



Changing Students' Lives • Creating Brighter Futures

Student Handbook 2023 - 2024



Silicon Valley Adult Education
760 Hillside Avenue, Room 1
San Jose, CA 95136
Telephone: (408) 723-6450
www.metroed.net/SVAE

Table of Contents

Mission and Vision	2
Student Support Services	3
COVID Health Advisory	3
Policies and Procedures	4
ANONYMOUS REPORTING	5
TITLE IX	6
General Information	7
Office Hours	7
Phone Numbers	7
School Calendar	7
Campus Map	8
Class Schedule	9
Assessment Test	9
Employment Follow-Up Survey	10

The following pages require your signature. Click on the links.

[Technology Agreement](#)

[Attendance and Dress Policy](#)

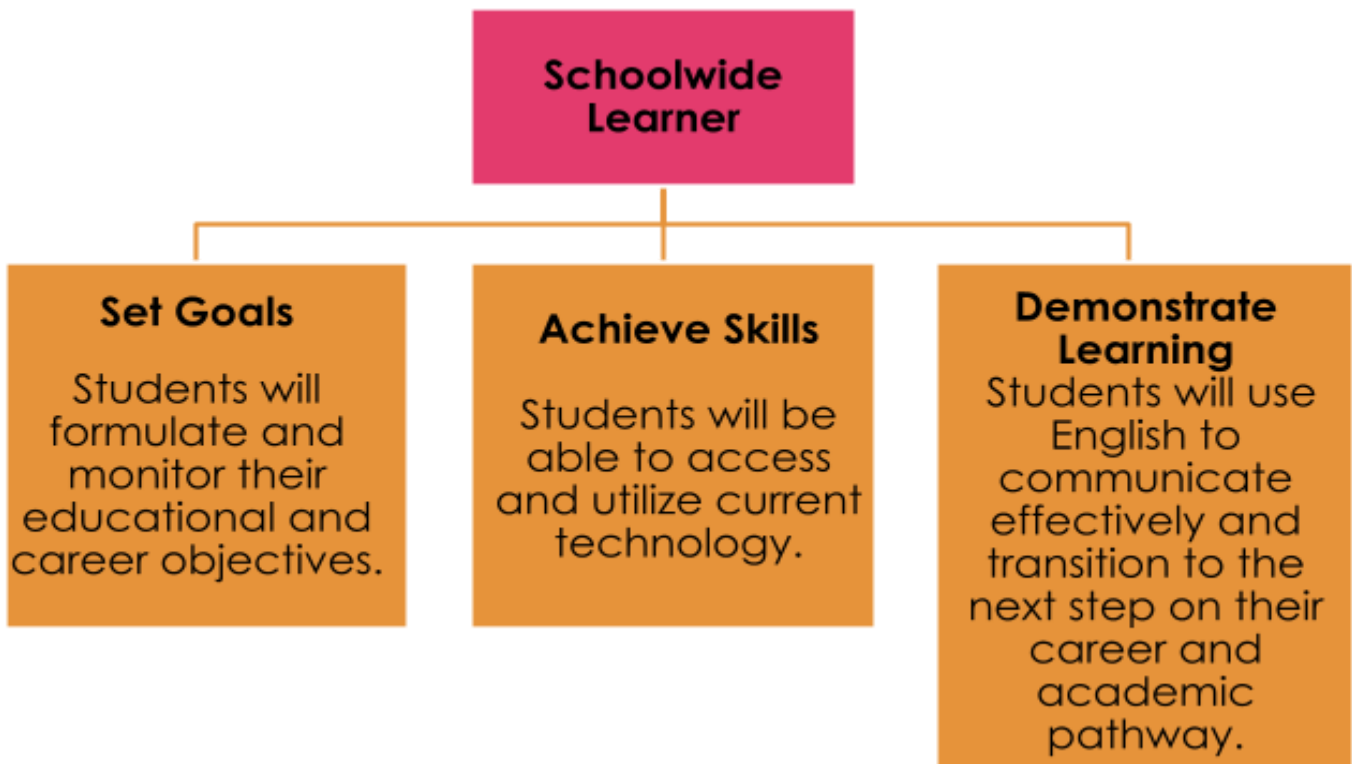


Mission and Vision

SVAE Mission Statement

Silicon Valley Adult Education provides a supportive learning environment that prepares students to achieve their fullest potential by empowering them with skills to succeed in a local and global society.

Schoolwide Learner Outcomes



Fun Fact: MetroED's adult program had its beginnings in 1870 when it was called Night School. Prior to World War I, this was largely an evening high school to permit young adults to make up deficiencies in their earlier education.



Policies and Procedures

Classroom Rules

Please come to school with a considerate, positive attitude so that you can be successful.

- Respect yourself, school staff, and all other students
- Let the teacher know if you must be absent
- Sign in and out of class daily
- Attendance policy
- Copying others' work and using it as your own is cheating/plagiarism.
- Let the teacher know if you must be absent
- Follow the teacher's instructions
- Please discuss any questions or concerns you have with your teacher or counselor
- Do not take classroom books home
- It is ok to use cell phones for translation or academic purposes unless you are testing
- No food or drinks are allowed in the classrooms other than bottled water



Dress Code Rules

- Students are to wear provided badges on campus at all time for security purposes.
- All clothes should be appropriate for school and the workplace. Pants must be worn at the waist.
- Common, non-offensive standards for dress shall be enforced throughout the campus. Graphics on clothing in the form of statements or pictures that are offensive shall not be worn. Also, comments or images depicting violence, drugs, alcohol, gang affiliation, or sexual or racially demeaning situations are not allowed.
- When seated, shorts and skirts must be no shorter than mid-thigh in length.
- Tank tops, halter tops, low-cut tops, narrow straps, and midriff tops are not permitted. See through clothing is not allowed.
- No bare feet. Sandals are acceptable.
- The instructor may have additional requirements for the class or lab.

The following are grounds for dismissal:

- Using or coming to school under the influence of drugs and alcohol
- Possessing alcohol, drugs, or weapons (including pocket knives)
- Fighting
- Threatening or harassing another person
- Committing any act of sexual harassment or misconduct
- Writing graffiti on any surface
- Using foul or abusive language or gestures
- Cheating or plagiarizing
- Destroying, stealing, robbing, or damaging property belonging to the school alternatively, another person



Filing Complaints

MetroED has a procedure for processing complaints of any sexual harassment, racial discrimination, or gender equity issues or if you feel you have been a victim of a hate crime. The procedures are available to all students. The Superintendent has designated the following Compliance Officer to receive and investigate complaints and ensure District compliance with all state and federal laws prohibiting discrimination against any individual on the basis of race, color, and/or national origin in programs and activities receiving federal financial assistance:

For complaints:

Lisa Ketchum
Director of Human Relations and Communications / Title IX Coordinator
lketchum@metroed.net
(408) 723-4245

ANONYMOUS REPORTING

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:



SVCTE Access Code: SVCTE

SVAE Access Code: SVAE

District Access Code: MetroED

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

Non-Discrimination Policy:

The 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

What is Title IX?

Title IX of the Education Amendments of 1972 ("Title IX") is a federal law that prohibits sex-based discrimination in all educational programs and activities, including athletic programs.

Title IX protects all participants in Metropolitan Education District's educational programs and activities, including students, parents, employees, and job applicants. The District does not discriminate on the basis of sex. Discrimination on the basis of sex can include sexual harassment and sexual violence.

In addition to Title IX, the California Education Code prohibits discrimination on the basis of sex in schools (California Education Code § [220-221.1](#)). Other state and federal laws also prohibit discrimination and ensure equality in education.

Title IX Compliance

In the event of a complaint regarding gender equity or sexual harassment, or discrimination, including harassment, intimidation, and bullying because of actual or perceived disability, sex, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics, contact MetroED's Title IX Coordinator:

Lisa Ketchum Director of Human Relations and Communications / Title IX Coordinator

lketchum@metroed.net

General Information

Office Hours

School Year	Summer
Monday-Thursday	Monday-Friday
8:00 am - 8:30 pm	8:00 am - 4:30 pm
Friday	
8:00 am - 4:30 pm	

Phone Numbers

Main Office	(408) 723-6450
Absence Line	(408) 723-4208
CalWORKs Office	(408) 723-6568
Career Center- Transition Specialist	(408) 723-4257
Guidance Center	(408) 723-6470
Metropolitan Education District Office	(408) 723-6400
Silicon Valley Career Technical Education	(408)723-6400

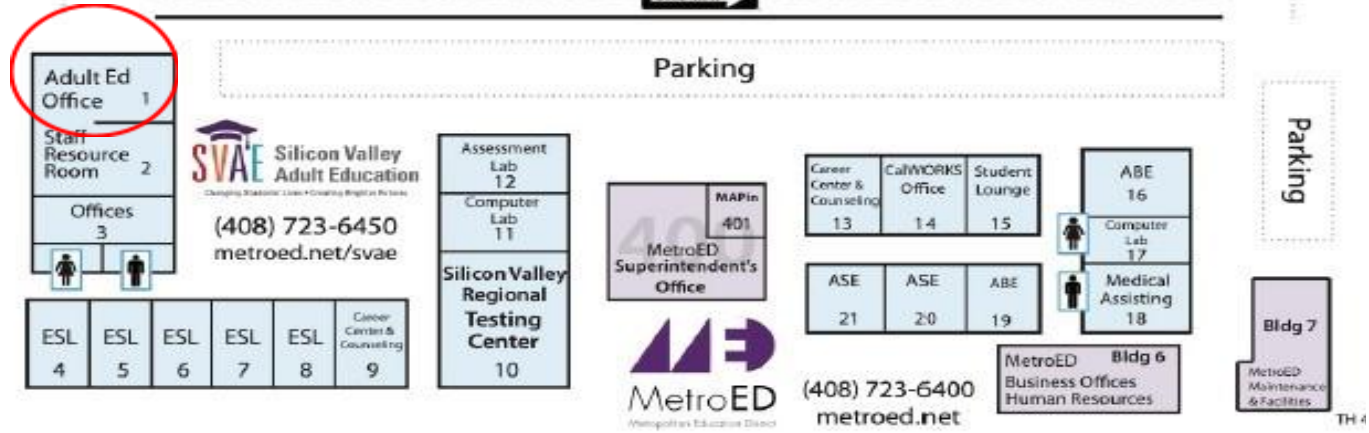
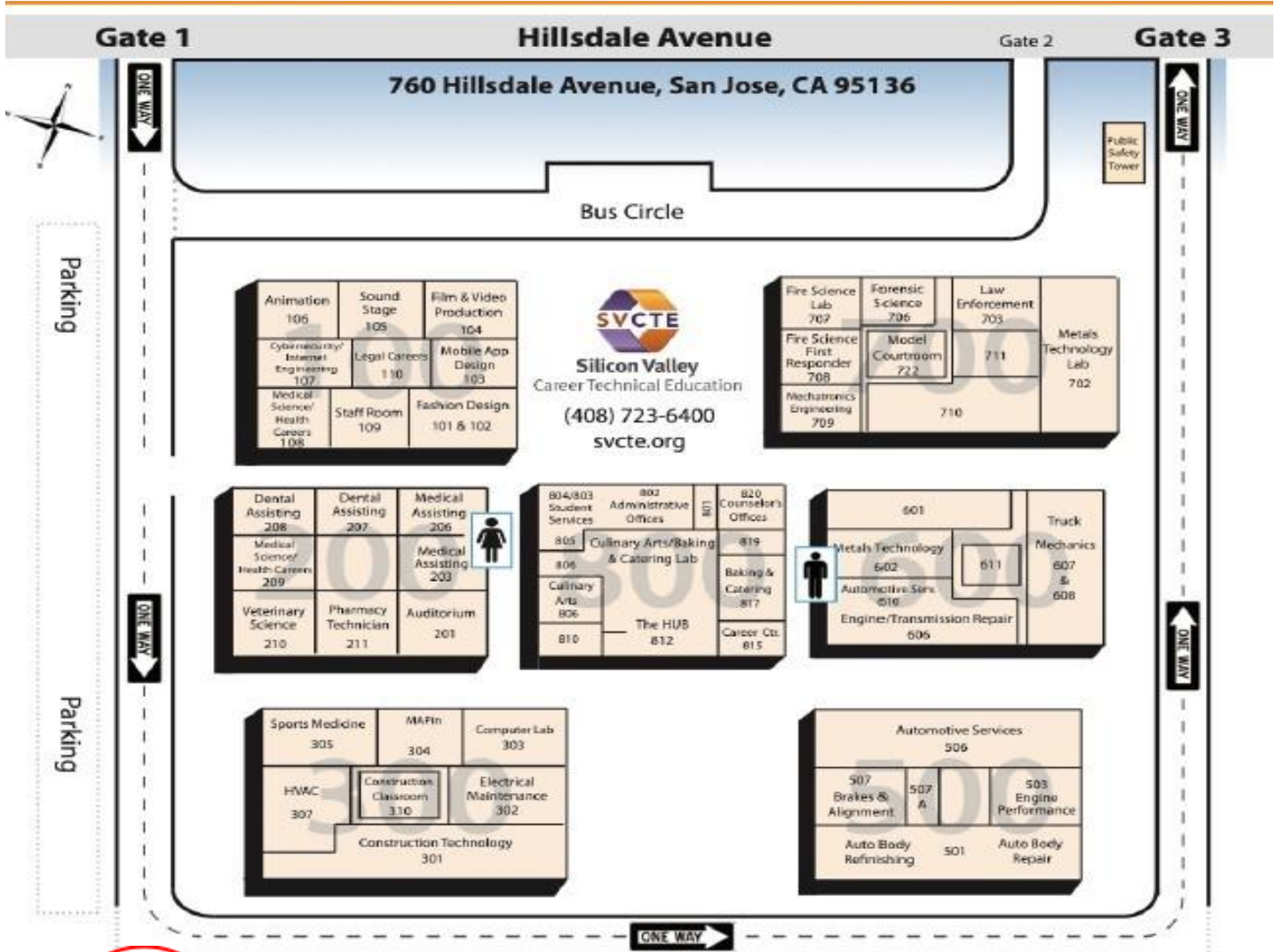
School Calendar

Fall Semester Starts	August 10, 2023
Labor Day (No School)	September 4, 2023
Fall Break	October 2 - 6, 2023
Veteran's Day (No School)	November 10, 2023
Thanksgiving Holiday (No School)	November 20 - 24, 2023
Fall Semester Ends	December 21, 2023
Winter Break	December 25 - January 8, 2024
Spring Semester Starts	January 9, 2024
Martin Luther King Holiday	January 15, 2024
Winter Break	February 19 - 23, 2024
Spring Break	April 1 - 5, 2024
Memorial Day	May 27, 2024
Last Day of Semester	May 30, 2024
Graduation Ceremony	May 31, 2024

Campus Map

ENTRANCE

EXIT



5 miles per hour is a slow driving speed, but it is by far the fastest way to prevent vehicle-pedestrian accidents.



Class Schedule

Mornings	8:45 a.m. - 11:30 a.m.	M, T, W, Th, F
Evenings	6:00 - 8:45 p.m.	M, T, W, Th



CTE

Auto Body Repair	6:00 - 9:00 pm	T
Dental Assisting	5:00 - 9:00 pm	T, Th
Diesel Mechanics	8:45 - 11:30 am	T, Th
General Electrician	6:00 - 9:00 pm	T, Th
Google Suite	6:30 - 9:00 pm	M, W
HVAC	6:00 - 9:00 pm	T, Th
Medical Assistant	8:30 - 11:45 am	M, T, W, Th, F
Medical Assistant Back Office	5:00 - 9:00 pm	T, Th
Medical Terminology	6:30 - 9:00 pm	M
Metals Technology (Welding)	5:30 - 8:30 pm	M, W
Pharmacy Technician	6:00 - 8:30 pm	T, W, Th

CNC Machining (Goodwill of SV)	4:15 - 9:15 pm	M, T, W, Th
Early Childhood Education (WVC)	5:25 - 8:45 pm	T, Th

Attend all of the scheduled class sessions. **If you fail to meet attendance expectations,** Missing more than 3 consecutive days is cause for dismissal you will be counseled and encouraged to reach your educational goal(s). A student who is dropped from the course due to **excessive absences** will have to re-enroll during the next enrollment period. If there is a waitlist, you will be placed at the end of that list.

Let your teacher know if you are going to be absent. (408) 723-4208

Assessment Test

Enrollment into any SVAE Program requires testing. To enroll in our program, students are required to take an assessment at the time of orientation. The type and length of the CASAS assessment differ depending on whether the student wants to enter a Career Technical, Academic, or English as a Second Language Program. The purpose of this pre-enrollment assessment is

- to ensure a student is correctly placed into the correct program level
- to ensure a student is prepared for the academic rigors of a career technical or academic program
- to learn what academic gaps exist for students so that the school can provide support to address those gaps.

Employment Follow-Up Survey

The Office of Career, Technical, and Adult Education requires all funded Adult Education programs to follow up twice on all students who exit their program: (between 90 and 180 days) and again (between 270 and 365 days) after exit. Students who have a Social Security Number on file are not required to be surveyed.

Student Support Services

CalWORKs Site Representative: serves as a liaison between Employment Counselors, MetroED and the student. Representatives coordinate student services and enrollment into concurrent activities.

Counselors: a professional trained to guide your academic options (HSD, GED, HiSET).

Transition Specialist: works with adult students to help them transition into the community, college, trade school, or employment opportunities.

Additional Resources:

[School Counseling](#)

[CalWORKs Support](#)

[Career Counseling](#)

[Community Resources](#)

[AWD Screening Referral](#)

[CTE class registration](#)

[Community College enrollment](#)

COVID Health Advisory

For more information regarding the most up-to-date regulations on COVID restrictions and protocols, please visit the [MetroED COVID](#) website.