

2025-26 STUDENT HANDBOOK



www.SVAEP.org



(408) 723-6450



760 Hillsdale Ave
San Jose, CA 95136

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Mission, Vision and Schoolwide Learning Objectives

Mission

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.

Vision

SVAE Students will be self-sufficient, life-long learners who are contributing members of society.

Schoolwide Learning Objectives

Set Goals - Students will formulate and monitor their educational and career objectives.

Achieve Skills - Students will be able to access and utilize current technology.

Demonstrate Learning - Students will use English to communicate effectively and transition to the next step on their career and academic pathways.

General Information

Office Hours

School Year

Monday-Thursday

8:00 a.m. to 8:30 p.m.

Friday

8:00 a.m. to 4:30 p.m.

Summer

Monday-Thursday

8:00 a.m. to 6:00 p.m.

Friday

8:00 a.m. to 4:30 p.m.

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 SVAE Day/Evening Academic

August 7, 2025

Fall Semester Starts SVAE Evening CTE

August 13, 2025

Labor Day (No School)

September 1, 2025

Fall Break

October 6 - 10, 2025

Veteran's Day (No School)

November 11, 2025

Thanksgiving Holiday (No School)

November 24 - 28, 2025

Fall Semester Ends

December 19, 2025

Winter Break

December 22 - January 2, 2026

Spring Semester Starts SVAE Day/Evening Academic

January 6, 2026

Spring Semester Starts SVAE CTE

January 12, 2026

Martin Luther King Holiday

January 19, 2026

Winter Break

February 16 - 20, 2026

Spring Break

April 6 - 10, 2026

Memorial Day

May 25, 2026

Last Day of Semester

May 27, 2026

Graduation Ceremony

May 28, 2026

Class Schedule

ESL, ASE Morning and Evening Classes

Mornings 8:30 a.m. to 11:45 a.m.

Evenings 5:45 p.m. to 9:00 p.m.

Monday, Tuesday, Wednesday, Thursday, and Friday

Monday, Tuesday, Wednesday, and Thursday

Attendance

Attend all of the scheduled class sessions. If you are absent more than 5 days per month you will be counseled and may be dropped from the course due to **excessive absences**. You will have to re-enroll. 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.

Pre-Enroll Assessment Test

Enrollment into any Silicon Valley Adult Education 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 an academic, or English as a Second Language course. The purpose of this pre-enrollment assessment is to:

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

Orientation

All students will receive an orientation where they will learn campus expectations and sign essential forms including the technology use agreement, social security number authorization, and attendance policy. Students will also receive a technology survey during the orientation.

Student Support Services

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

Contact: Jaron Daquina - jdaquina@metroed.net (408) 723-4270

Counselor: provides guidance for your academic options (HSD, GED, HiSET).

Contact: Angelica Vila - avila@metroed.net (408) 723-4212

Transition Specialist: works with students to help them transition into community college, trade school, or employment opportunities. The transition specialist can assist students with community resources such as housing or food assistance.

Contact: Arezoo Miller - amiller@metroed.net (408) 723-6470

Students with Disabilities

Silicon Valley Adult Education may provide accommodations to students with documented disabilities. A student is not required to disclose their disability. However, if the student desires accommodations, it is the student's responsibility to notify Silicon Valley Adult Education of their disability. The student must request accommodations in writing as well as provide current documentation prepared by an appropriate professional that includes a diagnosis and the necessary accommodations to assist the student within the program.

Student Dress Policy

Appropriate dress contributes to a productive learning environment. Choose clothing that is clean, neat and appropriate for the class setting. Do not wear clothing with inappropriate language or graphics. Virtual students must be fully dressed before joining the virtual classroom.

Employment Follow-Up Survey

The Office of Career, Technical, and Adult Education mandates that all funded Adult Education programs conduct follow-up surveys with students who exit the program. These surveys should be conducted twice: once between 90 and 180 days after exit, and again between 270 and 365 days after exit. Students with a Social Security Number on file are exempt from this survey requirement. If a Social Security Number is not on file, SVAE office will be contacted via phone, email or text for the survey.

Staff Directory

Administrative Staff

Director of Silicon Valley Adult Education

Maliheh Vafai mvafai@metroed.net

Executive Administrative Assistant

Rezana Vrapı rvrapi@metroed.net

Transition Specialist

Arezoo Miller amiller@metroed.net

Counselor

Angelica Vila avila@metroed.net

Adult Education Coordinator/Assistant Principal

Lars Guntvedt lguntvedt@metroed.net

CalWORKs Site Supervisor

Jaron Daquina jdaquina@metroed.net

Assessment Technician

Marita Baker mbaker@metroed.net

Registrars

Aliyah Martin amartin@metroed.net

Bernardo Flores bflores@metroed.net

Helen Tran htran@metroed.net

ESL and ASE Teachers

Margaret Bdzil mbdzil@metroed.net

Babak Falsafi bfalsafi@metroed.net

Marisa Hankins myhankins@metroed.net

Uyen Kieu ukieu@metroed.net

James Kramer jkramer@metroed.net

Kerry LeCussan klecussan@metroed.net

Karen Lepe klepe@metroed.net

Henry Mulak hmulak@metroed.net

Saila Naher snaher@metroed.net

Manuel Orozco morozco@metroed.net

Aruna Subramanian asubramanian@metroed.net

Yvonne Washington ywashington@metroed.net

Career Technical Education Teachers

Luz Gamboa lgamboa@metroed.net

Maureen Miramontes mmiramontes@metroed.net

Nazila Safari nsafari@metroed.net

Policies and Procedures

Classroom Expectations

- Respect yourself, school staff, and all other students.
- Sign in and out of class daily.
- Follow the attendance policy, let the teacher know if you must be absent.
- Copying others' work and using it as your own is cheating/plagiarism.
- Please discuss any questions or concerns you have with your teacher or counselor.
- Do not take classroom books home.
- Your instructor will set the classroom cell phone policy.
- No food or drinks are allowed in the classrooms other than bottled water.

Refund Policy

There are NO refunds once class begins.

Technology Expectations

Students should not use the computers/laptops for online shopping, emailing friends, or visiting inappropriate websites, or watching inappropriate videos. We also request that students stay off social media sites while on campus (FaceBook, Instagram, Twitter, Gaming, etc.).

Any messages sent, received or viewed that reflect unethical, illegal, sexist, racist or inappropriate language should be reported to an instructor. A student can lose computer privileges if they do not use technology appropriately.

Waiting List

Students may be placed on a waiting list until there is space in a class. Other options for ESL classes and other services for new immigrants in the Santa Clara county can be found with the following organizations:

www.sbcae.org/programs/esl

www.sjpl.org/citizenship

www.immigrantinfo.org

Smoking

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)

Children

Children are not permitted in any Silicon Valley Adult Education class and assessment sessions. Adult Education students who bring children to class will be asked to take their children home.

Closed Campus

Non-students and non-service dogs are not allowed on campus. No loitering. Students must leave the campus if they are not in class.

Parking

Silicon Valley Adult Education patrons are encouraged to park in adult school parking lots. Please follow the driving signs, arrows, and speed limit. We are not liable for any damages incurred by vehicles parked in the school parking lots. The speed limit is 5 mph.

Grounds for Immediate 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
- Destroying, stealing, robbing, or damaging property belonging to the school alternatively, another person

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 - lketchum@metroed.net

Complaint Procedure

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. SVAE 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.

For complaints contact compliance officer:

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

<div><h3>Anonymous Reporting</h3><h4>STOPit Anonymous Reporting & Messaging</h4><p>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.</p><p>Students and employees have access to the STOPit mobile app, which has two simple but powerful features:</p><p>Report can be used by students or employees to report incidents to school or district contacts anonymously.</p><p>Messenger can be used to engage in anonymous two-way communication with school and district contacts.</p></div>	<div><p>Download STOPit:</p><div></div><p>SVAE Access Code: SVAE Alternate Web Browser Access: https://appweb.stopitsolutions.com/login</p></div>
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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/.) BP 0410, BP/AR 5145.3

What is Sexual Harassment?

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

What is Harassment and Intimidation?

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

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

Relevant Board Policies

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

District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or

genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4119.11/4219.11/4319.11 - 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 - Bullying)

(cf 5145.3 - Nondiscrimination/Harassment)

(cf 5145.7 - Sexual Harassment)

Campus Map

CAMPUS MAP

