

**v.1**



**Silicon Valley**  
Career Technical Education

# **Student Handbook**

**2023-2024**

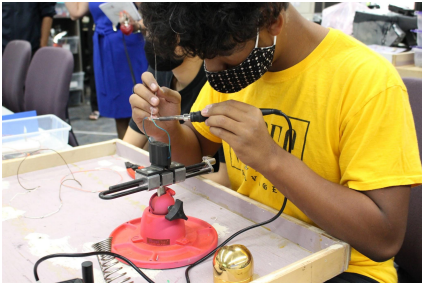


*SVCTE's Student Handbook is a living document.*

*Please refer to the live online version of the document rather than downloading or referring to an old version, as some elements are occasionally updated.*

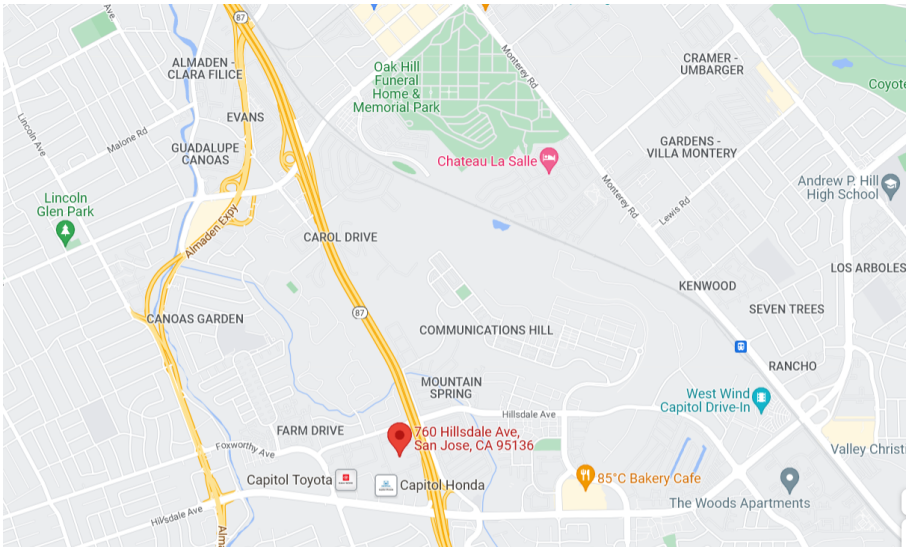
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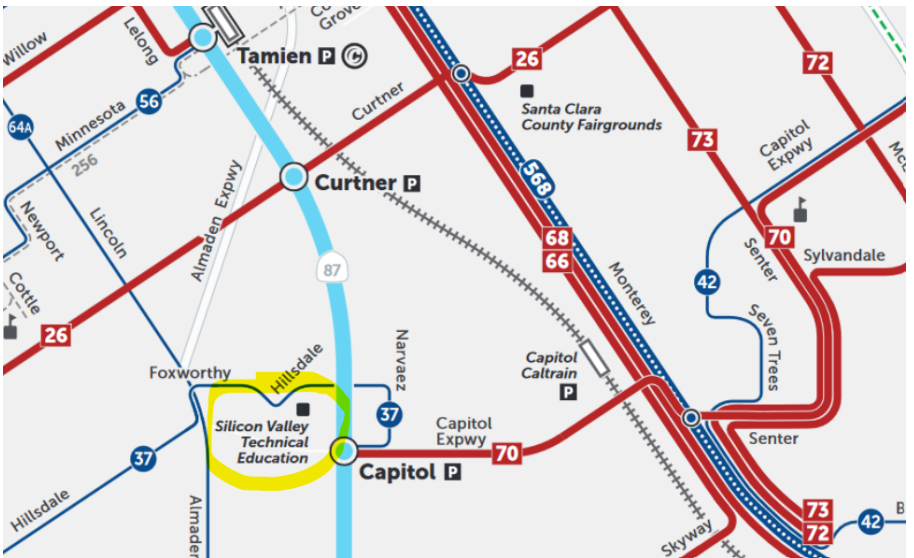




# Map of SVCTE Location



## Transit Routes serving SVCTE



# Standards for Career Ready Practice

Standards for Career Ready Practice describe the fundamental knowledge and skills that students need to prepare for transition to post-secondary education, career training, or the workforce. These standards are not exclusive to a career pathway, a career technical education (CTE) program of study, a particular discipline, or level of education. Standards for Career Ready Practice are taught and reinforced in all career exploration and preparation programs or integrated into core curriculum, with increasingly higher levels of complexity and expectation as a student advances through a program of study. Standards for Career Ready Practice are a valuable resource for CTE and academic teachers in the design of curricula and lessons that teach and reinforce the career-ready aims of the CTE Model Curriculum Standards and the Common Core State Standards.

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

\*Prepared by the California Department of Education. Adapted for California and based on the “Career Ready Practices” adopted by the Common Career Technical Core (CCTC). The CCTC practices are posted at <http://www.careertech.org/>.

# CAMPUS MAP

Gate 1

Hillsdale Avenue

Gate 2

Gate 3

760 Hillsdale Avenue, San Jose, CA 95136

Bus Circle



Parking

Parking



**Silicon Valley**  
Career Technical Education  
(408) 723-6400  
svcte.org

Animation 106	Sound Stage 105	Film & Video Production 104
Cybersecurity/Integrat. Engineering 107	Legal Careers 110	Mobile App Design 103
Medical Science/Health Careers 108	Staff Room 109	Fashion Design 101 & 102

Fire Science Lab 207	Forensic Science 705	Law Enforcement 703	Metals Technology Lab 702
Fire Science First Responder 708	Model Courtroom 722	711	
Mechanics Engineering 709	710		

Dental Assisting 208	Dental Assisting 207	Medical Assisting 206
Medical Science/Health Careers 209	Medical Assisting 203	
Veterinary Science 210	Pharmacy Technician 211	Auditorium 201

804/803 Student Services	802 Administrative Offices	801	820 Counselor's Offices
805	Culinary Arts/Baking & Catering Lab	819	
Culinary Arts 806	The HUB 812	Baking & Catering 817	Career Ctr. 815
810			

601	Truck
Metals Technology 602	Mechanics 607 & 608
Automotive Serv. 610	611
Engine/Transmission Repair 606	

Sports Medicine 305	MAPin 304	Computer Lab 303
HVAC 307	Construction Classroom 310	Electrical Maintenance 302
Construction Technology 301		

Automotive Services 506		
507 Brakes & Alignment	507 A	503 Engine Performance
Auto Body Refinishing 501	Auto Body Repair	

ONE WAY

Parking

Adult Ed Office 1
Staff Resource Room 2
Offices 3

**SVAE Silicon Valley**  
Adult Education  
Changing Students' Lives • Creating Brighter Futures  
(408) 723-6450  
metroed.net/svae

Assessment Lab 12
Computer Lab 11
<b>Silicon Valley Regional Testing Center</b> 10

MAPin 401
<b>MetroED Superintendent's Office</b>

Career Center & Counseling 13	CalWORKS Office 14	Student Lounge 15	ABE 16
ASE 21	ASE 20	ABE 19	Medical Assisting 18

**MetroED**  
Metropolitan Education District  
(408) 723-6400  
metroed.net

MetroED Business Offices Human Resources
<b>Bldg 6</b>

<b>Bldg 7</b>
MetroED Maintenance & Facilities

Parking





**Silicon Valley**  
Career Technical Education

## **Mission Statement**

Silicon Valley Career Technical Education offers state-of-the-art programs taught by industry professionals who engage students in rigorous, real-world academics and skills development designed to support their success through college and in their future careers

Accredited by the Western Association of Schools and Colleges (WASC)



## **Student Learning Outcomes**

Students will:

- Demonstrate technical skills for college and career readiness.
- Demonstrate leadership skills, including teamwork and strong work ethic.
- Solve problems using effective communication, critical thinking and evidence-based decision making.
- Integrate academic skills through applied learning experiences.

**Silicon Valley Career Technical Education**

760 Hillsdale Avenue San Jose, CA 95136 • 408-723-6401

Metropolitan Education District (MetroED)

***“Meet your future, head on.”***

## Who we are

**Silicon Valley Career Technical Education** is the premier career technical education training center in Northern California and a program of MetroED, a Joint Powers Authority (JPA) of six school districts:

### ***Campbell Union High School District***

Boynton High School	Branham High School
Del Mar High School	Leigh High School
Prospect High School	Westmont High School

### ***East Side Union High School District***

Andrew Hill High School	Calero High School
Foothill High School	Evergreen Valley High School
James Lick High School	Independence High School
Oak Grove High School	Mt. Pleasant High School
Piedmont Hills High School	Santa Teresa High School
Silver Creek High School	W.C. Overfelt High School
Yerba Buena High School	

### ***Los Gatos-Saratoga Joint Union High School District***

Los Gatos High School	Saratoga High School
Valor Program	

### ***Milpitas Unified School District***

Milpitas High School	Calaveras Hills High School
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### ***San Jose Unified School District***

Broadway High School	Gunderson High School
Leland High School	Liberty High School
Lincoln High School	Pioneer High School
San Jose High	Willow Glen High School

### ***Santa Clara Unified School District***

New Valley High School	Santa Clara High School
Wilcox High School	Wilson High School

## **Silicon Valley Career Technical Education**

760 Hillsdale Ave, San Jose, CA 95136 • 408-723-6401

## A Proven Pathway to Success

Career technical education (CTE) programs provide a sequence of courses that integrate career technical knowledge and skills with applied academic learning to prepare students to fulfill their career and college aspirations.

***Did you know:*** CTE programs in California have a proven track record of helping students thrive and succeed in careers and post-secondary education.

Silicon Valley CTE has been preparing students for success in careers and post-secondary education for over a century, and we also have a proven track record of students going on to successful careers in many fields; numerous local luminaries claim us as among the influences that helped them reach the heights of success they have enjoyed. (Before it was SVCTE, this school was CCOC, San Jose Regional Vocational Center, and San Jose Tech High.)

Silicon Valley CTE courses are year-long, 15-hour weekly courses offering 30 high school credits, as well as these great opportunities:

- Hands-on career skill building
- Academic learning integrated with career technical learning
- Interactions with industry professionals
- UC a–g credits (in many courses)
- The opportunity to earn community college credits
- Community Service hours
- Leadership opportunities
- Student clubs and skills competition

## What Students Can Expect from SVCTE

Students who successfully complete one of our courses can expect to gain:

- Technical skills and academic knowledge
- Professional communication skills
- Career exploration and planning
- Industry-related technology experience
- Critical thinking, creativity, innovation and problem-solving
- Teamwork and team productivity
- Citizenship and leadership

## Board Policy & Administrative Regulations

This handbook refers to MetroED Board Policy (BP) and Administrative Regulations (AR). Go to [svcte.us/bp](http://svcte.us/bp) to read all the BP and AR.

# Staff Directory

## Student Absence Line

408-723-4260

## Administrative & Student Services:

Main Office (room 802) 408-723-6401  
Silicon Valley CTE fax 408-266-6531

## Administrative Staff:

Principal 408-723-4237  
Jeff Arnett [jarnett@metroed.net](mailto:jarnett@metroed.net)

Assistant Principal 408-723-6418  
Nick Laskowski [nlaskowski@metroed.net](mailto:nlaskowski@metroed.net)

CTE Coordinator / Assistant Principal 408-723-1437  
Sara Mingione [smingione@metroed.net](mailto:smingione@metroed.net)

Post-Secondary Transition Specialist 408-723-4248  
Loretta Cota [lcota@metroed.net](mailto:lcota@metroed.net)

Program Representative 408-723-4204  
Katherine Williams [kwilliams@metroed.net](mailto:kwilliams@metroed.net)

## Counselors

Counselors are available to help students with academic and personal issues. If your school district is not listed below, then Ms. Freitas or Ms. Cota are someone you can speak with, as well as your home high school counselor. Students may arrange an appointment by phone, email or coming to Student Services (room 803).

Counseling Program Coordinator 408-723-6415  
Patricia Freitas [pfreitas@metroed.net](mailto:pfreitas@metroed.net)

Silicon Valley CTE Erica Morales 408-723-4209  
room 801 [emorales@metroed.net](mailto:emorales@metroed.net)

Campbell Union High Erin Reyes 408-723-4203  
School District room 801 [ereyes@cuhisd.org](mailto:ereyes@cuhisd.org)

East Side Union High Hope Nguyen-Brashear 408-723-6589  
School District room 801 [nguyenhope@esuhsd.org](mailto:nguyenhope@esuhsd.org)

San Jose Unified  
School District

San Jose Job Corps

Sam Yang

408-937-3245

[yang\\_samuel@jobcorps.org](mailto:yang_samuel@jobcorps.org)

## Course Instructors

Animation	Eric Whitman room 106	408-723-4241 <a href="mailto:ewhitman@metroed.net">ewhitman@metroed.net</a>
Auto Body Refinishing	Nathan Chukes room 508/501	408-723-4239 <a href="mailto:nchukes@metroed.net">nchukes@metroed.net</a>
Auto Body Repair	Terry McMahon room 507/501	408-723-6563 <a href="mailto:tmcmahon@metroed.net">tmcmahon@metroed.net</a>
Automotive Services	James Walker room 503/506	408-723-4232 <a href="mailto:jwalker@metroed.net">jwalker@metroed.net</a>
	Albert Castaneda room 503/506	408-723-4233 <a href="mailto:acastaneda@metroed.net">acastaneda@metroed.net</a>
Construction Technology	Evan Clark room 301	408-723-4231 <a href="mailto:eclark@metroed.net">eclark@metroed.net</a>
Culinary Arts	Danielle Clark room 806	408-723-4205 <a href="mailto:dclark@metroed.net">dclark@metroed.net</a>
Dental Assisting	Gina Fleming room 207	408-723-6478 <a href="mailto:gfleming@metroed.net">gfleming@metroed.net</a>
	Suzie Dault room 208	408-723-6497 <a href="mailto:sdault@metroed.net">sdault@metroed.net</a>
Electrical Maintenance	Antonio Gutierrez room 302/303	408-723-4222 <a href="mailto:agutierrez@metroed.net">agutierrez@metroed.net</a>
Electrical Vehicle/Auto Services	Tom Nemeth room 605	408-723-4232 <a href="mailto:tnemeth@metroed.net">tnemeth@metroed.net</a>
Fashion Design & Textile Art	Johnny Paul Vera room 101	408-723-6490 <a href="mailto:jpvera@metroed.net">jpvera@metroed.net</a>
Film and Video Production	Jon Furtado room 104	408-723-4206 <a href="mailto:jfurtado@metroed.net">jfurtado@metroed.net</a>

Fire Science/First Responder	Patricia Tapia room 708	408-723-4276 <a href="mailto:ptapia@metroed.net">ptapia@metroed.net</a>
Forensic Science	Ashley Auguste room 706	408-723-4273 <a href="mailto:aauguste@metroed.net">aauguste@metroed.net</a>
Heating, Ventilation & Air Conditioning (HVAC)	Anthony Scalia room 307	408-723-6420 <a href="mailto:ascaliala@metroed.net">ascaliala@metroed.net</a>
Law Enforcement	Oscar Bazurto room 703	408-723-4240 <a href="mailto:obazurto@metroed.net">obazurto@metroed.net</a>
Mechatronics Engineering	Jim Burnham room 709	408-723-6477 <a href="mailto:jburnham@metroed.net">jburnham@metroed.net</a>
Medical Assisting	Luz Maria Gamboa room 206	408-723-4274 <a href="mailto:lgamboa@metroed.net">lgamboa@metroed.net</a>
	Nadine Gonzales room 203	408-723-6498 <a href="mailto:ngonzales@metroed.net">ngonzales@metroed.net</a>
Medical Science/Health Careers	Madeleine Dasalla room 108	408-723-6494 <a href="mailto:mdasalla@metroed.net">mdasalla@metroed.net</a>
Metals Technology	Cassidy Cannizzaro room 702	408-723-4238 <a href="mailto:ccannizzaro@metroed.net">ccannizzaro@metroed.net</a>
Mobile App Design & Computer Coding	Jesus Correa room 103	408-723-4262 <a href="mailto:jcorrea@metroed.net">jcorrea@metroed.net</a>
Nursing Careers & Computer Coding	Tamie Garcia room 209	408-??? <a href="mailto:tgarcia@metroed.net">tgarcia@metroed.net</a>
Pharmacy Technician	Helena Polanco mbrautigam@metroed.net room 211	408-723-4264 <a href="mailto:hpolanco@metroed.net">hpolanco@metroed.net</a>
Sports Medicine & Kinesiology	Maggie Kasberger room 305	408-723-4210 <a href="mailto:mkasberger@metroed.net">mkasberger@metroed.net</a>
Veterinary Science	Elizabeth Belaski room 210	408-723-4247 <a href="mailto:ebelaski@metroed.net">ebelaski@metroed.net</a>

# Attendance and Schedules

## Calendar Events

- Aug 10 - SVCTE classes first day
- Sept 4 - Labor Day holiday
- Sept 14 - Back to School Night 6-8 p.m.
- Sept 20 - no P.M. class
- Oct 2-6 - Fall Break
- Oct 18 - no A.M. class
- Oct 27-28 - Haunted House 7-9 p.m.
- Nov 10 - Veterans Day holiday
- Nov 20-24 - Thanksgiving break
- Nov 29 - no P.M. class
- Dec 25 - Jan 5 - Holiday break
- Jan 15 - MLK holiday
- Jan 24 - no A.M. class
- Feb 19-23 - Winter break
- Mar 13 - no P.M. class
- March 29 - Cesar Chavez holiday
- April 1-5 - Spring break
- April 24 - no A.M. class
- April 25 - Meet Your Teacher Night 6-8 p.m.
- May 3 - Fashion Pop-up 8-9 a.m. & 1-2 p.m.
- May 3 - Car Show 5-8 p.m.
- May 21 - Film Festival 6-8 p.m.
- May 17 - Awards Ceremony 6-7 p.m.
- May 27 - Memorial Day holiday
- June 5 - SVCTE classes last day
- June 10 - Summer Exploration classes first day
- July 6 - Summer Exploration classes last day

***Did you know:*** 93% of high school students in CTE programs graduate high school; that is more than 10% greater than the overall high school graduation rate. CTE high school students also have a greater rate of on-time graduation than non-CTE high school students. (U.S. Department of Education)

## Bell Schedule

Period	Start	End	Description
1	7:30am		<b>AM class (3 hours in person)</b>
2	8:30am		
3	9:30am	10:30am	
4	<i>Clerical use (no time)</i>		
5	12:45pm		<b>PM class (3 hours in person)</b>
6	1:45pm		
7	2:45pm	3:45pm	
8	<i>Clerical use (no time)</i>		
9	<i>Clerical use (no time)</i>		

## Class Schedules

Students may attend Silicon Valley CTE for either the morning (AM) or afternoon (PM) session. Bus times will vary, depending on the home high school; see [website](#) for specific bus routes and times. The schedule for a Silicon Valley CTE student, spending 15 hours per week on campus, may be as follows:

### AM Session

- 6:45 –7:10 AM                      Students board the bus from home high school to Silicon Valley CTE (typical times)
  - 7:30 –10:30 AM                      Silicon Valley CTE morning session
  - 10:30 AM                              Students board bus to return to home high school, attend afternoon classes there
- (Students attend afternoon classes at their home high school)

### PM Session

(Students attend morning classes at their home high school)



12:00 PM –12:25 PM	After attending morning classes at home high school, students board bus to Silicon Valley CTE (typical times)
12:45 –3:45 PM	Silicon Valley CTE afternoon session
3:45 PM	Students board bus to return to home high school

## Class Breaks

Student breaks are short instructional breaks, and students must remain under teacher supervision (line of sight) during all breaks. Student breaks occur at the teacher’s discretion.

Food or drinks may *not* be consumed in the classroom, except water.

**Students may *not* receive personal delivery services while on campus (e.g. DoorDash, GrubHub, family/friends bringing a beverage) due to the disruption this causes.** SVCTE administration will take possession of any delivered food items during the class period and hold these items at the Student Services office until class dismissal for the student to pick up. Continued violations will result in progressive discipline.

The student store and the Hub may have food or drink available for purchase.

## Attendance

**Student Absence Line: 408-723-4260**

Regular participation through attendance is an important part of “Career and College Ready Practices”.

- **Tardies** or late arrivals often result in a lower grade, as this will often result in missed assignments. Any time away from class causes a student to miss assignments, and increases a student’s workload with the need to make up for the missed assignment. Career Readiness requires arriving on time regularly.
- **Excused absences** allow for an extended deadline for students to complete work before late work penalties apply. See [Late Work](#).
- **Unexcused absences** do not extend the deadline for any assigned work. Work due during the absence can be turned in late according to the teacher’s [Late Work](#) policy with no accommodation for the absence.
- **All absences** together count toward **Chronic Absenteeism** which is reported to home schools and may cause a student to be dropped from the SVCTE program.

In keeping with professional workplace/employment expectations, students should communicate with their teachers in advance whenever absences are expected. Students must make up all work missed during absences.

**Students arriving late** should walk by the Student Services to pick up a **tardy pass** which must be turned in to the teacher.

### **Absences**

**When an absence is planned or occurs**, the student’s parent/guardian must inform the Student Services office to excuse the absence. Absences can be reported in person, by calling the **Student Absence Line: 408-723-4260**, or by submitting [an online form](#). Note that while SVCTE will record the absence regardless of whether a student or parent/guardian reports it, **some absences require verification by a parent/guardian to be counted as excused.** ([AR 5113](#))

**When a student is absent:**

- SVCTE will make daily automated emails and text messages to students and guardians for all absences not previously verified and/or excused.

- A parent/guardian has three school days to contact SVCTE to excuse a student's absence. Otherwise, unverified absences are recorded as unexcused.
- After 3 unexcused absences in a semester, SVCTE will send a letter to parents/guardians, (a copy sent to school of origin's counselor or administrator), to alert the student and their support network of the absences, and alert further absences will have a negative impact on grade, (possible failure), and may lead to attendance interventions steps.
- 6 unexcused absences in a semester, SVCTE will send a second letter to parents/guardians, (a copy sent to school of origin's counselor or administrator), to set up a meeting with student and parent/guardian contact to review the negative impacts absences has on grades and establish an attendance improvement contract which also outlines next steps to the attendance process (may involve school/district of origin).
- Continued pattern of unexcused absences following previous attempt to intervene will initiate additional follow up and meetings to revisit the attendance improvement plan, and revise as appropriate to work toward daily class attendance and participation.

### ***Chronic Absenteeism***

Chronic absenteeism may result in withdrawal from SVCTE and loss of credits.

**Chronic Absenteeism** is missing 10 percent of school days in a school year **for any reason, excused or unexcused (Education Code §60901)**. Silicon Valley Career Technical Education (SVCTE) students who have excess absences may be required to participate in an attendance contract, may be withdrawn from the SVCTE program, and may lose credits. (BP/AR 5113.1)

Any student with 9 or more absences (10% of the semester's days) who is not participating successfully with an attendance improvement contract prior to the Progress I (5- or 6-week) grade period in any semester may be ineligible to continue the SVCTE Program in that semester. Adult students in this condition will be notified of the end of their enrollment and will receive no refund of tuition paid for that semester.

### ***Excusable Absences***

MetroED [Administrative Regulation 5113](#) and [California Education Code 48205](#) allow absences for these causes to be recorded as excused:

1. Illness, including an absence for the benefit of the pupil's mental or behavioral health (2 days in a row require no note; 3 or more days in a row requires a note from a physician's office stating the student should not attend class for the affected dates.)
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometrical, or chiropractic services (appointment documentation required)
4. Funeral services of a member of the pupil's immediate family - 1 day if the service is in California and up to 3 days if the service is outside California
5. Jury duty
6. Illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child (no doctor's note required)
7. Justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, ***when the pupil's absence is requested in writing by the parent or guardian and approved by the principal*** or a designated representative (only approved in advance; may not be requested retroactively)
8. Serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code
9. Spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position
10. Student's naturalization ceremony to become a United States citizen
11. A cultural ceremony or event
12. Authorized at the discretion of a school administrator, as described in subdivision (c) of [Section 48260](#).
13. Work in the entertainment or allied industry (Education Code 48225.5)
14. Work for a student who holds a work permit authorizing ~~such~~ work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

15. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5) (up to 5 days per school year with written explanation from parent/guardian)

### ***Internship attendance***

Students participating in an internship, but not concurrently with their SVCTE class schedule will be expected to attend class on campus, and provided work space to continue their education.

- Students who are not on campus at SVCTE will be marked absent.
- A student will submit time cards to show when they attended their internship.
- In order to record absence correctly, SVCTE office will receive weekly internship time cards no later than 5 school days after the end of the week and will turn those in to SVCTE teacher within 1 school day.
- Students must attend SVCTE class at the regularly scheduled session time whenever they are not attending an internship during that hour.
- If a student fails to turn in a timesheet each week (and/or fails to attend SVCTE)...
  - Teacher contacts internship site supervisor
  - Teacher contacts student's family
  - Registrar marks absent unexcused for the week of the missed timesheet
  - Registrar notifies home school
  -

## **Student Progress Monitoring**

Through the year, SVCTE teachers and staff monitor student progress and share this data with home school staff. In the first 5 weeks of each semester, **student attendance** is the primary indicator of student progress. After Progress Grade I is reported, **the student's grade** is the primary indicator of student progress.

## **Academic Records**

### **Grades**

Students will be graded in three knowledge and skills areas: Academic, Technical, and Career Readiness. The combination of these three areas is intended to prepare students for post-secondary education and employment. These areas will be evaluated using standards developed by industry and by the California Department of Education,

which reflect workplace and academic expectations. Silicon Valley CTE teachers establish appropriate assessments to evaluate students. The accepted school-wide definitions are (CTE Standards are [linked](#)):

**Academic:** The academic knowledge gained through classroom presentations, demonstrations, lectures, textbooks, media and activities. Knowledge and skills are evaluated through a variety of assessments. Academic subjects (e.g. math, science, English, Social Studies) are integrated into career technical learning.

- Develop an education and career plan aligned with personal goals (3)
- Use critical thinking (troubleshooting) to solve problems (5)
- Employ valid and reliable research strategies (11)
- Understand the environmental, social, and economic impacts of decisions (12)

**Technical:** The application of skills and knowledge in the career field you are studying, to create something, to provide a service, and/or to perform a function. These skills are evaluated by demonstration, presentation, and traditional assessments.

- Apply technical skills and academic knowledge in job performance (1)
- Apply technology to enhance productivity (4)
- Practice good personal health & hygiene and understand financial literacy (6)
- Work productively, individually and in teams (9)

**Career Readiness:** The essential “soft” skills, qualities and behaviors that are used *daily* to achieve success in the workplace in *all* fields, not specific to any one particular career.

- Communicate clearly and effectively (2)
- Act as a responsible citizen in workplace and community (7)
- Model integrity and ethical behavior (8)
- Demonstrate creativity and innovation (10)

These Academic, Technical and Career Readiness practices are assessed on a daily basis as students participate in classroom and lab/shop activities.

### **Late Work**

Teachers at SVCTE may set specific late work policies for specific programs which are different from the default SVCTE late work policy. The default SVCTE late work policy is that the final score on any work turned in after a published deadline, shall be reduced by 10% or one grade letter (A to B, etc.) up to four (4) weeks late. After 4 weeks past a published deadline, late work is not typically accepted and the assignment will be marked with a failing score.

<b>Date turned in</b>	<b>Maximum score</b>
On or before published deadline	100% or A
1 week after published deadline	90% or A
2 weeks after published deadline	80% or B
3 weeks after published deadline	70% or C
4 or more weeks after published deadline	Not accepted; Missing score or F

If a student’s absence was documented appropriately as an [excused absence](#), any work deadlines affected by the absence will be extended by the same number of days of the absence, until the same number of days after the absence.

**Example**

If a student has an excused absence of 2 days, any missed assignments will be due on their 2nd day of class attendance. Any assignments given in the first 2 days after the absence will be eligible for a 2-day extension. After this time the late policy applies to all assignments.

***Progress Reports***

Progress Reports are issued every six weeks and are reported to the student, parent/guardian, school counselors and to their home high school as they serve to notify students who are in danger of failing (EC §49067a). The end-of-semester grades are the official grade reports, recorded in students’ permanent transcript, and determine credits issued.

Progress report and semester final grade dates are:

<b>Fall 2023 Semester</b>		<b>Spring 2024 Semester</b>	
6-week Progress:	September 15	6-week Progress:	February 16
12-week Progress:	November 3	12-week Progress:	April 12
Semester 1 End:	December 22	Semester 2 End:	May 24

***Final Marks***

SVCTE letter grades (final marks) indicate that a student has demonstrated:

- “A” **Advanced skill development** and has demonstrated many of the key components to meet workplace expectations.
- “B” **Proficient skill development** and demonstrated **some of the key components** to meet workplace expectations.
- “C” **Basic skill development** and has demonstrated few key components to meet workplace expectations. This grade is the minimum requirement for students to be eligible for any internship opportunities offered. For Dental Assisting students, maintaining a ‘C’ grade or better through the fall semester is required for continued enrollment into the spring semester.
- “D” **Minimal skill development** and **has not demonstrated** potential to meet workplace expectations. *‘D’ grades at any grade progress report require an Improvement Plan. Students with a ‘D’ at the end of the second semester are ineligible for a Certificate of Completion. Also note for Dental Assisting students, a ‘D’ grade at the end of the fall semester will not be eligible for internship, and therefore not be eligible for enrollment in the spring semester.*
- “F” **Insufficient skill development** and **has not demonstrated** potential to meet workplace expectations. *‘F’ grades at any grade progress report require an Improvement Plan. Students with an ‘F’ at the end of the fall semester may not enroll in SVCTE for the spring semester. Students with an ‘F’ at the end of the second semester are ineligible for a Certificate of Completion.*
- “I” An interim mark of “**Incomplete**” may be given for the (6) six-week and (12) twelve-week grading periods for students with missing or incomplete work. Teachers issuing an “incomplete” will develop an improvement plan determining what the student must do to improve their grade. Students will have an agreed period of time to complete the needed work, not to exceed six weeks. After the agreed upon time, if the work is not completed, the grade will be converted to an “F”. **An “I” will not be given as a final semester grade.**

### ***Improvement Plans***

An Improvement Plan is designed to identify what a student must do in order to succeed in the current class or for the following semester. The student, student’s parent/guardian, counselor and teacher must agree to and sign this plan. A student who fails to meet these expectations may be withdrawn from SVCTE or may receive a failing grade. The SVCTE teacher will monitor all improvement plans.

In the case of an Improvement Plan developed due to not attending school, a student that does not meet the Improvement plan will be disenrolled from SVCTE



at the end of the semester, regardless of academic standing, and ineligible to re-enroll for the following semester.

### **Withdrawals**

A student who receives an “F” grade at the end of any semester will be withdrawn from any continuing classes.

### **Scheduling**

Schedule changes for high school students are initiated by the home high school counselor, as SVCTE does not determine student schedules. **Students should contact home high school counselors, as only they can initiate schedule changes.**

### **Certificates of Course Completion and Competency**

Silicon Valley CTE awards a Certificate of Completion to students who successfully complete a full-year (2-semester) course. Also given is a Certificate of Competency, which documents the level of skills mastery gained. With a century of history in Santa Clara County, the Certificates from SVCTE are recognized by local businesses and employers as proof that you are well trained and ready to enter the workforce.

Students who earn a letter grade of A, B, and C will receive their Certificate of Course Completion and Certificate of Competency. Students with a grade of D or lower, or who violate an Attendance Agreement, or who complete only a single semester, will not receive a LOC or Certificate of Completion.

Certificates of Course Completion will list the specific number of hours of the course completed by the student, calculated by subtracting all unknown or unexcused absences (including unexcused tardies or departures/cuts) from the total number of hours of the course. As attendance is recorded hourly, a typical unexcused tardy mark for a student arriving less than 60 minutes late will result in a one hour deduction from the total completed hours for the course.

### **Credits**

Students who successfully complete the Silicon Valley CTE course in which they are enrolled will typically earn 15 **SVCTE high school credits** per semester (30 credits for the year). Grades and credits are issued at the end of each semester.

**Graduation credits** are granted as elective, or a blend of elective and academic based on UC a–g designation. Home high school districts issue official credits and

transcripts: SVCTE only recommends credits based on course completion. Individual schools or districts may choose to credit courses differently. Please see your home school counselor for more information.

### **University of California (UC) “a–g” Course Credits**

Nineteen courses here at Silicon Valley CTE are a–g approved courses; 10 of the 30 credits earned during the school year meet the UC/CSU college-prep high school graduation requirements. Two of our courses —Medical Science/Health Careers and Metals Technology— have (2) a–g approvals, and 20 of the 30 credits earned during the school year meet the UC/CSU requirements, depending on home district rules. The list of a–g-approved courses can be found below and online at [www.svcte.org](http://www.svcte.org) under the “CTE Courses” menu.

The 18 courses listed below have been UC “a–g” approved. Of the 20 or 30 credits earned during the school year, 10 credits (5/semester, 10/year) may be reported on a student’s application for admission to any UC or CSU.

<b>SVCTE Course Name</b>	<b>UC “a–g” Course Name</b>	<b>UC “a–g” Approval</b>
Animation	Animation	“f” — Visual & Performing Arts
Construction Technology	Construction Technology	“c” — Mathematics I
Cybersecurity	Cybersecurity	“g” - Elective - Math - Computer Science
Dental Assisting	Dental Assisting	“g”— Science – Integrated
Fashion Design and Textile Art	Fashion Design and Textile Art	“f” — Visual & Performing Arts
<b>SVCTE Course Name</b>	<b>UC “a–g” Course Name</b>	<b>UC “a–g” Approval</b>
Film and Video Production	Film and Video Production	“f” — Visual & Performing Arts
Fire Science/First Responder	Fire Science I	“d” — Chemistry
Forensic Science	Forensic Sciences	“d”— Lab Science
Heating, Ventilating, and Air Conditioning (HVAC)	Heating, Ventilating, and Air Conditioning (HVAC)	“c” — Mathematics – Math I

Law Enforcement	Law Enforcement	“g” — Elective – History
Mechatronics Engineering	Mechatronics Engineering	“d”— Physics
Medical Assisting	Medical Assistant - Clinical	“g” — Lab Science – Biology
Medical Science/Health Careers	Medical Science/Health Careers	“d” — Lab Science “g”— Elective
Metals Technology	Metals Technology	“c” — Geometry “g” — Elective
Mobile App Design & Computer Coding	Mobile Application Development	“g” — Elective
Nursing Careers	Nursing Careers	“d” - Lab Science - Biology “g” - Elective
Pharmacy Technician	Pharmacy Technician	“g” — Elective
Sports Medicine & Kinesiology	Sports Medicine / Kinesiology	“d” — Lab Science – Biology
Veterinary Science	Integrated Animal Science	“d” — Lab Science

## College Credit

Silicon Valley CTE Students earning a grade of “A” or “B” for two semesters have the potential to earn college credit through a variety of ways. Many classes at Silicon Valley CTE offer college dual and concurrent enrollment, as well as multiple articulation agreements.

- **Dual enrollment** is when a Silicon Valley CTE course is *also* a college course, and students receive both high school and college credit for the same course.
- **Concurrent enrollment** refers to taking courses at a college or university while enrolled at Silicon Valley CTE.
- **Articulation Agreements** allow a student to earn college credits “by exam” upon successful completion of a Silicon Valley CTE course.

Please consult with your instructor for the number of college credits available, what must be done to earn the credit, and in which colleges and programs credit is offered. The process for how to receive college credits is also at [www.svcte.org](http://www.svcte.org) under the “Students” menu. Silicon Valley CTE has articulation agreements at the following California Community Colleges:

- De Anza College
- Evergreen Valley College
- Foothill Community College
- Mission College
- San Jose City College
- West Valley College
- Cabrillo College
- And several others

## Scholarships and Award Recognition

Each year, Silicon Valley CTE recognizes students who have demonstrated excellence throughout the school year. The scholarships and awards are given in the form of tools, equipment, and/or cash, to assist students in entering their vocations or continuing their education. Students are recognized for their skills, citizenship, attendance, and overall accomplishments. Awards are given school-wide as well as through individual programs.

# Campus Access & Use

## Closed Campus

Silicon Valley CTE is a closed campus; **all students (both adult and high school) are required to sign out at Student Services (room 803) when leaving campus before the scheduled end of the class session.** High school students must have parent/guardian permission (even if they are 18 years old).

The entire MetroED campus is monitored by video camera surveillance.

Students may be required to submit a health screening before arriving on campus.

## Driving and Parking

Students being dropped off (whether by a family member, friend, or app-based ride share service), need to be dropped in the drop-off lane, next to the 100 building on the left side of the main entrance drive, from Gate 1.

Students who wish to drive to school must abide by the following policies:

- Do not exceed the posted campus speed limit of 5 MPH
- Obey all traffic signs — including directional signs.
- Park in designated areas only. Look for painted demarcations in the parking lots for where SVCTE students should park; do not park in SV Adult Ed parking areas.
- No student parking in the visitor spaces (green zone), emergency access (red zones), staff parking lot (by Fire Tower), or the bus circle at any time during school hours.
- Do not leave your car on campus overnight without written permission from administration.

Students failing to abide by these policies, or driving unsafely, may lose their driving and parking privileges.

***Did you know:*** Following your interests and skills toward a career is likely to lead to a higher income than the average employer in that field. CTE helps students to develop their interests and skills.

## Emergency Drills & Procedures

Safety drills will be conducted periodically throughout the school year. All students and visitors (minors and adults) are required to participate in these drills to ensure their safety in the event of an actual emergency.

In the event of an actual emergency situation, students may be required to stay on the Silicon Valley CTE campus longer than their scheduled class time. Students must be released by a staff member before they may leave the campus. Minors may only be released with parental permission.

## **Lockers**

Some classes may provide lockers for personal storage at no cost. These lockers are to be locked with Silicon Valley CTE-issued locks only. Personal locks will be removed. These lockers are the property of Silicon Valley CTE and are subject to search by school staff at any time.

## **Lost & Found**

The Silicon Valley CTE “Lost and Found” is located in the Student Services Office which is located in room 803. Items left for more than one semester will be donated to a local charity or discarded.

***Did you know:*** Over 1,300 of the nearly 1,800 students enrolled this year in CTE courses here at Silicon Valley CTE—that’s 75% of students here—are enrolled in UC a–g approved college-prep courses.

# Student Opportunities

## Job Listings

SVCTE is proud to receive job postings from many local businesses seeking the talent of our well-trained students; these are posted in Student Services, room 803, as well as on the SVCTE website when possible.

## Accident Insurance

Accident insurance coverage can be purchased at a moderate price [through an outside vendor](https://www.peinsurance.com/products/student-insurance/). (<https://www.peinsurance.com/products/student-insurance/>) An insurance waiver form with a parent or guardian's signature is required for those declining coverage.

## Internships

### *Community Classroom (CC — unpaid)*

### *Cooperative Vocational Education (CVE — paid)*

Many classes include work-based learning experiences (WBL) in which students are matched to either paid or non-paid internship training sites in businesses and industries throughout the community. In order to be eligible, students must have their instructor's recommendation and meet minimum grade, attendance and performance standards. **Students must provide their own transportation to and from their internship site.**

- An internship opportunity may be offered in your student's SVCTE class but may not be required.
- Your student may be required to identify their own internship site and contact an employer to arrange an internship. SVCTE teachers can assist and support this process, but the work of arranging the internship is primarily the responsibility of the student. This is an important part of the Work-Based Learning experience to build student skills in seeking a job.

Depending on the program your student is participating in, an internship will have hourly commitments of participation each week, which they will be held accountable for to justify a final grade for the class and possibly qualify for certification. Optimally, students will use the time they would normally be scheduled to attend class on site at SVCTE to fulfill their internship hours. However, some students have communicated a need to schedule their internship

outside of their current SVCTE class schedule time. In the case of a student scheduled to be at SVCTE, but not reporting to an offsite internship assignment during that schedule time, that student will be expected to be on site at SVCTE in order to be marked as present in our attendance system for that day.

- Students must arrange a schedule in advance of when they can attend their internship:
- A draft schedule of when a student plans to intern must be signed by internship site, home school counselor, and parent/guardian and submitted to the SVCTE office before internship begins.
- The student may intern outside of SVCTE class time, but may not intern exclusively outside of high school time. The student may not exclusively intern outside of the working hours of SVCTE teacher/internship supervisor - some of the student’s internship schedule must fall within the working hours of the teacher to accommodate supervision.

***Did you know:*** 93% of high school CTE graduates have enrolled in college, are working, or have enlisted in the military within 6 months of graduation.  
(U.S. Department of Education)



## Student Organizations

There are several Career Technical Student Organizations active here at SVCTE:

### ***Skills USA***

SkillsUSA is a nationally affiliated club, a partnership of high school and college students, teachers and industry representatives working together to ensure that America has a skilled workforce. SkillsUSA helps prepare students for careers in technically skilled service occupations. SkillsUSA is a private entity that is separate and apart from MetroED. MetroED does not require any students in any of its Silicon Valley CTE classes to join SkillsUSA, nor does MetroED offer any kind of class credits or extra credit for students who may choose to participate in SkillsUSA. SkillsUSA offers its members the opportunity to compete in the SkillsUSA Championships. There are expenses incurred for students that voluntarily enter SkillsUSA competitions. Learn more at [www.skillsusa.org](http://www.skillsusa.org).

### ***Health Occupations Students of America (HOSA)***

HOSA is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of the Association for Career Technical Education. Our Silicon Valley CTE Chapter is open to all students in the Health Sciences courses, and is coordinated by Sports Medicine & Kinesiology teacher Ms. Jennifer Rockett. Learn more at [www.hosa.org](http://www.hosa.org).

### ***Student Ambassador Program***

Each class selects both morning and afternoon students to represent the class as Student ambassador. Student ambassador members will promote Silicon Valley CTE to our partnering high schools through student leadership. All Silicon Valley CTE students are encouraged to develop and participate in extracurricular functions throughout the school year.



MAPin provides students with resources to develop their academic and career pathways goals. MAPin offers services for students interested in a college degree, certificate or transferring to a four-year college and assists students with resume writing, preparing for interviews and job search.

MAPin (room 304)

[www.map-in.org](http://www.map-in.org)

723-4290

[mapin@metroed.net](mailto:mapin@metroed.net)

# Professional Expectations

All Silicon Valley CTE courses are Capstone CTE courses, and challenge students to exhibit the highest levels of professionalism, including:

- **Very high attendance rates** — be here every day, on time;
- **Professional work ethic** — work hard at all assigned tasks and projects, with minimal supervision; stay on task and focused; go beyond minimum expectations and strive for excellence; demonstrate perseverance and resilience;
- **Professional attitude and demeanor** — be respectful in all communications and interactions with all people: students, staff, and the public; demonstrate understanding and sensitivity to people’s diversity;
- **Twenty First Century Skills** — be creative, innovative, problem-solving oriented; be an active, collaborative and productive team member; demonstrate self-discipline and initiative; and
- **Professional dress and appearance** — be in class uniform/appropriate dress; be clean and well-groomed.

Specific classes may also have additional requirements for appropriate professional behavior and skills.

These very high expectations exceed what is expected in your home high school, and not all students have the maturity, motivation and self-discipline to meet these demanding expectations.

## Electronic Devices

The use of personal electronic devices is not allowed in class without the permission of the instructor. (Education Code §51512) Students must turn off and put away personal cell/smart phones, tablets, electronic games or other similar equipment when in the classrooms and labs, unless otherwise directed. Electronic devices must be put away when students are in the Hub serving area (the food lines). Students may use their phones/electronic devices while on break and in the eating area of the Hub (tables) when allowed by their instructors. Students must be respectful when using their electronic devices and personal listening device (*e.g.* in-ear headphones, earbuds, etc.).

Electronic devices may be used in the ‘common areas’ before and after school and on break (as allowed by the instructor). Unsafe or unauthorized use of these devices may result in disciplinary action as outlined in the Student Behavior Policy and Disciplinary Action Chart. Repeated offenses may result in item(s) being confiscated and held for parent pick-up. The confiscated device will be

returned only to a parent/guardian. Silicon Valley CTE is not responsible for lost or stolen devices.

## Computer & Internet Use

All students are required to sign the **Computer and Network Acceptable Use Agreement** prior to any use of computers or the Internet on campus. This agreement states the rules and procedures that a student must follow in order to use a computer on campus and to access the Internet. The form can be found at [www.svcte.net](http://www.svcte.net). Improper or inappropriate computer use will result in disciplinary action as outlined in the Student Behavior Policy and Disciplinary Action Chart.

## Identification Badges

All students must wear identification at all times on the MetroED campus as well as while boarding or traveling on MetroED-provided transportation (school bus) to or from the MetroED campus. SVCTE may provide an identification badge or a sticker to add to a student's existing home high school identification badge. SVCTE will provide badge covers, clips, and lanyards as appropriate at no cost to students; replacement supplies may be charged a nominal fee.

- **Students must wear their badges at all times while on campus.**
- Badges must be visible on the upper half of the torso.
- Students are to present their identification to any staff member upon request. Compliance with all staff requests is required at all times for the safety and security of the campus.
- Students should contact Student Services in Room 803 for replacement identification badges as soon as a badge is damaged or lost.

## Uniforms and Professional Appearance

Many classes at Silicon Valley CTE require class uniforms; these uniforms are similar to what one would wear in a job and are **worn daily** to help establish a professional appearance and setting for students in these classes. Depending on the class, uniforms may include: pants, shirts, hats, jackets, shoes, and/or belts. Teachers will define the required uniform or attire for each class.

When arriving on campus for in-person instruction, students are required to arrive dressed in the appropriate uniform or attire for their program. Access to restrooms or locker rooms will not be provided for the purpose of changing into or out of uniform.

Students must wash their uniforms as needed to keep them clean.

Students are encouraged to purchase their own uniforms. Students who do not purchase their own uniform will be lent a uniform for the duration of the class; these may be previously used and will be professionally laundered before issue.

Along with a uniform, professional appearance includes grooming and hygiene, as well as standards for jewelry, nails, tattoos, hair, etc. Teachers will define specific requirements for each class.

Students' uniform and appearance are a part of the Career Readiness grade.

## **Dress Code**

Silicon Valley CTE is a technical career education and training facility; students display appropriate and professional dress. All clothes must conform to campus, classroom, and professional workplace standards.

The dress code will be enforced at all times when students are on Silicon Valley CTE campus, or involved in any school function — on or off campus. Students engaged in Distance Learning synchronous video sessions should ensure that the portion of their appearance visible to a camera is professional and complies with the SVCTE Dress Code.

1. Clothes will be clean, hemmed and free of holes.
2. A student may not wear clothing more than one size larger or smaller than the student's size.
3. All pants must be worn at the waist and provide full coverage of underwear (*i.e.* no sagging pants).
4. Shorts and skirts must be no shorter than mid-thigh when standing. Slits in skirts must be no higher than the acceptable skirt/short length.
5. All students must wear tops that conform to standards of employment for their instructional/industry area, as determined by the instructor. In addition, shoulder straps or sleeveless blouses must be no shorter than the edge of the shoulder and must provide full coverage of undergarments. Tank tops, halter tops, narrow straps, midriff tops and low cut tops are not permitted. Torsos will be covered at all times; see-through clothing or pajamas are not allowed.
6. Any clothing that denotes gang affiliation colors or professional sport affiliation is not allowed.

7. Graphics on clothing and accessories (hats, purses, bags, etc.) in the form of statements or pictures that are offensive in nature are not allowed. Statements or pictures referring to violence, drugs, alcohol, gang affiliation, sexual suggestions or that are racially demeaning are not allowed.
8. Bare feet or house slippers are not allowed on campus. Sandals are acceptable only where the class area does not require other footwear for safety reasons.
9. In accordance with public health orders, students may be required to wear a mask which consists of multiple layers of material without an exhalation vent and which covers the nostrils and mouth fully at all times on campus other than brief moments needed for eating or drinking as permitted.
10. For campus safety, hats, hoods, and other head coverings that conceal the face other than those listed for public health purposes may not be worn on campus, unless for religious reasons.
11. Teachers may have additional requirements for their specific class.

Non-compliance with dress code may require a student to call home for a parent/guardian to bring appropriate clothing to Silicon Valley CTE, or to pick up the student. The student may also be asked to put on a covering kept in the classroom for such purposes. The student may return to/remain in class only when appropriately dressed. Continued non-compliance may result in suspension or withdrawal from Silicon Valley CTE.(BP/AR 5132)

***Did you know:*** 81% of high school dropouts reported that real-world relevant courses —such as CTE— would have helped them stay in high school to graduation. (Gates Foundation)

## School Buses

Bus transportation to Silicon Valley CTE is available for all high school students to and from their home school. Riding the bus to Silicon Valley CTE is a privilege which may be rescinded if a student fails to meet professional expectations.

(Ed Code §41850, BP/AR 5131.1)

### Bus Stops, Pick-Up and Drop-Off

- Be on time at the bus stop. Arriving 5 minutes early is recommended.
- Stay near the bus stop area; stay off private property. Bus stops are a part of school jurisdiction and all school rules apply.
- School bus drivers shall not pick up, drop off or remove any SVCTE student from the bus unless the student is at the designated stop, or in custody of a legal authority, parent/guardian or school administrator.

### Professional Expectations for Students Using Buses

1. Treat driver **courteously** including obeying all instructions and showing proper identification when requested
2. Follow all **safety procedures**, including use of proper exits
3. Hold peaceful, friendly interactions with other passengers
4. Protect bus from damage and keep the bus clean
5. Keep arms and body inside windows
6. Keep calm and courteous behavior
7. Refrain from eating, drinking, or using any inhaling or vaping products
8. Remain seated while bus is in motion

A student violating any of the expectations listed above may temporarily or permanently lose the privilege to ride the bus and may receive a school suspension or other school discipline.

### Behavior Policy & Response

All behavior policies and consequences are set forth in California Education Code §48900 and §48915, and by Approved MetroED Board Policies (BP) and Administrative Regulations (AR). SVCTE uses progressive discipline in the context of Restorative Justice.

## SERIOUS VIOLATIONS

1. Causing, attempting to cause, or threatening to cause physical injury to another person. §48900 a
2. Possessing, selling or furnishing any firearm, knife, explosive, or other dangerous object §48900 b
3. Committing or attempting to commit or assisting in robbery or extortion (including theft of school property or personal property of others) §48900 e, g
4. Destruction of school or private property (including school bus) §48900 f
5. Arson of school or private property §48900 f
6. Committing or attempting to commit sexual assault or sexual battery or any form of sexual misconduct or harassment §48900 n
7. Selling any illegal drug or controlled substance §48915 c (3)

## PROGRESSIVE DISCIPLINARY ACTIONS

- **Police called upon to assist**
- **Home high school administration contacted**
- **Parent conference with Teacher and/or Administrator**
- **Withdrawal from Silicon Valley CTE**

## MAJOR VIOLATIONS

8. Possessing, using, or furnishing any illegal drug or drug paraphernalia, or being under the influence of any controlled substance, alcoholic beverage or other intoxicant §48900 c, d, j
9. Inappropriate Internet access as explained in MetroED's Acceptable Use Policy §48900
10. Committing an obscene act or gesture or engaging in habitual profanity or vulgarity §48900i
11. Bullying—including cyberbullying— of a sexual or non-sexual nature, of/by a student or staff, whether committed on or off campus. §48900 r
12. Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence. BP/AR 5145.9
13. Disrupting school activities or willfully defying school personnel engaged in the performance or their duties §48900 k

14. Exhibiting disruptive behavior on a school bus §48900 s
15. Engaging in any physical or verbal gang-related activity, including but not limited to graffiti/tagging, wearing gang “colors” or displaying gang signs, etc. BP/AR 5132

### **PROGRESSIVE DISCIPLINARY ACTIONS**

*Depends on Severity (as determined by Silicon Valley CTE Administration)*

- **Warning**
- **Behavior contract**
- **Restorative actions**
- **Home High School Administrator Contact**
- **Parent-Teacher and/or Administrator conference**
- **1-3 day Suspension**
- **Possible loss of Silicon Valley CTE enrollment privilege for up to one full year (2 semesters)**

***Did you know:*** 80% of CTE high school students met rigorous college & career readiness goals, compared to 63% of non-CTE high school students that met these goals. (U.S. Department of Education)



## MINOR VIOLATIONS

16. Engaging in harassment of another student or staff §48900 o
17. Violating safety rules
18. Forging notes/dishonesty
19. Cutting class or leaving campus without permission
20. Using tobacco or tobacco byproducts or substances on the school campus §48900 h, BP/AR 5131.62
21. Unauthorized or inappropriate use of personal electronic devices (cellular phones, tablets, pagers, etc.)
22. Failing to follow Silicon Valley CTE dress code
23. Chronic tardiness or truancy
24. Using skateboards, roller blades, scooters, or bicycles on campus
25. Violation of Social Distancing Protocol or public health orders

## PROGRESSIVE DISCIPLINARY ACTIONS

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<p><i>Depends on Severity</i> <i>(as determined by admin)</i></p> <ul style="list-style-type: none"> <li>● <b>Teacher-Admin-Parent conference</b></li> <li>● <b>Call for parent pick-up</b></li> <li>● <b>Warning</b></li> <li>● <b>Behavior contract</b></li> <li>● <b>Restorative actions</b></li> <li>● <b>Warning of possible removal from class</b></li> <li>● <b>Home high school assistant principal contacted</b></li> </ul>	<p><i>Depends on Severity</i> <i>(as determined by admin )</i></p> <ul style="list-style-type: none"> <li>● <b>Teacher-Admin-Parent conference</b></li> <li>● <b>Home high school assistant principal contact</b></li> <li>● <b>Call for parent pick-up</b></li> <li>● <b>1-3 day suspension</b></li> <li>● <b>Warning of possible removal from class</b></li> <li>● <b>May be withdrawn from Silicon Valley CTE</b></li> </ul>	<p><i>Depends on Severity</i> <i>(as determined by admin)</i></p> <ul style="list-style-type: none"> <li>● <b>Home high school assistant principal contact</b></li> <li>● <b>Call for parent pick-up</b></li> <li>● <b>1-3 day suspension</b></li> <li>● <b>May be withdrawn from Silicon Valley CTE</b></li> </ul>

In the event of an incident that requires investigation, any person's personal belongings may be searched, including cell phones and other electronic devices. (Ed Code §38000, Board Policy 5145.12)

# Information Systems

## G Suite Accounts (My.MetroED.net)

All SVCTE students use G Suite (Google) accounts which include access to MetroED-provided email at [mail.my.metroed.net](mailto:mail.my.metroed.net) as well as Google Drive and other G Suite apps. My.MetroED.net accounts are used as a Single Sign-On service, allowing access to many other platforms through an “SSO” or “Sign in with Google” option.

Access information will be sent to the student’s secondary (personal) email address on file. It is the responsibility of the student to maintain an accurate secondary email address in MetroED’s files as well as a current phone number which allows for both voice and text messages to allow for account access and recovery.

Students must check their My.MetroED.net email account at least once during each school day and respond as necessary to messages from staff or teachers. Students should use their My.MetroED.net account to message teachers and staff as needed and to access other SVCTE services. As a general rule, students should not access any service or complete any task related to their work with SVCTE through a personal account which can be otherwise accomplished through their My.MetroED.net account. My.MetroED.net accounts are provided to students for the exclusive purpose of supporting their education and training through SVCTE programs and related internships. Students should not use My.MetroED.net accounts to sign up for services of personal interest (e.g. gaming, entertainment media, social media) beyond their professional training. For further technical assistance, families may reach out to [student.accounts@metroed.net](mailto:student.accounts@metroed.net).

## Learning Management System (Canvas)

All SVCTE courses use Canvas ([svcte.instructure.com](https://svcte.instructure.com)) as our assigned Learning Management System where teachers will post all assignments, modules of study, course outlines or syllabi, and announcements.

## Student Information

All student records of attendance, final grade marks, and student & family contact information are stored in our student information system, Infinite Campus (IC). Regular class assignments, due dates, scores, and running grade totals are stored in Canvas, not in IC. SVCTE Student Services is happy to share any student records needed (such as attendance records) to students or their parent/guardian.

# District Policies and Legal Notices

## Nondiscrimination/Harassment Policies

MetroED does not discriminate on the basis of race, color, national origin, gender, religion, disability, age, or sexual orientation in any of its policies, procedures, or practices, and prohibits all forms of harassment including, but not limited to, harassment on the basis of race, color, national origin, religion, disability or sexual orientation. Students, parents, guardians, or any other individuals having questions or concerns regarding the District's non-discrimination policy can contact the Director of Human Resources, 723-6435. Students with concerns related to any form of harassment on campus can speak with any staff person or contact an Assistant Principal or designee and/or counselors. (MetroED Board policies are online at [gamutonline.net/district/metropolitan/](http://gamutonline.net/district/metropolitan/).) BP 0410, BP/AR 5145.3

### ***What is Sexual Harassment?***

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of sexual nature. Grounds for disciplinary or legal action include but are not limited to: [1] comments, jokes, gestures, or looks of a sexual or lewd nature; [2] references to gender, or name calling, rumors, or requests for sexual favors; [3] unwelcome touching, grabbing, pinching, whistling; [4] being intentionally brushed up against or blocked from freely moving; having clothing pulled in a sexually suggestive way; [5] being forced to kiss someone or do something sexual other than kissing; [6] sexually offensive pictures, graffiti.

### ***What is Harassment and Intimidation?***

Individuals who pick on, bully, harass, push around, threaten, laugh at or mock, or threaten another individual over any issue are engaged in harassing or intimidating behavior. Disciplinary consequences include but are not limited to after school detention, community service hours, suspension, removal from the classroom, removal from the school, possible police citation, or conflict mediation, depending on the degree of the problem.

Read our Title IX policies at <https://www.metroed.net/title-ix-compliance>.

## Relevant Board Policies

### **Nondiscrimination in District Programs and Activities (BP 0410(a))**

District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry,

nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4119.11/4219.11/4319.II - Sexual Harassment)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 5131.2 - Bullying)

(cf 5145.3 - Nondiscrimination/Harassment)

(cf 5145.7 - Sexual Harassment)

(cf 6178 - Career Technical Education)

( cf 6200 - Adult Education)

### **Complaints Concerning District Employees (BP 1312.1, 1312.1(a))**

The Superintendent or designee shall develop regulations which permit the public to submit complaints against MetroED (District) employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved. The Superintendent or designee shall determine whether a complaint should be considered a complaint against the MetroED (District) and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other District procedures.

(cf 1312.2 - Complaints Concerning Instructional Materials)

(cf 1312.3 - Uniform Complaint Procedures)

(cf 3515.2 - Disruptions)

(cf 4144/4244/4344 - Complaints)

### **Uniform Complaint Procedures (BP 1312.3)**

The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures. The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified

in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(cf 0410 - Nondiscrimination in District Programs and Activities)

(cf 4030 - Nondiscrimination in Employment)

(cf 4031 - Complaints Concerning Discrimination in Employment)

(cf 5131.2 - Bullying)

(cf 5145.3 - Nondiscrimination/Harassment)

(cf 5145.7 - Sexual Harassment)

## **Uniform Complaint Procedures**

The District has the responsibility for ensuring compliance with state and federal laws and regulations governing educational programs, and follows uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Early informal resolution of complaints at the local level is encouraged whenever possible. SVCTE and MetroED have procedures for receiving complaints in accordance with law. Read [UCP Board Policy here](#) and [Administrative Regulations here](#). The [UCP form is available here](#) or in the school office.

### **Extracurricular & Non-Academic Activities (BP 6145.1)**

In compliance with Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (“ADA”), the Metropolitan Education District (“MetroED”) provides equal access and services through reasonable accommodation(s) to qualified students with disabilities. This includes equal access for MetroED-sponsored extracurricular and nonacademic activities.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 6164.4 – Identification and Evaluation of Individuals for Special Education)

Specific to the Silicon Valley Career Technical Education Center (“SVCTE”), MetroED provides its offered non-academic and extracurricular services and activities in such manner as is necessary to afford qualified students with disabilities an equal opportunity for participation in such services and activities. (34 CFR 104.4, 104.37.) As such, MetroED will provide reasonable accommodations in order for qualified students with disabilities to participate equally in MetroED-sponsored SVCTE program events that take

place outside of the SVCTE classroom or internship site, for example, field trips and academic and career competitions.

(cf. 6145 – Extracurricular and Co-curricular Activities)  
(cf. 6145.5 – Student Organizations and Equal Access)

Qualified SVCTE students with disabilities requesting reasonable accommodation(s) for an SVCTE program event should follow the procedures set forth below:

1. **Requests for accommodations must be presented in writing, as soon as the student or parent/legal guardian is aware of the need for an accommodation, to the SVCTE Counseling Program Coordinator.** MetroED requests 30 days of notice for any requested accommodation(s). However, MetroED will consider requests made at any reasonable time prior to the SVCTE program event.
2. Within ten (10) school days of receipt of the written request, the Counseling Program Coordinator will make reasonable efforts to schedule a meeting with the student, student’s parent or legal guardian, SVCTE Principal or designee, and a representative from the student’s home school district who is responsible for monitoring implementation of the student’s Individualized Education Program (“IEP”) or Section 504 plan, as applicable, to discuss the request and determine the accommodation(s), if any, to be provided.
3. Within five (5) school days following the meeting referenced above, the SVCTE Counseling Program Coordinator will notify the student’s parent or legal guardian in writing of the accommodation(s) that will be provided during the SVCTE program event.
4. MetroED is not required to provide an accommodation that fundamentally alters the nature of the program event, or results in undue administrative or financial burden to MetroED. (28 CFR 35.150.) If MetroED believes that a requested accommodation will fundamentally alter the nature of the SVCTE program event or result in an undue administrative or financial burden to MetroED, MetroED will engage in an interactive process with the student and parent or legal guardian to identify whether an alternative accommodation may be provided.
5. After the reasonable accommodation(s) is determined, the Counseling Program Coordinator will notify, in writing, the SVCTE Principal or designee, the student’s SVCTE teacher, and the SVCTE staff responsible for supervising and/or coordinating the program event, of the accommodation to be provided during the SVCTE program event.

For purposes of this policy, the following definitions apply:

- “Student with a disability” means a student who has a physical or mental impairment which substantially limits one or more major life activities.  
(28 CFR 35.108; 34 CFR 104.3)

- “Qualified student with a disability” means a student with a disability, and who otherwise meets the essential eligibility requirements for participation in the SVCTE program event. (34 CFR 104.3)
- “Physical impairment” means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, immune, hemic, lymphatic, skin, and endocrine. (28 CFR 35.108; 34 CFR 104.3)
- “Mental impairment” means any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability. (28 CFR 35.108; 34 CFR 104.3)
- “Substantially limits major life activities” means limiting a person’s ability to perform functions, as compared to most people in the general population, such as caring for himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, writing, communicating, and working. Major life activities also includes major bodily functions such as functions of the immune system, special sense organs and skin, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions, as well as the operation of an individual organ within a body system. The determination of whether an impairment substantially limits a student’s major life activities shall be made without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. Mitigating measures are measures that an individual may use to eliminate or reduce the effects of an impairment, including, but not limited to, medications, medical supplies or equipment, prosthetic devices, assistive devices, reasonable modifications or auxiliary aids or services, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy. (42 USC 12102; 28 CFR 35.108)

***Did you know:*** High school CTE graduates earn on average ~\$4,000/year more than other high school graduates, in the first years after graduating high school — and \$5,000/year more in Santa Clara County!

PARENT/STUDENT ACKNOWLEDGEMENT FORM 2023-2024  
PARENT/STUDENT HANDBOOK

Dear Parent/Guardian:

Education Code 48980 (a) states that School Boards are required by law to notify parents of their rights to services and programs offered by their district school/schools. Parents/Guardians must sign a notification form and return it to their children's schools acknowledging that they have been informed of their rights.

Please sign and return to your child's school the below portion acknowledging receipt of the new Parent/Student Handbook.

Your signature does not constitute consent to take part in any particular program.

-----Tear-Off-----

RECEIPT OF ANNUAL NOTIFICATION OF 2023-2024  
PARENT/STUDENT HANDBOOK

I acknowledge, with my signature below, the receipt of the required annual notification of parent/ student rights on behalf of my son/daughter.

Please PRINT the name, birth date and student ID number of your child.

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Last Name	Middle Initial	First Name
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Birthdate	ID#
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Signature of Parent/Guardian	Signature of Student (Grades 9-12)
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PLEASE RETURN THIS RECEIPT TO YOUR SCHOOL