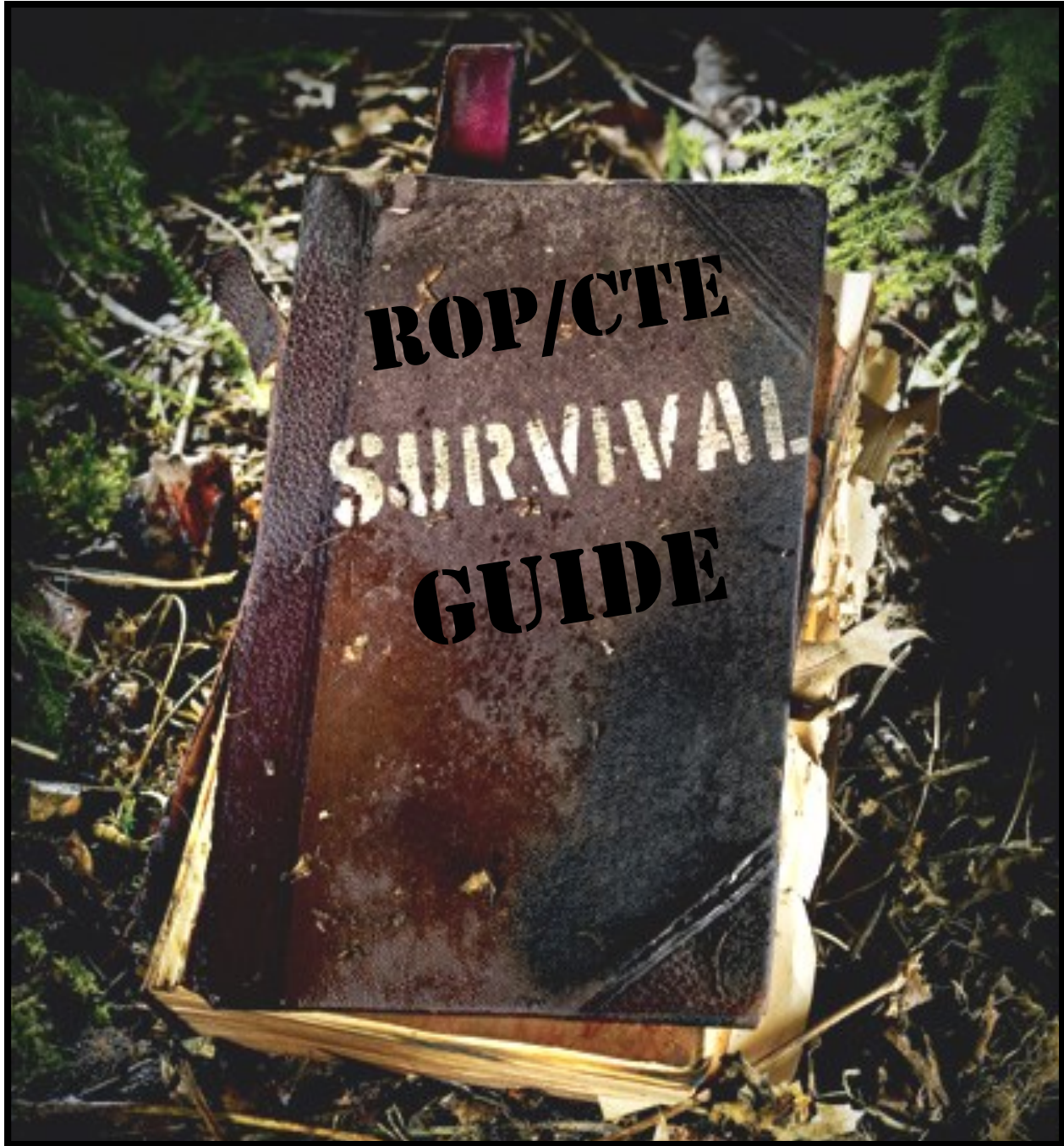


Merced County ROP Career and Technical Education 2017-2018













**Helpful Information and Check Lists for
New and Veteran Teachers**

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ROP/CTE High School Course List by Industry Sector and Administrator Assignment 2017-2018

Industry Sector	Classes	Administrator
<i>Agriculture and Natural Resources</i> 	<ul style="list-style-type: none"> • Environmental Horticulture • Food Science I/II • Internships in Agriculture I/II 	Janice Rogge
<i>Building Construction & Trades</i> 	<ul style="list-style-type: none"> • Construction Technology I/II • Construction & Solar Technologies 	Mary Whited
<i>Business and Finance</i> 	<ul style="list-style-type: none"> • Business Administrative Services • Business and Marketing Occupations I/II • Business Office Professional I/II • Computer Accounting • Computer Applications I/II 	Janice Rogge
<i>Education, Child Development, and Family Services</i> 	<ul style="list-style-type: none"> • Careers with Infants and Toddlers I/II • Foundations in Education I/II 	Janice Rogge
<i>Health Science and Medical Technology</i> 	<ul style="list-style-type: none"> • Health Careers • Medical Office Administration • Medical Technologies I/II • Sports Medicine 	Mary Whited
<i>Hospitality, Tourism, and Recreation</i> 	<ul style="list-style-type: none"> • Culinary Arts I-IV 	Janice Rogge
<i>Information Communication Technology</i> 	<ul style="list-style-type: none"> • Introduction to Computer Programming • Web Technologies 	Janice Rogge
<i>Marketing, Sales, and Service</i> 	<ul style="list-style-type: none"> • Advanced Marketing • Business and Marketing Essentials • Career Planning in Business and Marketing • Marketing Foundations – Community Classroom • Sports and Entertainment Marketing • Virtual Enterprise 	Janice Rogge
<i>Manufacturing and Product Development</i> 	<ul style="list-style-type: none"> • Manufacturing Technology 	Mary Whited
<i>Transportation</i> 	<ul style="list-style-type: none"> • Automotive Technology 	Mary Whited

Important Phone Numbers

ROP/CTE administrators and office staff phone numbers:

Program Administrators:

Name: Mary Whited
Title: Coordinator
Phone Number: (209) 381-6677
Cell Number: (209) 628-9566
Email: mwhited@mcoe.org

Name: Janice Rogge
Title: Program Specialist
Phone Number: (209) 381-6789
Cell Number: (209) 564-6284
Email: jrogge@mcoe.org

Career Technician:

Name:
Phone Number:
Email:

ROP/CTE Office:

Maira Noriega
Staff Secretary
(209) 381-6688
mnoriega@mcoe.org

Adult ROP/CTE:

Dora Robles
Staff Secretary
(209) 381-6684
drobles@mcoe.org



Career and Technical Education
Merced County ROP
632 W. 13th Street
Merced, CA 95341
(209) 381-6688

What is MCROP?

The Career and Technical Education/Merced County ROP is a workplace learning program that has been in continuous operation since 1973. ROP/CTE offers the capstone classes in the high school Career and Technical Education (CTE) sequence. After a period of classroom instruction, students may be placed at work sites in the community and receive occupational skills training by professionals in the field.

Philosophy

Career and Technical Education/Merced County ROP delivers innovative educational programs to high school and adult students in preparation for 21st century careers, higher education, and life-long learning.

Program Goals


- Develop academic, technical and interpersonal skills
- Secure employment
- Upgrade skills
- Enter advanced career-technical training
- Pursue college related course work

Rigor and Relevance

- ROP/CTE instructors are expected to follow the approved course outline
- The ROP/CTE course approval process ensures that all courses support Common Core Academic Standards, Model CTE Standards, National Educational Technology Standards, Standards for Career Ready Practice, and fit into a coherent sequence of a course of study.
- ROP/CTE course approval process affirms an active labor market for careers related to the course
- Annual Advisory Committee meetings are conducted with participation from business and industry partners
- Where applicable, ROP/CTE courses are articulated with Merced College
- Exemplary students who complete an ROP course with a “B” or better receive a ROP/CTE Certificate of Excellence

2017-2018 Merced County ROP/Career Technical Education

Courses Offered by High School and Industry Sector

	Atwater	Buhach Colony	Delhi	Dos Palos	El Capitan	Golden Valley	Gustine	Hilmar	Le Grand	Livingston	Los Banos	Merced	Merced Scholars	Pacheco	Valley CCS	Yosemite
Agricultural and Natural Resources																
Environmental Horticulture*~															●	
Food Science I/II*							●									
Internships in Agriculture I/II~☞	✓	●				●	●					✓				
Building and Construction Trades																
Construction Technology I/II															●	
Construction & Solar Technology															●	
Business and Finance																
Business Administrative Services ~☞											●					
Business & Marketing Occupations I/II~ ☞								●								
Business Office Professional ~☞ I/II				●												
Computer Accounting~*				●												
Computer Applications I/II													●		●	
Education, Child Development, and Family Services																
Careers with Infants and Toddlers I/II~ ☞	✓	✓			✓	✓				✓		✓				●
Foundations in Education I/II*~ ☞	●	✓			✓	✓		●			●	●				
Health Science and Medical Technology																
Health Careers*	●	●	●					●	●		●			●	●	
Medical Office Administration~			●													
Medical Technologies I/II*~ ☞	●	✓	●	●		●		●	●	✓	●	✓				
Sports Medicine*			●					●	●							
Hospitality, Tourism, and Recreation																
Culinary Arts I/II/III/IV ~															●	
Information and Communication Technologies																
Introduction to Computer Programming														●		✓
Web Technologies														●		
Manufacturing and Product Development																
Manufacturing Technology ☞ I/II	✓	✓	✓		✓	✓		✓	✓	✓		✓			✓	✓
Marketing, Sales, and Services																
Advanced Marketing~ ☞	●	✓				✓			✓		●	●				
Business and Marketing Essentials*	●					✓			✓		●	●				
Career Planning in Business and Marketing											●	●				
Marketing Foundations – <i>Community Classroom</i> *~ ☞	●	✓				✓			✓		●	●				✓
Sports & Entertainment Marketing *	●															
Virtual Enterprise*~	●			●												
Transportation																
Automotive Technology~☞ I/II	✓	✓	✓		✓	✓		✓	✓	✓		✓			✓	✓

*= class is approved for UC a-g credit
 ~= class is Merced College articulated
 ☞ = class is a Community-Classroom

✓ = class is offered off-campus
 ● = class location

Leadership Development

All ROP/CTE courses strive to assist students in developing and utilizing leadership skills. Leadership training and opportunities are available to all students and includes:

- **DECA** – prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management.
- **FFA**—premier leadership, personal growth and career success through agricultural education.
- **FBLA**—Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) helps members prepare for careers in business.
- **FCCLA**—The California Affiliate of FCCLA (Family, Career and Community Leaders of America) focuses on developing career and leadership skills for members to be successful in home, community and work life.
- **Skills USA**—preparing students for careers in trade, technical and skilled service occupations.
- **HOSA**— Future Health Professionals whose two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people.



Standards for Career Ready Practice

- ⌘ Apply appropriate technical skills and academic knowledge.
- ⌘ Communicate clearly, effectively, and with reason.
- ⌘ Develop an education and career plan aligned with personal goals.
- ⌘ Apply technology to enhance productivity.
- ⌘ Utilize critical thinking to make sense of problems and persevere in solving them.
- ⌘ Practice personal health and understand financial literacy.
- ⌘ Act as a responsible citizen in the workplace and the community.
- ⌘ Model integrity, ethical leadership, and effective management.
- ⌘ Work productively in teams while integrating cultural and global competence.
- ⌘ Demonstrate creativity and innovation.
- ⌘ Employ valid and reliable research strategies.
- ⌘ Understand the environmental, social, and economic impacts of decisions.

Employability Skills

All students enrolled in a ROP/CTE course complete an Employability Portfolio—a collection of documents which demonstrate a student’s mastery, knowledge and job readiness in his/her particular occupational area. The Employability Portfolio assists students in applying for jobs, scholarships and preparing for college entrance interviews. The Employability Portfolio includes the following items:

- Table of Contents
- Cover Letter
- Completed Job Application
- Resume
- Letter/s of Recommendation
- Employability Skills Self-Evaluation
- Work Samples
- Career Action Plan
- Additional pieces demonstrating occupational and academic readiness



ROP/CTE Portfolio Day

All students participate in ROP/CTE Portfolio Day where they are provided the opportunity to interview with and present their portfolio to community and business representatives.



Award of Excellence

The Award of Excellence recognizes outstanding ROP/CTE students. In the spring of each year, the Award of Excellence ceremony honors students who have been nominated by their teacher as demonstrating exemplary performance throughout the school year.

DISTRICT TEACHERS

Absences and Substitute Requests

District teachers should follow their normal, site based absence process.

Attendance at Meetings and Events

District teachers are required to attend and participate in the following meetings and events each year:

1. Fall In-service (August)
2. Curriculum Meetings (as scheduled)
3. Advisory Committee (evening event)
4. Portfolio Day (as scheduled on your school site)
5. Award of Excellence (evening event)
6. Career Industry Day (includes preparatory meetings/assignments)
7. ROP/CTE Awareness Activities (varies by campus)
8. Merced College Articulation (as scheduled)

Attendance and participation in the above listed activities is essential to providing an effective ROP/CTE program. It is understood that circumstances beyond a teacher's control arise which may prevent attendance, necessitating instances of excused absences. Contact your ROP Administrator if you are unable to attend these events.

Career Industry Day

During the fall, MCROP hosts a Career Industry Day for all local high schools. Teachers will be assigned potential exhibitors to contact for participation at the Career Industry Day event.

Career and Technical Education Student Organizations

District teachers are required to provide a student leadership component, either through a co-curricular national student organization or through an MCROP approved campus club.

Career Technician

A Career Technician is assigned to each campus and serves in part, as a liaison between ROP/CTE students and staff, the school, and the local community.

Student Recruitment

District teachers are responsible to assist with the promotion and recruitment of students for ROP/CTE courses they teach.



DIRECT PAY TEACHERS

Absences & Substitute Procedures

Notify your ROP Administrator for all absences!

All absences are requested and approved through **Aesop** online absence reporting system. For absences on the same day of reporting; log on and create an absence request **PRIOR** to 7AM.

Input all absences occurring on future dates for approval as soon as the date is known.

In the case of emergency absences and/or those which occur **AFTER** you regularly scheduled starting time (occurring on the same date as reporting); contact your ROP Administrator, campus supervisor(s) and ROP staff responsible for scheduling substitutes.

For substitute needs known in advance, please submit a **Substitute Request Form** and send to your assigned administrator. These absences must be received by the end of the month prior to the absence and updated as changes occur. *Substitute assignment capabilities are not currently available through AESOP.

Attendance at Meetings and Events

Direct Pay teachers are required to attend and participate in the following meetings and events each year:

1. In-service (August)
2. Teacher Meetings (as scheduled)
3. Curriculum Meetings (as scheduled)
4. Advisory Committee Meetings (evening event)
5. Portfolio Day (as scheduled on your school site)
6. Award of Excellence (evening event)
7. Career Industry Day (includes contacting assigned exhibitors)
8. ROP/CTE Awareness Activities (varies by campus)
9. Any other event (ROP/CTE or district) that is required to promote or enhance the ROP/CTE program (school teacher meetings, collaboration meetings, open houses, back to school nights, report card nights, committee meetings, articulation meetings, etc.)

Career and Technical Education Student Organizations

Direct Pay high school teachers are required to provide a student leadership component through a co-curricular national student organization.

Career Technician

A Career Technician is assigned to each campus and serves in part, as a liaison between ROP/CTE students and staff, the school, and the local community.

Evaluations

Every probationary teacher shall be evaluated by the administration in writing at least once each school year. Typically, certificated employees shall be formally evaluated by the administration in writing once every two years.

Student Recruitment

Direct Pay teachers are responsible to assist with the promotion and recruitment of students for ROP/CTE courses they teach.

Time Sheets

Submit monthly timesheets to your assigned administrator on or before your last contracted day each month.

TRANSPORTATION

If your students use ROP/CTE transportation service; to/from class or to/from a community classroom site, review the ROP/CTE Transportation Safety Plan booklet with them. Ensure parents review and sign the Transportation Safety Plan signature page verifying their understanding of the transportation rules. Accepting and verifying the terms of the ROP/CTE transportation services is a condition for using these services. Keep this form on file for the entire school year.

Procedures for Placing Community Classroom/Co-Op Students at Sites

When **initially** setting up new Community Classroom transportation routes, notification must be received by the ROP Transportation Office at least **2 weeks** before students are scheduled to be transported. (**use *Transportation Site Request Form*** from ROP website to record student names and site information).

The teacher's assigned Career Technician will check to ensure that the students listed have all required paperwork turned in:

- Registration Permit
- Joint Venture/Cooperative Vocational Educational Agreement
- Community Classroom Permit Training Plan
- Work Permit (required for all paid students – *exception are students doing agricultural or domestic work on property owned, operated, or controlled by minor's parents*)

After verifying students paperwork, Career Technicians will notify Michele Meza **and** Valarie Heil and the teacher through email for approval of students who can attend site and notification of students for which teacher must submit missing paperwork prior to using ROP/CTE transportation services.

Teachers will issue all students ROP/CTE I.D. cards. On the first day of site students are required to show this card to the bus/van driver. The ROP/CTE bus/van driver will check to make sure the student is on their transportation list. Students who do not have a ROP/CTE I.D. card and/or are not on the transportation list will not be transported until approval has been completed.

Students driving their own car or walking to sites are also required to have a ROP/CTE I.D. card. Additional procedures/forms may also be required by the specific campus site. The teacher's assigned Career Technician will be able to provide this information. .

If there are any questions regarding student site placement, the teacher/career technician should notify the assigned ROP/CTE Administrator.





ROP/CTE Supply Purchase and Reimbursement Guidelines

Opening a Purchase Order (PO)

A completed *Purchase Requisition* must be submitted

- Prior to submitting, call and ensure that vendor accepts purchase orders
- Vendor information must be complete, including address, phone and fax number
- Leave ship to information blank, all items will be delivered to the MCOE ROP office or warehouse
- Complete the requisition in its entirety; missing information will delay your order
- In the description area, include item # and a description of the item(s) you are ordering
- Sub-total your items and calculate, entering sales tax and/or shipping
- Include the total amount for the PO on the "Total line"
- Include your ROP/CTE budget code for approval
- Opening a PO may take as long as 4-6 weeks—plan accordingly
- Submit completed form to ROP/CTE supervisor for approval
- For any orders received directly at your site, forward the original itemized signed receipt or packing slip to your ROP/CTE supervisor for payment. If no packing slip/receipt is received, copy the original mailing label, sign & forward to your ROP/CTE supervisor.

Purchasing through STORES:

A completed *Stores Requisition* must be submitted

- A current copy of the STORES Catalog can be accessed through the MCOE website → Business Services → Purchasing → STORES Catalog
- Photocopy paper must be ordered through STORES—Office Depot Orders will not be accepted for paper. Order by reams— ie: 10 reams = 1 case.
- Include your ROP/CTE budget code
- Submit completed form to your ROP/CTE supervisor for approval

Purchasing with the Credit Card (Home Depot, Costco, Walmart, Savemart and other on-line purchases):

A completed *Credit Card Authorization form* must be submitted prior to purchase

- Include an item # & description for all items to be purchased
- Include sales tax and grand total
- Include your ROP/CTE budget code
- Submit completed form to ROP/CTE supervisor for approval
- Once approved, an appointment to check out the credit card must be made. Credit Cards can only be checked out for one hour and must be returned to the office before 4:00 PM.
- Original receipts must be returned with the credit card
- If vendor does not accept purchase orders, all on-line purchases must be pre-approved

Purchasing through Office Depot:

A completed *Purchase Requisition* must be submitted

- Leave *ship to* information blank, all orders will be delivered to MCOE
- In the description column, include a brief description and the item # which is a 6 digit number
- You can search the website for items you need: <http://www.officedepot.com/>, also, your Career Technician should have a hard copy of the catalog in the Career Center
- Most Office Depot items are discounted, but on the form—use full prices unless you know exactly how much the item is discounted
- Be sure to add tax with the appropriate %
- For orders totaling more than 8 items, include additional items on page 2 of the Purchase Request form
- Your ROP/CTE budget code must be included
- Submit completed form to your ROP/CTE supervisor for approval

Personal Reimbursements:

A completed *Warrant/Check Request* form must be submitted

- **Prior approval must be obtained, always consult your ROP/CTE supervisor before making a purchase needing a personal reimbursement.**
- Personal reimbursements are not to be made for equipment
- Original, itemized receipt or invoice must to be attached for payment
- Include your ROP/CTE budget code for payment
- Submit completed original form to ROP/CTE supervisor
- Once approved, a check will be cut and mailed to the address provided on the form

Purchasing Technology:

All technology-related purchase requests must be submitted through the ROP secretaries. Send a detailed description of the tech item(s) and CC your coordinator for approval. Once received, you will be notified from the ROP office that your item(s) are ready for pick-up.

Technology purchases include, but are not limited to, the following:

- Computer Systems
- All software
- Printers
- Projectors
- Presentation Board Devices
- Document Cameras
- Network Devices
- Mobile Devices (tablets, iPads, iPods)
- Digital Camera (Video and Still)

Other Purchases:

Most other purchases will require you to complete a *Purchase Requisition* form.

- A quote for purchases needs to be obtained
- For on-line purchases, a copy of item(s) in the shopping cart will be accepted for documentation. Attach shopping cart printout to Purchase Requisition
- Include your ROP/CTE budget code for payment
- Submit completed form to ROP/CTE supervisor, for approval
- Once you receive the product, submit the original invoice/packing slip to your immediate supervisor to process for payment. *Important- Packing slips are needed to reconcile payment to vendor
- Gift cards or student "gifts" are not allowed per the MCOE policy

Mileage Reimbursement:

- Complete all employee information at the top of the *Private Vehicle Mileage Claim* form
- Sign and date form prior to sending to your ROP supervisor for approval
- All reimbursement forms must have original signatures – no copies will be accepted
- Complete the mileage dates From: and To:
- Total the sum of all work-related miles traveled and listed on this form
- Record the total miles in the *Total Mileage* blank at the top of this form
- Include the mileage rate only if you are certain of the current rate. This rate often changes on January 1st
- For each mileage entry enter the date of travel, odometer start & end readings, total miles traveled and a brief description of the destination and purpose of your travel
- Record the grand total of all miles, sign at the bottom of the form and return the original form to your ROP supervisor for approval
- Submit mileage forms monthly
- If form is not entirely completed it may be returned which will cause a delay in payment of your reimbursement
- Reimbursement check will be mailed to the employee address listed in the top portion of this form

Conference Attendance and Expense Reimbursement:

- Complete all employee information at the top of the *Authorization/Reimbursement for Conference Attendance* form – use employee ID # in place of SSN
- Check the applicable box in the *Reason for Attendance* section of the form
- Complete the *Conference Attending, Anticipated departure, Anticipated return dates and times*
- Mark all other applicable boxes related to travel and substitute needs
- Enter all estimated costs associated with this conference in the *Estimated* column
- Print out and include a conference agenda or flyer listing details about the conference (date, location, registration information, and any meals included with registration)
- Coordinate travel and lodging arrangements with the ROP Staff Secretary, Maira Noriega
- Submit Conference form to your ROP supervisor for approval
- While at the conference, save all original itemized receipts for meals and other expenses
- Ask for separate receipts when paying for meals
- Alcohol is non-reimbursable. Ask for alcohol purchases to be charged on a separate receipt.
- Ask hotel for room folio at check out. Include hotel folio with Conference Reimbursement form.
- Upon your return from the conference the original conference form will be returned to you
- Complete the *Actual departure* and *Actual return dates and times*
- Photocopy all receipts for reimbursement
- Paperclip the photocopied receipts, along with original receipts to the conference form
- Sign the *Signature of Claimant* line and return form and receipts to your ROP supervisor
- Conference reimbursement checks will be mailed to the address listed in the top section of the form

If your purchase needs are not addressed in this document, or if you have any questions about the procedures, please contact your ROP/CTE administrator for clarification.

HELPFUL CHECK OFF LISTS

For All High School Students:

- High School Registration Permit
- Transportation agreement (if applicable)
- Community Classroom Rules—(community classroom only)
- Joint Venture (community classroom only)
- Keep student files for the prior year and current year– including student timecards
- Follow proper safety procedures
- Distribute site supervisor surveys (if applicable)

For All Adult Students:

- Adult Student Information Sheet (with check off on bottom)
- Adult Registration Permit
- Referral from referring agency
- Student Statement of Progress Form
- Student Conduct Policy Form
- Student Attendance Policy Form
- Complaint Procedures (students to initial Adult Student Information Sheet)
- Adult Time and Attendance filled out every two weeks (follow schedule)
- Monthly Student Add/Drops
- Internet Usage Policy
- Follow proper safety procedure if a student is injured at their site
- Distribute site supervisor surveys
- Keep student files for five years

All Teachers—District and Direct Pay:

- Use school approved grading system
- Submit grades to each high school as required, follow reporting dates
- Keep accurate attendance records for each student
- Submit attendance to school as required
- Follow the policies for traveling with students to competitions, field trips, etc.
- Safety Test for each student must be given – all students must pass the test (for community classroom only)
 - Students' completed tests must be on file with the teacher
 - A copy of the Safety Test must be on file with ROP office – *a copy must be turned in with End of Year Checkout.*
- Submit a copy of a current Student Employability Portfolio at the end of year checkout (including a writing sample.)
- Participate in Portfolio Day
- Assist in securing Portfolio Day interviewers
- Attend the Award of Excellence event with their students
- Submit names of their students who are Award of Excellence recipients
 - Eligible students are those who have successfully participated in Portfolio Day, completed a portfolio, and are exemplary students.
- Assign and submit a copy of a student writing sample. The sample maybe a research paper or other form of extended, thoughtful academic writing.
 - Papers should be corrected and graded using a rubric/ scoring criteria
 - Where appropriate students should have a works cited page in MLA or APA formatting
- Submit "Employability Scores" for all students each semester

Continued on next page

All Teachers—District and Direct Pay: (continued)

- Attend all required Staff Development and/or Teacher Meetings
- Attend the ROP/CTE Fall In-Service
- Attend and secure exhibitors for Career Industry Day
- When applicable, fill out and turn in Private Vehicle Mileage Claim form each month
- Complete and submit an Instructional Planning Calendar or syllabus (Pre-Planner) to their administrator by mid-September
- Have a leadership component which includes a student organization or campus club
 - If funds are collected with the student organization, proper procedures for accounting and depositing funds must be followed
- Ensure that **Work Based Learning** opportunities are available to all students through events and/or projects such as:
 - simulated work-place experiences, laboratory/shop experiences, problem and project-based-learning, employer/community involvement, field trips or job shadowing
- Complete and distribute Student Certificates of Excellence
 - Certificates should be given to all students successfully completing the course during the year with a "B" or better
- Facilitate students, parents and community classroom supervisors in completing surveys at the end of the year
- Complete End of Year Check Out Procedure with Career Technician**
 - Document Merced College Articulation (2+2) participants
 - List leadership or student organization activities
 - Document at least one Work Based/Work Place Learning opportunity per semester as well as any Community Activities
 - List program promotion activities
 - * Document all ROP Student Industry Certifications for each course
 - * Distribute & Document the number of ROP Certificates of Excellence issued
 - Submit a copy of one completed student portfolio
 - Submit a copy of class safety test (if Community Classroom)
 - Submit a completed student time card, front & back (if Community Classroom)
 - Submit a copy of a student writing sample
 - Submit a copy of a student Certificate of Excellence (front & back)
 - Submit Employability score form
 - List of student completers by course
 - Verification of completed Tri-Weekly Reports (if Community Classroom)
 - Verification of completed Pre-Planner/Instructional Calendar

Community Classroom Teachers:

- Joint Venture Agreements must be signed. Send original Joint Venture to your Career Technician who will forward it to your ROP/CTE administrator for his/her signature
- Site folder with required paperwork must be at site before student placement begins
- Site folders must include the following:
 - Description of site folder contents
 - Course syllabus, outline, or brochure
 - Copy of completed Joint Venture Training Agreement
 - Copy of Registration Permit
 - Copy of Community Classroom Permit-Training Plan
 - Student Attendance Calendar
 - Emergency Procedures and Medical Providers List
 - Community Classroom Rules
 - Instructor's Business Card or contact information
 - Labor Laws Brochures (not required for Adult Courses)
 - Timecards
 - FOR CO-OP Students: Replace Joint Venture with CO-OP Training Agreement
- Teachers must follow the proper safety procedures when a student is injured at a site
- Visit students at their worksite at least once every three weeks and submit completed Tri-Weekly Report to your assigned administrator (through your Career Technician) according to the MCROP Tri-Weekly Schedule

TEACHER RESOURCES


Website

The Career and Technical Education/Merced County ROP Website contains a wealth of information and resources.

PDF and DOC versions of most forms are located under “*For Teachers & Staff; Forms & Information.*”


The screenshot shows the homepage of the Career and Technical Education/ROP website. At the top, the title "Career and Technical Education/ROP" is displayed in a teal font. Below the title is a circular logo with a black border containing colorful icons. The logo text reads "CAREER & TECHNICAL EDUCATION" in large letters, "MERCEZ COUNTY ROP" in smaller letters below it, and "SPECIALIZING IN CAREER AND COLLEGE TRANSITIONS" at the bottom. To the right of the logo is a navigation menu with sections: "Quick Links" (containing "CAE Home"), "ROP Links" (containing "ROP Program" with sub-items: "All About ROP", "Courses Offered", "For Teachers & Staff", "Instruction", "Career Education", "Programs of Study", "Student Leadership", "CAROCP", "ROP Classes for Adults"), and "Outstanding Students" (containing "Student of the Quarter" and "Student Success Stories"). Below the logo is a paragraph of text describing the program's offerings. Underneath this text is a section titled "Our Students" with a photograph of a group of diverse students holding blue tote bags and papers. Below the photo are navigation arrows. At the bottom of the page is a section titled "CTE/ROP Contact Information". The entire page has a light beige background with teal accents.

Career and Technical Education/ROP



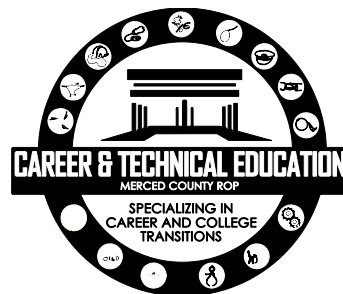
Career and Technical Education/Merced County ROP offers 32 different courses in 10 Industry Sectors to high school students and adults. Classes are offered at 18 high schools in Merced County and also at Chowchilla High School with over 3,400 high school students served. CTE/ROP classes are also offered to continuation and alternative high schools. Approximately 702 students receive on-the-job training in over 346 businesses throughout the county. Adult programs are offered in Accounting, Computerized Office Technology, Customer Service Marketing, Logistics and Warehousing, Marketing Occupations, and Medical Assisting.

Our Students



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CTE/ROP Contact Information



**Merced County Office of Education
Regional Occupational Program
Career & Technical Education
632 W. 13th Street
Merced, CA 95341**