



SILICON VALLEY CAREER TECHNICAL EDUCATION
PARTICIPATION AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

The Silicon Valley CTE courses are offered in cooperation with your local high school district. By learning entry-level skills and responsible work habits, the student has the opportunity to actively explore the real world of work. To help ensure successful completion and to maintain open lines of communication and understanding, the following policies have been established.

1. **BEHAVIOR:**

- a. **Attitude:** A positive/cooperative attitude, as is expected by the profession for which the student is being trained, is required. Honesty and high integrity are expected of students enrolled at SVCTE.
- b. **Drugs/Alcohol:** Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or any form of illegal drugs will result in immediate dismissal from SVCTE. In addition to drug/alcohol involvement, any other violation included in Section 48900 in the California Education Code will result in suspension and/or dismissal from SVCTE and a report will be made to the student's high school for follow-up by home school administration and/or to law enforcement personnel (depending on offense). This code section includes violations involving drugs, alcohol, theft, fighting, tobacco, harassment, and defiance of authority. Parents and students may obtain Ed. Code information from the SVCTE Administration Office and/or any high school.
- c. **Theft/Property Damage:** Any student involved in theft or willful and/or malicious property damage will be immediately dismissed from SVCTE.
- d. **Forgery:** Any forgery of any required records, documents, notes, timesheets, school work, etc. will result in the student's immediate dismissal from SVCTE.
- e. **Loss of Job Site:** Loss of job site due to student behavior may result in dismissal from SVCTE. The program is not obligated to provide a second job site.

2. **DROP PROCEDURE:**

It is the policy of this program to counsel and work with any student who has difficulty adhering to these regulations. In most cases, the instructor will meet with the student so that the problem can be discussed and a solution sought.

If the problem continues, or if any other problems occur, the parent/guardian will then be notified. The parent/guardian will be asked to assist in helping to resolve the problem and be given the opportunity to meet with the high school counselor/liaison, instructor and student. If dropped from SVCTE, students may be required by their high schools to attend an alternative program/school. SVCTE does not "hold" students on the campus who have been dropped.

3. **ACCIDENTS AND INJURIES:**

While performing occupational related tasks in the classroom or on the job site, students will be covered for accidents and/or injuries by a Workers' Compensation medical insurance policy provided by the Metropolitan Education District (MetroED). All other non-occupational related task accidents and/or injuries will not be covered by MetroED and must be covered by the student's family medical insurance policy or through private pay. If the student does not have an existing medical insurance policy, student insurance policy information is available through MetroED.

4. **ATTENDANCE/PUNCTUALITY--CLASSROOM:**

Excellent attendance is required to be successful in this program. For each day missed, a student loses 2 or 3 hours of instruction. With prior arrangements, and at the discretion of the instructor, missed work for excused absences may be made up. High school students are required to maintain good attendance on their respective campuses in order to continue in SVCTE. Attendance is reflected in the "Employability" part of the course grade, as it is critical to workplace success. Failure to comply with this attendance standard may result in dismissal from SVCTE. Students are expected to attend SVCTE classes according to the SVCTE class calendar. If schools are on breaks when SVCTE is in session, students are expected to attend SVCTE.

ATTENDANCE/PUNCTUALITY--JOB SITE: Absences and/or tardiness will be governed in accordance with individual job site policies. Students are expected to be in class or at the training site on the appointed days and on time. Students must call both their site supervisor and their instructor when expecting to be late or to miss class. Students are expected to adhere to the SVCTE schedule, which may differ from the high school schedule.

5. **EVALUATIONS:**

- a. **Grading:** Each instructor will issue a permanent letter grade for high school students at the end of each semester. Students with D or F grades will not be permitted to continue at SVCTE for the second semester.
- b. **Evaluation & Progress Reports:** Evaluation forms or progress reports will be issued on a regular basis. For high school students, deficiency notices (notification when the student is in danger of failing) will be issued according to the California Education Code.
- c. **Credits:** Students earn 10 or 15 credits each semester for successful completion of an SVCTE course.

Return This Form

6. **POLICIES:**

- a. Reports/Forms: All required forms must be completed properly and submitted on time.
- b. Location: Students may be placed in off-campus businesses for on-the-job training.
- c. Liability: SVCTE and its associate high schools assume no liability for loss, damage or injury to person(s) or property while a student is commuting to or from any class or its related activity.
- d. All SVCTE rules and regulations apply when students are riding the bus to and from SVCTE and to *all* students during the time that they are coming to and leaving the SVCTE campus.
- e. In addition to these policies, students must follow the rules as set forth by their SVCTE instructor.

7. **CERTIFICATES OF COMPLETION and SKILLS VERIFICATION:**

Completion certificates and skills verification will be awarded upon successful completion of the individual course objectives as determined by the instructor.

8. **TRANSPORTATION:**

Transportation is provided to and from SVCTE/MetroED partner districts' schools. Transportation to internships is the responsibility of each student and his/her parent(s) or guardian(s). Participating districts include the following: 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, and Santa Clara Unified School District.

9. **INTERSHIPS:**

Not all SVCTE courses include internships. Students must qualify to be placed on internships, when offered, and it is at the determination of the teacher. Some internships require inoculations, background checks, etc. and the student is responsible for the cost of such requirements.

ACKNOWLEDGEMENT

The undersigned have read the participation agreement and understand the program practices and expectations above.

Student Name _____
Please Print

Student Signature _____

SVCTE Class _____

Circle One: AM PM

Parent/Guardian _____
Please Print

Parent/Guardian Signature _____

Date _____