



2019/2020 ROP REMINDERS

ADVISORY COMMITTEES

Teachers must convene an advisory committee at least once during the school year as a condition of your contract. *Advisory Committee Minutes must be submitted as soon as the meeting has been held and no later than **April 24, 2020.***

Advisory committees must be composed of at least five members, the majority (at least 3) being business people with expertise relevant to the class being taught. Students are encouraged to attend the meeting but are not considered advisory committee members.

Minutes of the meeting must include all of the items covered in the advisory template

COURSE OUTLINES, ROP CERTIFICATES AND CAREER READY CERTIFICATES

The following steps are required when making changes to course outlines or certificates:

- Prior notification to the ROP Director
- Input from all of the Tri-County ROP Instructors currently teaching the course
- Final approval of the changes submitted to the ROP Director

RECRUITING

It is critical that the site administrators, counselors and teachers market the benefits of the ROP program to ensure students are informed and interested. The continued success and viability of each class depends on enrollment.

ROP CREDENTIALS

It is the responsibility of each ROP teacher to ensure that his/her credential is current. If a credential is allowed to lapse, you will not be able to continue teaching the ROP class until the credential is reinstated.

ROP STUDENT ENROLLMENT

All students registered to attend an ROP class must be enrolled in the school site's attendance system. Students assigned as an aide to the teacher cannot be enrolled for attendance purposes.

CERTIFICATES OF COMPLETION

All ROP students completing a course successfully must be issued a certificate of completion. A vital part of our efforts in meeting accountability standards depend on student outcomes that demonstrate satisfactory or better skill acquisition.

COMMUNITY/COOPERATIVE CLASSROOM AGREEMENTS

Signed agreements must be submitted to the ROP administrative office for each work-site you utilize every school year. Agreements should be submitted as soon as they are developed and signed, to include former work-sites as well as new sites.