress codes that are appropriate for their working environment. ROC students are to abide by the dress codes of their respective school district (see district dress code policies) plus any additional standards adopted by ROC in cooperation with our business partners. When ROC students are spending time at a place of business, they are expected to be dressed in attire appropriate for that business.

Dress which is *inappropriate* for the ROC environment:

- ☞ Flip-flops **may not** be worn
- ☞ No over-revealing short shorts, dresses or skirts
- ☞ Bare-midribs, standing or sitting
- ☞ Shoulder straps less than two inches, off the shoulder or halter tops
- ☞ Sagging pants/shorts, must be worn at waist

In addition, apparel, hair style, cosmetics, or jewelry, even if not specifically mentioned, which creates a safety concern, draws undue attention to the wearer, or tends to distract from the educational process is prohibited.

Students out of dress code will be warned and may be required to modify their dress prior to returning to class depending on the nature of the violation.

Habitual violations will result in behavioral consequences that may include being dropped from the ROC program.

Individual classes may adopt additional dress code requirements based on the safety and/or professional dress requirements of their business partners.

DRIVING AND PARKING PRIVILEGES

Because the ROC is at a location different than the student's home school site,

transportation to the facility is a necessity. The KHSD provides bus transportation to and from the ROC and to the community classroom locations each day of the school year. Wi-Fi has been installed on each ROC bus to support student academic efforts to complete homework and other academic assignments. Students are now able to log onto the Children's Internet Protection Act (CIPA) compliant filtered internet while on the bus, and use their personal electronic device or a KHSD electronic device to complete various academic tasks. While some students may desire to use their personal vehicle to travel to the ROC and the community classroom location, the KHSD recommends that students utilize the ROC bus transportation system. If a parent or guardian deems it necessary for the student to travel via the student's personal vehicle, the Student Self-Transportation Form must be completed and submitted. Once the form is submitted to the ROC front office, the student, who must hold a valid driver's license, will be issued a specially designated parking pass that alerts the home school's campus supervisors and ROC staff that the student is permitted to drive the personal vehicle to the ROC and/or community classroom location. The KHSD will not grant permission for any student to transport another student to and from the ROC and/or community classroom location. Students driving to ROC must park in the lot just to the south of Gate 4 or in the north lot by driving in Gate 2.

Students who are habitually tardy or truant, or are observed operating their vehicle in an unsafe manner while on KHSD grounds, may have their driving and parking privileges revoked by the ROC administration and will be required to ride the bus.

Students are not permitted to be in the parking lot during class time.

Kern Learn Online Courses

ROC students who need to make room in their schedule to attend an ROC program will have the option of taking an online course through Kern Learn to replace one of the classes they are taking at their homeschool. Students interested in this option should speak to their homeschool counselor to start the application process.

TRANSPORTATION TO WORK SITES

It may be necessary for students to provide their own transportation to and from a community workplace learning experience or internship with parent permission.

ROC is not responsible for students traveling in their own vehicles to a work site. Students are not allowed to transport other students to work sites.

FOOD

Business partners and members of our community visit ROC on a daily basis. The building must be neat and tidy at all times.

Food is available for sale at the ROC Snack Bar. Food may be eaten in the designated snack area.

The National School Lunch & Breakfast program is also available on the ROC campus before each session begins. Students must have their school ID card in order to purchase a lunch. Free and reduced meal applications can be picked up in the ROC office or at the student's homeschool.

Food or drink is not allowed in the classrooms, or in proximity of computer equipment.

Students are not allowed to distribute food prepared at home to anyone on campus.

THEFT OR VANDALISM OF ROC PROPERTY

ROC emulates the work environment and students have access to expensive equipment provided by public monies. Theft and/or destruction of ROC property will result in student removal from the ROC program. The student will be subject to the zero tolerance policies of their district and may include action by the police. Students and their parents will be responsible for replacement and/or compensation for any items stolen or damaged by their student. This includes equipment checked out by the student and never returned.

PLAGIARISM/CHEATING

ROC promotes personal integrity. All students are expected to complete and turn in their own original individual assignments. Students, who copy, use someone else's work, complete someone else's work for them, has someone else complete the work for them, or provides their work to another student, are in violation of ROC and district policies.

Students found to be in violation will have appropriate behavioral and grade consequences assigned which may include removal from the ROC program.

VISITORS

All visitors, including parents, must register at the front desk. ROC students are not allowed to have visitors during the school day.

ID CARDS

Some ROC programs will be expected to wear their ID cards their community classroom job sites. Each student will be issued an ID card at the beginning of the school year. Students will be charged \$3 for each replacement ID card.

ELECTRONIC DEVICES

It is not appropriate to use electronic devices (iPods, cell phones, gaming devices, etc.)

during instructional time unless directed to do so by the instructor. Inappropriate use may result in disciplinary action.

TECHNOLOGY

Students and parents are responsible for reading the terms of the Internet/Network/Technology Equipment–Acceptable Use Policy. The Internet Permission and Equipment Use Agreement must be signed by both student and parent prior to the student being allowed to use a computer. Inappropriate behavior includes, but is not limited to, sharing your password; downloading anything onto the ROC computer [including games and music]; accessing inappropriate websites; or surfing the net for items not related to a school project during class time.

Failure to follow the Acceptable Use Policy may result in the suspension of technology privileges, suspension from school, or removal from the ROC program.

Kern HSD

Administrative Regulation

Sexual Harassment

AR 5145.7
Students

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Dr. Michael Zulfa, Assistant Superintendent of Human Resources
Kern High School District - District Office/Human Resources Division
5801 Sundale Avenue
Bakersfield, California 93309
(661) 827-3170
mike_zulfa@kernhigh.org

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she/they have been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her/their teacher, the principal, or any other available school employee. A report may be verbal or in writing. A written report may be in any form and not on an official District complaint form, per se. School administrators and employees are to treat a verbal with the same weight and formality as they would a written report. Within one

school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her/their observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she/they shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her/them that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but

requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 5125 - Student Records)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her/their options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her/them. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

5. Be included in the student handbook
6. Be provided to employees and employee organizations

Regulation KERN HIGH SCHOOL DISTRICT
approved: November 2, 2009 Bakersfield, California
revised: January 4, 2010
revised: June 2, 2016
revised: January 9, 2017

Regional Occupational Center Student/Parent Handbook Acknowledgement

By signing this document all signing parties agree to the terms of the Regional Occupational Student/Parent Handbook.

Student Signature

Student Printed Name

Parent/Guardian Signature

Parent/Guardian Printed Name

DATE

CA DL



Parking Pass # _____



Kern High School District

(For School Year 2019-20)

STUDENT SELF-TRANSPORTATION FORM

This Kern High School District form must be on file with the ROC prior to traveling for classes by personal vehicle. The district reserves the right to revoke student driving privileges¹.

Program Name: _____
AM _____ PM _____

Student Self-Transportation Agreement:

Student's name: _____

Student ID #: _____ Grade in 2019-20: _____

Student's Home School: _____

Required if your son/daughter has permission to drive:

License Plate #: _____

Make/Year of vehicle: _____

Registered owner of vehicle: _____

By allowing my student to transport him/herself, I am releasing the Kern High School District of all liability and will ensure that my student will not transport any other student/s in the personal vehicle.

Parent/Guardian Signature of student: _____ Date: _____

Student Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

RETURN THIS FORM TO THE ROC FRONT OFFICE. Once the form is submitted to the ROC front office, the student, who must hold a valid driver's license, will be issued a specially designated parking pass that alerts the home school's campus supervisors and ROC staff that the student is permitted to drive the personal vehicle to the ROC and/or community classroom location. The KHSD will not grant permission for any student to transport another student to and from the ROC and/or community classroom location.

¹*Students who are habitually tardy or truant, or are observed operating their vehicle in an unsafe manner while on KHSD grounds, may have their driving and parking privileges revoked by the ROC administration and will be required to ride the bus.*