



**Silicon Valley**  
Career Technical Education

# Student Handbook

**CTE Summer Exploration Program 2026**



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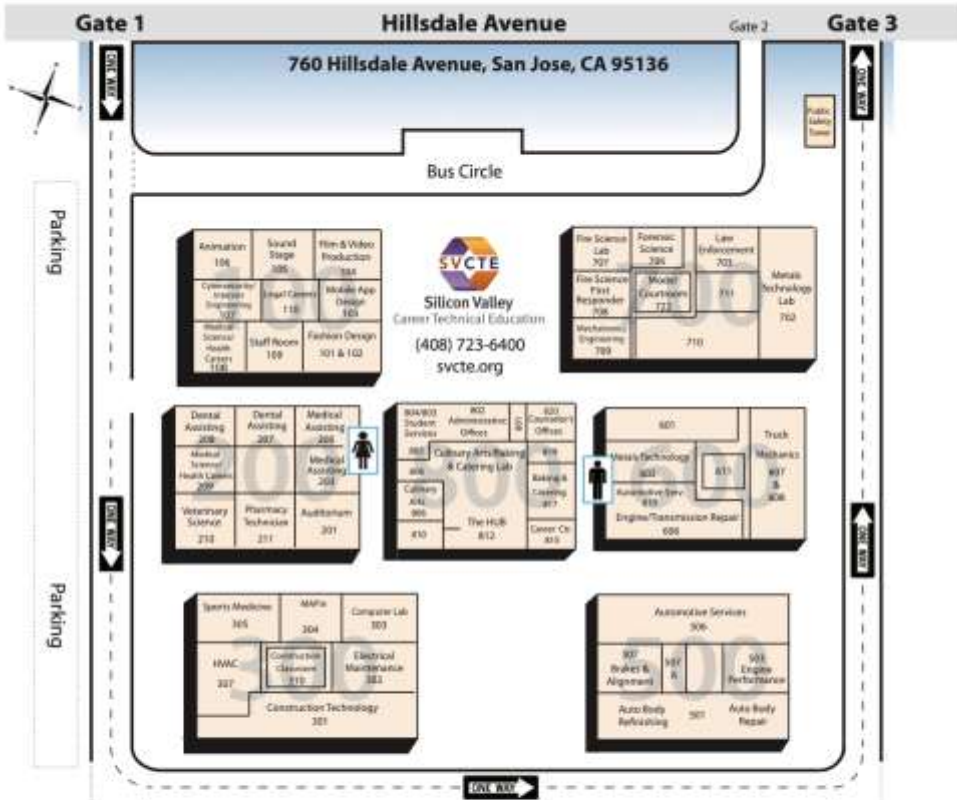
## Standards for Career Ready Practice\*

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.<sup>1</sup>

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





## Mission Statement

We inspire, engage, and connect for success in life, college, and careers.

## Vision

We will become the model of authentic career technical and adult learning through high-quality instruction, staff, partnership and facilities.

## Values

Collaboration, Compassion, Creativity, Equity, Integrity

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)

## 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 |
|----------------------|-----------------------------|

### ***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      |

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# 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.)

During the school year, 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).

# 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 & Support Staff:

Superintendent

Erin O’Neill

[eoneill@metroed.net](mailto:oneill@metroed.net)

408-723-6464

Assistant Superintendent, Educational Services

Kiran Grewal

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

408-723-6704

SVCTE Summer School Principal

Johnny Paul Vera

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

Counseling Program Coordinator

Pat Freitas

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

408-723-6415

SVCTE Site Registrar

Maria Luna

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

408-723-6407

SVCTE Site Registrar

Shannon Bradberry

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

408-723-4201

SVCTE Site Registrar

Mary Nyberg

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

408-723-4211

## Program Representative

The Program Representative promotes SVCTE courses and programs. They also lead campus tours and “Shadow Days,” coordinate our Student Ambassador program.

Program Representative

Jasmine Montuy [jmontuy@metroed.net](mailto:jmontuy@metroed.net)

Main Office – 800 Building 408-723-4204

## Summer Course Instructors

|   |  |
|---|--|
| AI Engineering - Mr. Correa               | <a href="mailto:jcorrea@metroed.net">jcorrea@metroed.net</a>   |
| Classroom 103                             | 408-723-4262   |
| Dental Assisting - Mr. Atwal              | <a href="mailto:aatwal@metroed.net">aatwal@metroed.net</a>     |
| Classroom 208                             | 408-723-6497   |
| Film and Video Production - Mr. Furtado   | <a href="mailto:jfurtado@metroed.net">jfurtado@metroed.net</a> |
| Classroom 104                             | 408-723-4206   |
| Fire Science/First Responder - Mr. Rangel |  |
| Classroom 708                             | 408-723-4246   |
| Medical Assisting - Mrs. Gamboa           | <a href="mailto:lgamboa@metroed.net">lgamboa@metroed.net</a>   |
| Classroom 206                             | 408-723-4274   |
| Medical Science - Mrs. Dasalla            | <a href="mailto:mdasalla@metroed.net">mdasalla@metroed.net</a> |
| /Health Careers                           |  |
| Classroom 108                             | 408-723-6494   |
| Pharmacy Technician - Ms. Polanco         | <a href="mailto:hpolanco@metroed.net">hpolanco@metroed.net</a> |
| Classroom 211                             | 408-723-4264   |
| Veterinary Science - Mrs. Belaski         | <a href="mailto:ebelaski@metroed.net">ebelaski@metroed.net</a> |
| Classroom 210                             | 408-723-4247   |

## Summer Bell Schedule

| Period                | Start                          | End            | Description                               |
|-----------------------|--------------------------------|----------------|---|
| 1                     | 8:30am                         | 11:25am        | AM class (175 Minutes in person)          |
|                       | First Pathway                  |                |   |
| <b>Passing Period</b> | <b>11:25-11:30am</b>           |                | Passing Period & Bathroom Break           |
| <b>Lunch</b>          | <b>11:30-12:00pm</b>           |                | Free Lunch @ The Hub 800 Building         |
| <b>Passing Period</b> | <b>12:00pm</b>                 | <b>12:05pm</b> | PM class (175 Minutes in person)          |
| 2                     | <b>12:05pm</b>                 | <b>3:00pm</b>  |   |
|                       | Second Pathway                 |                |   |
|                       | <i>2 CTE Pathways Per Week</i> |                | *Students do not select courses           |
|                       | <i>6 CTE Pathways Total</i>    |                | Students will rotate through six programs |

### 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, UberEats, family/friends bringing a beverage).

The Hub will have food and drink available during the lunch period.

## CTE Exploration Summer School Bus Schedules 2026 - June 8<sup>th</sup> – June 26<sup>th</sup>

Students may ride to SVCTE to or from any listed stop. Not all participating high schools have a student pick-up and drop-off location. Make sure to identify the nearest location to you. Plan to arrive 10-15 minutes before the departure time listed. School buses will not wait for missing or late students.

### **Route 306: SVCTE Campus Arrival 8:25am & SVCTE Campus Departure 3:05pm**

**7:00am Departure Time**, Saratoga High School - 20300 Herriman Ave, Saratoga, CA

**After School Site Arrival Time 4:20pm**

**7:10am Departure Time**, Prospect High School - 18900 Prospect Rd, Saratoga, CA

**After School Site Arrival Time 4:05pm**

**7:35am Departure Time**, Los Gatos High School - 20 High School Ct, Los Gatos, CA

**After School Site Arrival Time 3:50pm**

**7:55am Departure Time**, Branham High School - 1570 Branham Ln, San Jose, CA

**After School Site Arrival Time 3:35pm**

**8:10am Departure Time**, Willow Glen High School - 2001 Cottle Ave, San Jose, CA

**After School Site Arrival Time 3:20pm**

### **Route 307: SVCTE Campus Arrival 8:20am & SVCTE Campus Departure 3:05pm**

**7:00am Departure Time**, Milpitas High School - 1285 Escuela Pkwy, Milpitas, CA

**After School Site Arrival Time 4:00pm**

**7:20am Departure Time**, Piedmont High School - 1377 Piedmont Rd, San Jose, CA

**After School Site Arrival Time 3:50pm**

**7:35am Departure Time**, Overfelt High School - 1835 Cunningham Ave, San Jose, CA

**After School Site Arrival Time 3:35pm**

**8:00am Departure Time**, Evergreen High School - 3300 Quimby Rd, San Jose, CA

**After School Site Arrival Time 3:20pm**

### **Route 308: SVCTE Campus Arrival 8:20am & SVCTE Campus Departure 3:05pm**

**7:00am Departure Time**, Leigh High School - 5210 Leigh Ave, San Jose, CA

**After School Site Arrival Time 4:00pm**

**7:25am Departure Time**, Leland High School - 6677 Camden Ave, San Jose, CA

**After School Site Arrival Time 3:45pm**

**7:40am Departure Time**, Santa Teresa High School - 6150 Snell Ave, San Jose, CA

**After School Site Arrival Time 3:35pm**

**8:05am Departure Time**, Silver Creek High School - 3434 Silver Creek Rd, San Jose

**After School Site Arrival Time 3:20pm**

### **Route 309: SVCTE Campus Arrival 8:15am & SVCTE Campus Departure 3:05pm**

**7:00am Departure Time**, Wilcox High School - 3250 Monroe St, Santa Clara, CA

**After School Site Arrival Time 4:00pm**

**7:10am Departure Time**, Santa Clara High School - 3000 Benton St, Santa Clara, CA

**After School Site Arrival Time 3:50pm**

**7:30am Departure Time**, Lincoln High School - 555 Dana Ave, San Jose, CA

**After School Site Arrival Time 3:35pm**

**7:50am Departure Time**, Del Mar High School - 1224 Del Mar Ave, San Jose, CA

**After School Site Arrival Time 3:20pm**

# Attendance

## Student Absence Line: 408-723-4260

Regular participation through attendance is an important part of “Career and College Ready Practices” and is one third of a student’s grade during the school year. Chronic absenteeism may result in withdrawal from Silicon Valley CTE 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 and may be transferred back to their home high schools. (BP/AR 5113.1)

Students who are identified as chronically absent may (1) be ineligible to receive a certificate of completion during the school year, (2) lose SVCTE credits, and/or (3) be transferred back to their home high school.

## Attendance

Ed Code §48205 and BP/AR 5113 lists absences which are **excused** as: Medical, religious, legal/court, bereavement, and visiting with immediate family serving in uniformed active duty. Only five **mandatory school functions (with prior permission form)** are allowed. **All other reasons are unexcused absences.**

### Absences:

- *All* high school students must have a parent/guardian verify the reason for their absence to the student services office (three or more consecutive medical absences must be verified with a Doctor’s note).
- SVCTE will make daily automated calls on all unverified absences.
- A parent/guardian of high school students must call the **student absence line (408-723-4260)** on the date of the absence, or provide a written note to the student services office with the following information:
  - Caller’s name and relationship to student, student name, date of, and reason for absence and name of course or instructor.
  - Regarding Phone Calls & Notes for “Absence Excuse”, high school students may not provide their own absence excuses, even if over age 18. Calls and/or notes must be initiated from parent/guardian.
- Any absence not verified will be coded unexcused.
- Individual classes may have additional attendance requirements for students.
- If a student's absence is excused under Education Code §48205, he/she shall be allowed to complete any missed assignments that can be reasonably given, as

determined by the teacher of the class. The student must satisfactorily complete the assignment or test within one day period of time.

- Students with **Chronic Absenteeism** (determined by 10% or more missed days), may receive a failing grade, no credit for the class, and/or be transferred back to their home schools. (BP/AR 6154, 5113.1; [Ed Code §49067](#)).

### **Tardiness**

Students are expected to be on time to class each day, as would employees reporting to a workplace. Students who are late for class due to a late bus and who have an office-issued bus pass will not be considered “late.” Students who arrive more than 20 minutes late should report directly to the Student Services office to receive a tardy slip in order to be admitted to class. Students with excessive tardiness will jeopardize their grade and/or enrollment at Silicon Valley CTE.

## **Emergency Drills & Procedures**

Safety drills may be conducted periodically throughout the summer. 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.

## **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.

# 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.

# 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. 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.

## 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.

| <b>SERIOUS VIOLATIONS</b>   |
|---|
| <ol style="list-style-type: none"><li>1. Causing, attempting to cause, or threatening to cause physical injury to another person. §48900 a</li><li>2. Possessing, selling or furnishing any firearm, knife, explosive, or other dangerous object §48900 b</li><li>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</li><li>4. Destruction of school or private property (including school bus) §48900 f</li><li>5. Arson of school or private property §48900 f</li><li>6. Committing or attempting to commit sexual assault or sexual battery or any form of sexual misconduct or harassment §48900 n</li><li>7. Selling any illegal drug or controlled substance §48915 c (3)</li></ol> |
| <b>PROGRESSIVE DISCIPLINARY ACTIONS</b>   |
| <ul style="list-style-type: none"><li>● <b>Police called upon to assist</b></li><li>● <b>Home high school administration contacted</b></li><li>● <b>Parent conference with Teacher and/or Administrator</b></li><li>● <b>Withdrawal from Silicon Valley CTE</b></li></ul>   |
| <b>MAJOR VIOLATIONS</b>   |
| <ol style="list-style-type: none"><li>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</li><li>9. Inappropriate Internet access as explained in MetroED’s Acceptable Use Policy §48900</li><li>10. Committing an obscene act or gesture or engaging in habitual profanity or vulgarity §48900i</li><li>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</li></ol>   |

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)**

### **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><br/><i>(as determined by admin)</i></p> <ul style="list-style-type: none"> <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> <li>●</li> </ul> | <p><i>Depends on Severity</i><br/><i>(as determined by admin )</i></p> <ul style="list-style-type: none"> <li>● <b>Teacher-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><br/><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)

# 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.

## 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!