

Merced County Regional Occupational Program

STATEMENT OF PROGRESS POLICY

Each ROP class has listed competencies that you must master in order to become employable. It is our policy that each student must maintain reasonable progress through these competencies. We recognize that every student is different. However, a set number of hours have been established for each class, with a maximum estimated number of hours for completion. Each instructor will evaluate on a bi-weekly basis whether you, the student, are progressing at a rate which would allow you to complete all competencies in the allotted time.

STANDARDS OF PROGRESS

Timely Completion of Assignments

Each teacher will provide students with a stated policy of what constitutes timely completion of assignments for that class. The student is to remain on task and is to use time wisely as observed by the instructor. The student is expected to complete one-half of the assignments in one-half of the hours allotted for completion of the program. The student is expected to complete all assignments in the total number of hours allotted for completion of the program.

CONSEQUENCES

Student/Teacher/Referring Case Manager Conferences

A conference between the student, teacher, and case manager will be required at the following times:

- The student has exceeded half of the allotted hours for the program and has completed fewer than half of the required competencies.
- The student has exceeded the number of hours allotted for the program and has not completed the competencies.

Probation

Students will be placed on probation for two weeks (attendance reporting cycle is every two weeks) for failure to meet the above *Standards of Progress*. Probation will not be terminated until a progress meeting has taken place between the case manager, the instructor, and the student.

Dismissal

Students will be dismissed from the program for failure to meet the above *Standards of Progress* while on probation.

I have read the ROP progress policy. I have had the opportunity to discuss the policy with my instructor. I clearly understand the progress policy and agree to abide by it.

Student Signature: _____ **Date:** _____

Student Social Security # _____ **Case Manager # or Name:** _____

Instructor Signature: _____ **Date:** _____