

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 79 (Rev.)
February 15, 1991

SUBJECT: PROCEDURES FOR OPERATING ROP CLASSES LOCATED ON SECONDARY HIGH SCHOOL CAMPUSES

- I. Background
- II. Defining Administrative Responsibilities
- III. Attachments

This revision supersedes the bulletin of the same number issued on August 26, 1988. The content has been updated to reflect changes in Division organization, policies, and procedures.

I. BACKGROUND

For several years, the Business Industry School has administered and funded Regional Occupational Program (ROP) classes at business and industry sites, as well as classes cooperatively administered on high school campuses.

As a result of changes in Division organization in the 1987-88 school year, the administration of ROP-funded classes which met on secondary campuses and remained on those campuses throughout the training program was transferred from the Business Industry School to the community adult schools. During the 1987-88 and the 1988-89 school years, these classes were jointly administered by the community adult schools and the high schools.

Effective with the 1989-90 school year, the administration of these classes reverted to the Business Industry School.

II. DEFINING ADMINISTRATIVE RESPONSIBILITIES

- A. The Business Industry School is responsible for the administration of ROP classes held on high school campuses.
- B. Instructional materials for students enrolled in ROP classes shall be provided in accordance with Division of Adult and Occupational Education (DAOE) policies. The IMA allocation process for concurrent student programs shall be used to provide instructional support. A preliminary budget will be issued to teachers in September. Budget adjustments, based on earned ADA, will occur following the sixth school month.
- C. The selection of teachers shall be a cooperative process. ROP classes are an integral part of the secondary program; but since they are administered through the Division of Adult and Occupational Education, it is important that the principals at the high schools and the Business Industry School share in the teacher--selection process. Teachers must hold appropriate and valid credentials for subjects being taught. ROP-funded courses must comply with the educational guidelines and approved hours stipulated in the Catalog of Authorized Adult Courses, published annually by the Division of Adult and Occupational Education.
- D. Payroll reporting and assignment procedures are as follows:
 - 1. Sign-in cards shall be maintained in the high school office.
 - 2. Time cards for all ROP teachers shall be prepared by the high school secretary and submitted to payroll. Monthly rate teachers are secondary teachers and do not require "greenies" ROP monthly rate teachers (MRT-secondary) are paid from Fund 1, Appropriation 1020, Status 1. ROP hourly rate teachers (HRT) are paid from Fund A, Appropriation 1029, Status 1.
 - 3. "Greenies" for hourly rate teachers (HRT) are prepared by the Business Industry School and submitted for processing to the Personnel Unit, Division of Adult and Occupational Education. A photocopy of the

"greenie" shall be forwarded to the high school secretary by the Business Industry School. If any corrections are necessary after auditing by the Adult Personnel Unit, the Business Industry School secretary will notify the high school secretary.

Note: Hourly rate teachers who work 48 hours or less per pay period shall be in class 0801, limited status. Hourly rate teachers who work more than 48 hours per pay period must complete Regional Occupational contract and shall be in class 0829, limited status. ROP contracts may be written for the entire school year.

4. ROP hourly rate teachers are paid for total minutes of instruction each day. Passing minutes between assigned ROP periods are included as part of the instructional day, excluding passing to and from nutrition and lunch. Conference periods, homeroom, nutrition, and lunch are not included in the instructional day. If homeroom is part of an instructional day such as period 2, teachers will be paid for time assigned to homeroom. The ROP contract provides space to specify hours and minutes taught each day/week.
 5. The Business Industry School shall include ROP HRT's on its Teacher Organization Chart.
- E. Substitutes for ROP teachers are normally contacted by the main office of the high school. Substitute assignments shall be in accordance with provisions delineated in Article XIX of the LAUSD/UTLA Collective Bargaining Agreement. Individuals with emergency credentials shall neither be employed as ROP teachers nor serve as substitutes.
 - F. When there is an anticipated change in teaching staff and/or assigned classes, it is imperative that the high school administration notify the Business Industry School immediately prior to implementation of such changes.
 - G. Hours of student attendance reported by ROP teachers shall be included on the statistical report submitted by the Business Industry School. Attendance data will be reported under Section A, Regional Vocational Program, Line 6, Concurrent Column 3F.
 - H. ROP teachers shall receive inservice assistance relative to record keeping required by the Division of Adult and Occupational Education and the high school.
 1. All ROP teachers shall maintain a regular secondary rollbook which will be retained by the high school as a permanent record.
 2. All ROP teachers shall also maintain an attendance register approved by the Division of Adult and Occupational Education. The register, which must be recorded in positive accounting procedures, shall be submitted to the Business Industry School at the conclusion of each statistical period (school month). This register shall be retained by the Business Industry School as the official record from which the monthly statistical report is prepared.
 - I. The evaluation of ROP teachers shall be a responsibility shared by the high school principals and the Business Industry School principal. Evaluation of ROP teachers shall be conducted in accordance with the District/UTLA Contract.
 - J. ROP classes attendance must comply with the District/UTLA agreement regarding minimum class size. Class size shall be monitored and necessary program adjustments made prior to the high school's permanent program day. Programs which do not maintain minimum attendance in accordance with DAOE Bulletin No. 49, January 10, 1989 shall not be scheduled for the following semester.
 - K. Counseling of ROP students shall be coordinated by the high school counselors to insure that both graduation requirements and appropriate attendance are met for the granting of credits. The ROP registration form is not required for students who are attending ROP classes that are held on high school campuses.
 - L. When monthly rate ROP teachers are funded through the Division of Adult and Occupational Education, normed secondary teacher hours may be converted for other secondary instructional purposes. However, hourly rate ROP teachers may not be converted for this or any other purpose. [See Bulletin No. 8 , Budget Services and Financial Planning Division, September 21, 1987.]

III. ATTACHMENTS

The following attachments are included for reference:

- [A - Checklist for preparing 0829 and 0838 contracts](#)
- [B - Preparing HRT assignments in high school ROP classes](#)
- [C - Sample of contract of employment \(note hours\)](#)
- [D - Sample of contract of employment \(note hours\)](#)
- [E - Sample of "greenie"](#)
- [F - Register page](#)
- [G - Conversion Table](#)

For assistance, please contact Harlan Barbanell, Director, Vocational Education at (213) 625 - 6642 or Roberta Nathanson, Specialist, Personnel Unit, at (21) 625 - 6659.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
 Division of Adult and Occupational Education**

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- [Attachment A](#)
- [Attachment B](#)
- [Attachment C](#)
- [Attachment D](#)
- [Attachment E](#)
- [Attachment F](#)
- [Attachment G](#)

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