

2025-2026



Silicon Valley
Career Technical Education

Student Handbook

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About SVCTE

Silicon Valley Career Technical Education Center (SVCTE) is a program with the Metropolitan Education District (MetroED) and provides Career Technical Education (CTE) high school program offering 24 courses that foster student career aspirations and prepare them for college and future careers.

SVCTE FREE for qualified 10, 11 & 12-grade students who would like to pursue a specific career path. Students who enroll attend the morning (7:30 to 10:30 a.m.) or afternoon (12:45 to 3:45 p.m.) session Monday – Friday. Bus transportation is provided from the student's home high school to SVCTE, and back to the home high school.

Our daytime Career Technical Education classes are designed specifically for high school students; adults may register on a space-available basis.

1350

Students

24

CTE Programs

23

UC "a-g" approved programs

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 which provide access to SVCTE for their students for free:

- Campbell Union High School District
- East Side Union High School District
- Los Gatos-Saratoga Joint Union High School District
- Milpitas Unified School District
- San Jose Unified School District
- Santa Clara Unified School District

SVCTE welcomes student enrollments from additional agencies. Please contact the SVCTE office for more information at: XXXX

History

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 SVCTE, we were known as CCOC, San Jose Regional Vocational Center, and San Jose Tech High.



Welcome to Silicon Valley Career Technical Education (SVCTE)!

This student handbook is a valuable resource designed to help you become familiar with SVCTE's programs, expectations, and procedures. While it outlines general guidelines and provides helpful information, it is not intended to address every possible situation. Individual circumstances may require unique consideration.

Please note that the policies and practices described in this handbook are subject to change at any time, with or without prior notice, at the sole discretion of SVCTE administration.

Mission, Vision, Values

Mission

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

Vision

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

Values

Collaboration | Compassion | Creativity | Equity | Integrity

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.

Accreditation

Accredited by the Western Association of Schools and Colleges (WASC), <https://www.acswasc.org/>.



Board Policies and Administrative Regulations

This handbook refers to MetroED Board Policy (BP) and Administrative Regulations (AR). Find both at <https://www.metroed.net/About-Us/Governing-Board/Board-Policies/index.html>.

Standards for Being Career Ready

Career Ready Practice Standards help students get ready for a successful life after high school.. These skills are important for careers and life and are taught across all of our programs at SVCTE. As students move through their programs, they keep building on these skills to become more confident and prepared for the future.

- 1. Apply appropriate technical skills and academic knowledge.** Career-ready individuals use what they learn in school and training to solve real-world problems.
- 2. Communicate clearly, effectively, and with reason.** Career-ready individuals are able to share ideas in a clear and thoughtful way through speaking, writing, and visuals.
- 3. Develop an education and career plan aligned with personal goals.** Career-ready individuals set goals and create a plan for your future in school, work, and life. They seek counselors, mentors, and other experts to assist in the planning and execution of their education and career plans.
- 4. Apply technology to enhance productivity.** Career-ready individuals use existing and new technology to accomplish work and solve problems. They understand the inherent risks of technology applications, and they take actions to prevent or mitigate these risks.
- 5. Utilize critical thinking to make sense of problems and persevere in solving them.** Career-ready individuals think through problems, find solutions, and stick with it until it's resolved.
- 6. Practice personal health and understand financial literacy.** Career-ready individuals understand the relationship between personal health, financial literacy, and success in their career and life.
- 7. Act as a responsible citizen in the workplace and the community.** Career-ready individuals understand the obligations and responsibilities of being a member of a community and demonstrate this understanding through their interactions with others.
- 8. Model integrity, ethical leadership, and effective management.** Career-ready individuals consistently act in ways that align with personal and community-held ideals and principles.
- 9. Work productively in teams while integrating cultural and global competence.** Career-ready individuals contribute positively to every team, as both team leaders and team members. They interact effectively and sensitively with all members of the team and find ways to increase the engagement and contribution of other members.
- 10. Demonstrate creativity and innovation.** Career-ready individuals recommend ideas that solve problems in new and different ways and contribute to the improvement of the organization.
- 11. Employ valid and reliable research strategies.** Career-ready individuals employ research practices to plan and carry out investigations, create solutions, and keep updated on current findings related to workplace environments and practices. T
- 12. Understand the environmental, social, and economic impacts of decisions.** Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact other people, organizations, the workplace, and the environment.

For more information, visit California Department of Education:
<https://www.cde.ca.gov/ci/ct/sf/documents/ctescrpflyer.pdf>

Now that You are Enrolled, Here is What to Expect

As a student in our programs at Silicon Valley CTE, you will:

- Have positive interactions with peers & adults
- Experience meaningful hands-on learning
- Be supported by high quality instructors with industry experience
- Learn and use industry language
- Demonstrate learning through performance
- Problem solve and think critically
- Be inspired, engaged, and connected
- Feel comfortable to express yourself in professional ways
- Plan and articulate goals
- Earn 30 high school credits, a-g credit, certifications, & college credit
- Extend your learning through leadership and competitions
- Explore new ideas with curiosity
- Participate in career-connected learning
- Exceed your own expectations of yourself
- Improve self-sufficiency and self-advocacy
- Adapt goals as you have new experiences

To have the best learning experience, you will need to:

- Show up on time, every day
- Dress and act professionally
- Participate fully in hands-on activities
- Follow safety rules and procedures
- Take ownership of learning
- Work well with others
- Complete assignments and projects on time
- Demonstrate a positive attitude and growth mindset
- Communicate clearly and respectfully
- Represent SVCTE with pride



25-26 SVCTE Calendar

Find the [25-26 SVCTE Calendar](https://svcte.metroed.net) at
<https://svcte.metroed.net> | Search: CALENDAR

Bell Schedule

Morning Session

7:30 a.m. – 10:30 a.m.

Afternoon Session

12:45 p.m. – 3:45 p.m.

Bus Transportation

- Bus transportation is provided by SVCTE through First Student and is free of charge. Students should arrive at the stop 5 minutes before pickup time. Buses will not wait for late students. 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)
- Buses typically pick up students in the high school bus circle or main street entrance, though some schools may differ.
- There is one bus stop at each high school to pick up students for SVCTE, so there is no concern about getting on the correct bus. To depart SVCTE's campus, many buses are arranged in our bus circle, and staff are happy to assist students in identifying the correct bus to ride.
- Drop-off times are approximate and may be earlier or later, depending on traffic and time of departure from SVCTE.
- Students may ride to SVCTE to or from any listed stop. Students may ride the bus on some days or in some directions and not others. Buses will not wait for missing or late students.
- Bus schedules may be adjusted throughout the year. SVCTE will publish new versions when they become available and advise all affected students.
- Routes can be found here or on our website at <https://svcte.metroed.net>. Search: Busing

» Morning routes leave home schools between 6:45 – 7:10 a.m.
Students get on the bus and return to their home schools at approximately 10:35 a.m.

» Afternoon routes leave home schools for SVCTE between 12:00 – 12:25 p.m.
Students get on the bus and return to their home schools at approximately 3:50 p.m.

Professional Expectations for Students Using Buses

- Treat driver courteously including obeying all instructions and showing proper identification when requested
- Follow all safety procedures, including use of proper exits
- Hold peaceful, friendly interactions with other passengers
- Protect bus from damage and keep the bus clean
- Keep arms and body inside windows
- Keep calm and courteous behavior
- Refrain from eating, drinking, or using any inhaling or vaping products
- 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.



Student Learning Management System

Canvas

Canvas is an online platform that helps students stay organized, access course materials, submit assignments, and communicate with their teachers.

At SVCTE, teachers use Canvas to:

- Provide a central hub for class resources and updates
- Help students manage deadlines and assignments in one place
- Support learning with videos, quizzes, and interactive tools
- Encourage communication through messaging and feedback

Using Canvas helps students take more ownership of their learning and prepares them for the types of digital tools commonly used in college and the workplace.

Infinite Campus

Infinite Campus is our student information system where keep attendance, grades, certifications, and demographic information.

At SVCTE, we use Infinite Campus to:

- Maintain academic progress
- Attendance records and class schedules
- Post grades and report cards in real time
- Keep up to date demographic information on students

Breaks & Food

Student will have brief breaks throughout the three hour block at the discretion of the instructor. 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.

SVCTE does not offer regular school breakfast and lunch. Students may access these at their home school. However, at some times throughout the year, our Culinary program may offer food for sale to students through is restaurant, The HUB. In addition, our student store may have items available to eat for students during their breaks.

NOT ALLOWED: Personal delivery services for food and beverages while on campus (e.g. DoorDash, UberEats, GrubHub, family/friends) are not allowed due to the disruption this causes. SVCTE administration will hold 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.

Attendance

Why Attendance is Important at SVCTE

Consistent attendance is a critical component to student success. SVCTE credits student attendance by the hour for the purpose of reporting on student certificates of completion and other program eligibility criteria. This attendance is counted as the total hours of the student's enrollment less any hours of unexcused absence. (Excused absences are not deducted from the total.) Full days of absence, partial days of absence, and tardies (late arrivals) are all counted against the total credited hours.

- 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. Tardies are counted against credited attendance, rounding up to the nearest hour. Arriving late up to 60 minutes without an excuse (unexcused tardy) will deduct one hour from the student's credited attendance total at SVCTE.
- 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.
- SVCTE counts all hours of credited attendance (enrolled hours less any hours of unexcused absence) toward a student's final certificate. Many certificates are not issued to those with less than 400 hours of credited attendance. A student with less than 85% credited attendance (i.e. more than 15% unexcused absence) may be ineligible for participation in Work-Based Learning or CTSO opportunities: this includes field trips, internships, SkillsUSA and HOSA competitions, and more.
- 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.
- Attendance is credited by hour. Arriving late (unexcused tardy) will deduct one hour from a student's credited attendance total. Tardies may be documented as excused due to late SVCTE buses or appropriate documentation such as a clinical appointment slip.

Absences

When an absence is planned or occurs, the student's parent/guardian must inform the SVCTE Registrar Office to excuse the absence.

Ways to report absence:

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

 **Online Absence Form**
<https://forms.gle/KTbQQvApbemYTcs89>

SVCTE will record absences regardless of whether a student or parent/guardian reports it. Some absences require verification by a parent/guardian to be counted as excused. For more information, visit <https://www.metroed.net>, Search [Administrative Regulation 5113](#)

When a student is absent and we have not received notification from parent or guardian:

- 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 home school or district)
- 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 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 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.



Excused 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
Three 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
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 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 the 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 parent or guardian
- Registrar marks absent unexcused for the week of the missed timesheet
- Registrar notifies home school

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
- 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 for Career Readiness](#) developed by industry and by the California Department of Education

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 (Standard 3)
- Use critical thinking to solve problems (Standard 5)
- Employ valid and reliable research strategies (Standard 11)
- Understand the environmental, social, and economic impacts of decisions (Standard 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 (Standard 1)
- Apply technology to enhance productivity (Standard 4)
- Practice good personal health & hygiene and understand financial literacy (Standard 6)
- Work productively, individually and in teams (Standard 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 (Standard 2)
- Act as a responsible citizen in workplace and community (Standard 7)
- Model integrity and ethical behavior (Standard 8)
- Demonstrate creativity and innovation (Standard 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.

Date turned in	Maximum score
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 of 50% 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.

SVCTE reports progress and semester final grades to home high schools on these dates:

Fall Semester	Spring Semester
6-week Progress: September 10 12-week Progress: October 29 Semester 1 End: December 17	6-week Progress: February 11 12-week Progress: April 1 Semester 2 End: May 8 & 22

Grades - What they Mean

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

Grade	Meaning
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 Plan

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, or C; who have at least 400 hours enrolled in the same industry sector; and who have at least 300 hours of present or exempt attendance (no more than 200 hours of absence, whether excused or unexcused) will receive their Certificate of Course Completion and Certificate of Competency.

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

Most 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. The list of a–g-approved courses can be found at <https://svcte.metroed.net/Course-Information/UC/UC-a-g/index.html>.

College Credit

Most 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. The list of a–g-approved courses can be found at <https://svcte.metroed.net/Course-Information/UC/UC-a-g/index.html>.

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 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

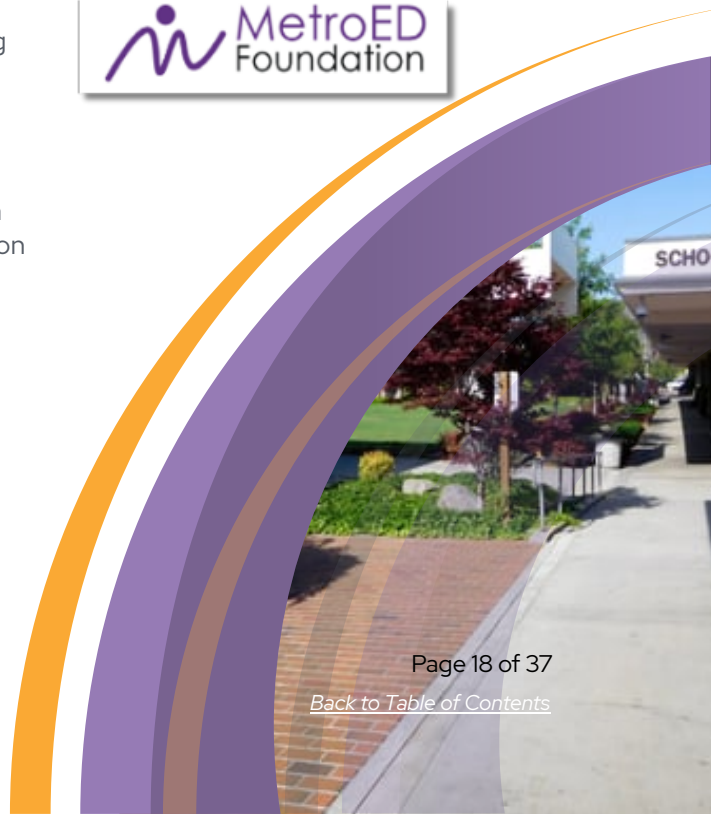
Each year, Silicon Valley CTE recognizes students who have demonstrated excellence throughout the school year. The scholarships and awards are given in the form of tools, equipment, and/or cash, to assist students in entering their vocations or continuing their education. Students are recognized for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

MetroED Foundation

MetroED Foundation helps students in a variety of ways including cash and tool scholarships!

Are you a former San Jose Technical High, Regional Vocational Center (RVC), Central County Occupational Center (CCOC), Silicon Valley Career Technical Education (SVCTE), Metropolitan Adult Education Program (MAEP) or Silicon Valley Adult Education (SVAE) student? We would love to hear from you! Find out how your involvement can make a meaningful and lasting impact on future generations.

Find out more information at: <https://metroedfoundation.org/>



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 the Main Office (room 802) 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 MetroED campus is monitored by video camera surveillance.

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.

Go to <https://svcte.metroed.net/> | Search TRANSPORTATION for full details. You must display an SVCTE Parking Tag while on campus at all times>

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

- Cars **must** display a current SVCTE Parking Tag. To obtain a parking tag, add your vehicle to through the online. To access the form go to <https://svcte.metroed.net/> | Search PARKING AND DRIVING
- 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 Silicon Valley Adult Education (SVAE) 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.



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.

During an emergency, SVCTE will make all reasonable efforts to notify parents/guardians of minor students via Infinite Campus messaging through phone, email, and text modes. Parents/guardians can request updates to their messaging settings and ensure that SVCTE has updated contact information on file.

Minor students can only be released by school personnel to individuals listed among the student's emergency contacts and identified by staff (typically with government-issued photo identification). It is the responsibility of the parent/guardians of minor students to notify SVCTE of any desired changes to the list of emergency contacts for their student

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 three months (90 days) will be donated to a local charity or discarded.

Medications

SVCTE is a school campus subject to California Education Code and students are not permitted to possess prescription or over-the-counter medications on campus. All medication dispersed during the school day is registered and kept in a locked cabinet in the front office. A student permission form(s) to take medication or a form to carry life-threatening medication (i.e. EpiPen) must be completed and on file. Please refer to full details contained in Policy [5141.21: Administering Medication And Monitoring Health Conditions](#) and Regulation [5141.21: Administering Medication And Monitoring Health Conditions](#).

Tobacco Free Campus

Smoking and/or the use of tobacco products are not permitted at any time in the buildings or on the grounds of the Metropolitan Education District. Smoking and/or the use of tobacco products is also prohibited in any district-owned vehicle. (Board Policy #3513.3).

Student Services

Accommodations for Individual Needs

SVCTE adheres to all applicable federal, state, and local law including the Individuals with Disabilities Act and California Education Code.

High school students who require individual accommodations in SVCTE instruction are encouraged to reach out to their teachers, counselors, and support staff as they feel most comfortable. SVCTE staff will coordinate with home high school districts to comply with all documented accommodations included in Section 504 or Individual Education Plans (IEPs). Where needed, designated special education services are provided by home high school districts.

Progress Monitoring

SVCTE encourages students, families, and counselors to regularly monitor academic progress and attendance in SVCTE courses. SVCTE provides direct access to observe students' academic progress in our Canvas Learning Management System to all parents/guardians as well as counselors/case managers. Instructions for signing up as an observer are provided on our website: <https://svcte.metroed.net/> | Search CANVAS

SVCTE additionally provides regular updates of student progress directly to home school counselors to assist in providing support services through the home school district of high school students.

Anonymous Reporting

SVCTE uses the STOPit app and encourages students, staff, and visitors to report any observed hazards or concerns promptly.



STOPit Anonymous Reporting & Messaging

STOPit is an online reporting tool designed to deter and mitigate bullying, cyber abuse, share safety issues and concerns, and other inappropriate behaviors. It consists of an app and a back-end incident management system for school and district administrators. Students and employees have access to the STOPit mobile app, which has two simple but powerful features:

- Report can be used by students or employees to report incidents to school or district contacts anonymously.
- Messenger can be used to engage in anonymous two-way communication with school and district contacts.
- Download STOPit: in the [App Store](#) or [Google Play](#).

SVCTE Access Code: SVCTE

SVAE Access Code: SVAE

District Access Code: MetroED

Alternate Web Browser Access: <https://appweb.stopitsolutions.com/login>

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 the Counseling Center, Room 803, as well as on the SVCTE website when possible.

Accident Insurance

Accident insurance coverage can be purchased at a moderate price through the outside vendor Pacific Educator 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.

Work Based Learning - Internships

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.

- Students must have satisfactory academic and attendance records in their SVCTE course to be eligible for any work-based learning experiences, including internships. Typically students must maintain a "B" grade in their class and at least 85% credited attendance (i.e. no more than 15% unexcused absences).
- 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 a 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 the 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 school day bell schedule of the teacher to accommodate supervision.

Career Technical Student Organizations (CTSO)

Career and Technical Student Organizations enrich learning in career technical education and give you extra opportunities to grow your skills.

When you join a CTSO, you can:

- Compete in local, state, and national contests that match what you're learning in class.
- Lead by running for officer positions and planning events.
- Meet others who are into the same career path as you.
- Travel to conferences and learn from professionals.
- Build your resume and gain confidence for college, careers, and life.

In order to participate in CTSOs at SVCTE, students must have satisfactory academic and attendance records in their program to be eligible for CTSO competitions or events. Typically students must maintain a "B" grade in their class and at least 85% credited attendance (i.e. no more than 15% unexcused absences).

SVCTE supports two CTSO opportunities. These include [SkillsUSA](#) and [HOSA](#) for future health professionals.



SkillsUSA

SkillsUSA is a national student organization that supports career and technical education students in developing the skills they need to succeed in today's workforce and life. At SVCTE, students in our programs can join SkillsUSA to build their leadership, teamwork, and hands-on skills through activities, events, and competitions.

Members have the chance to travel, meet students from across the state and nation, and gain real-world experience that sets them apart in college and career pathways. SkillsUSA helps students grow into confident, career-ready professionals.



HOSA

HOSA – Future Health Professionals, is a national student organization for those interested in healthcare careers. At SVCTE, students in health-related CTE programs can join HOSA to strengthen their leadership, communication, and clinical skills.

Through HOSA, students participate in hands-on activities, service projects, and competitive events at the regional, state, and national levels. Members also connect with healthcare professionals and gain real-world experience that supports their success in college, careers, and beyond. HOSA empowers students to become compassionate, skilled, and confident future health professionals.

Student Ambassador Program

The Student Ambassador Program offers leadership opportunities for students who want to represent SVCTE and their CTE program with pride and professionalism. Ambassadors serve as hosts for visiting students, families, and community members, sharing their experiences and highlighting the benefits of their program. Ambassadors help with events, campus tours, and outreach activities – building confidence, communication skills, and leadership experience along the way. Being a Student Ambassador is a great way to grow personally and professionally while contributing to the SVCTE community. For more information



Professional Expectations

General

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

- Exceptionally 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.

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 like headphones or earbuds.

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.



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.

Students must wash their uniforms as needed to keep them clean and well maintained. It may be necessary to inspect uniforms for damage, as in the case for uniforms that also act as personal protection equipment (PPE). Any issues to your uniform that may pose a risk to your safety should be brought to the instructor's attention immediately for replacement.

Students will be issued a uniform at no expense and they must be returned at the end of the course; these may be previously used and will be professionally laundered before issue. Students are encouraged to purchase their own uniforms which they can keep at the end of the course.

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.

- Clothes will be clean, hemmed and free of holes.
- A student may not wear clothing more than one size larger or smaller than the student's size.
- All pants must be worn at the waist and provide full coverage of underwear (i.e. no sagging pants).
- 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.
- 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.
- Any clothing that denotes gang affiliation colors or professional sport affiliation is not allowed.
- 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.
- 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.
- 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.
- 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.
- 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).

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.

Significant or repeated behavioral violations will cause a student to be declared ineligible for work-based learning experiences such as internships or field trips as well as ineligible for CTSO events or competitions such as SkillsUSA or HOSA competitions.

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)

MINOR VIOLATIONS

1. Engaging in harassment of another student or staff §48900
2. Violating safety rules
3. Forging notes/dishonesty
4. Cutting class or leaving campus without permission
5. Using tobacco or tobacco byproducts or substances on the school campus §48900 h, BP/AR 5131.62
6. Unauthorized or inappropriate use of personal electronic devices
7. Failing to follow Silicon Valley CTE dress code
8. Chronic tardiness or truancy
9. Using skateboards, roller blades, scooters, or bicycles on campus
10. Violation of Social Distancing Protocol or public health orders

PROGRESSIVE DISCIPLINE FOR MINOR VIOLATIONS

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

Behavior Policy & Response – Major Violations

MAJOR VIOLATIONS

1. 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
2. Inappropriate Internet access as explained in MetroED's Acceptable Use Policy §48900
3. Committing an obscene act or gesture or engaging in habitual profanity or vulgarity §48900i
4. Bullying –including cyberbullying– of a sexual or non-sexual nature, of/by a student or staff, whether committed on or off campus. §48900 r
5. Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.BP/AR 5145.9
6. Disrupting school activities or willfully defying school personnel engaged in the performance or their duties §48900 k
7. Exhibiting disruptive behavior on a school bus §48900 s
8. 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 DISCIPLINE FOR MAJOR VIOLATIONS

- 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)

Behavior Policy & Response – Serious Violations

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 DISCIPLINE FOR SERIOUS VIOLATIONS

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

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 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.

Learning Management System (Canvas)

All SVCTE courses use Canvas (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 System (Infinite Campus)

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

For all MetroED Board Policies, please visit www.metroed.net | SEARCH Board Policies

Immigrant Student Rights

Children have a right to a free public education regardless of immigration status or religious belief.

Title IX Non-Discrimination Statement

The MetroED Governing Board is committed to providing equal opportunity for all individuals in education. 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, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or 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.

Title IX Coordinator and Equity Compliance Officer

Title IX Coordinator, UCP Compliance Officer
Lisa Ketchum, Executive Director of Human Resources and Communications
760 Hillsdale Ave., San Jose, CA 95136
(408) 723-4245
lketchum@metroed.net

Filing a Title IX Concern

District Complaint

MetroED has adopted a process for filing a formal complaint under Title IX utilizing the Uniform Complaint Procedure (UCP). The UCP process can be used for filing formal complaints regarding unlawful discrimination, harassment, intimidation, or bullying on the basis of sex, sexual orientation, gender, gender identity, or gender expression. Additionally, the UCP process can be used for other complaints that do not fall under Title IX, but meet other guidelines, such as LCAP, pupil fees, Every Student Succeeds Act, and a number of programs and activities that are governed by other state and/or federal laws and regulations.

Students or staff may file a complaint by completing the Metropolitan Education District Harassment/Discrimination and Compliance with State/Federal Programs Complaint Form

This form can be found by accessing this QR Code or going to www.metroed.net | Search: Uniform Complaint Procedures



Student Rights Under Title IX

For information regarding student rights under Title IX, please visit:

- [The California Office of Equal Opportunity](#)
- [The Department of Education Title IX and Sex Discrimination](#) (July 2025)

For more information about Title IX protections, your rights, how to report a concern, and to access MetroED's full Title IX policy and grievance procedures, please visit our website at: <https://www.metroed.net> | Search: Title IX

Safe Firearm Storage

MetroED takes the safety of our community extremely seriously. Any student found in possession of a firearm on campus is subject to immediate arrest, suspension, and expulsion proceedings. Parents and guardians are responsible for keeping firearms out of the hands of children as required by the City of San José and the State of California. The established laws require firearms to be stored in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

Please ensure your family is familiar with the legal responsibilities for storing firearms. With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that: a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby:

- causes death or injury to the child or any other person
- carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade or to any school-sponsored event, activity, or performance
- unlawfully brandishing firearms to others.

Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.

In addition to potential fines and terms of imprisonment, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.

A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.

The easiest and safest way to comply with the law is to keep firearms in a locked container or disabled/secured with a trigger lock or other locking device that renders the firearm inoperable.

Please refer to City of San José Ordinance 30015, California Penal Code sections 25100 through 25125 and 25200 through 25220, and California Civil Code Sections 29805 and 1714.3.

Reporting to Law Enforcement Mandate

State law requires MetroED employees to report any homicidal threats made by students directly to law enforcement. State law requires district staff to notify law enforcement in a variety of situations that may involve controlled substances, weapons, violence, or threats of violence. Please refer to California Education Code (including 44014, 48267, 48900, 48902, and 48915) and California Penal Code (including 245, 626.9, and 626.10) for details.

Relevant Board Policies

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. 4119.11/4219.11/4319.11 - 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 -)
(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 Access (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 a 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:

- 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.
- 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.
- 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.

- 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.
- 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)

Parents Visiting the MetroED Campus

Parents, guardians and and community members are encouraged to take an interest issues and celebrations of learning at SVCTE. Visits during school hours must be arranged with the principal/director or designee. When a visit involves a conference with a teacher or the principal/director, an appointment should be scheduled during non-instructional time.

Any person who is not a student or staff member shall register immediately as a visitor upon entering any school building or grounds when school is in session. Visitors must obtain a visible means of identification (visitor's badge) who are not students or staff members while on school premises. Visitors' badges may be obtained at the visitor's booth or any of the main offices. No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

PARENT/STUDENT ACKNOWLEDGEMENT FORM
2025-2026 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.

RECEIPT OF ANNUAL NOTIFICATION OF 2025-2026
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.

Last Name Middle Initial First Name

Birthdate ID#

Signature of Parent/Guardian Signature of Student (Grades 9-12)

Contact Us



Website

<https://svcte.metroed.net/>



Phone

408.723.6401



Address

760 Hillsdale Avenue
Building 800
San Jose, CA 95136



Attendance

Call: 408.723.4260

Online at <https://svcte.metroed.net/> | Search ABSENCE



Social Media

@svcte

