Veterans Program

Career Technical Education (CTE) office is proud to assist Veterans and their families with furthering their education, and the process needed to access Veterans Administration (VA) educational benefits. We have a wide variety of VA approved [Courses](http://adulteducation.sweetwaterschools.org/wp-content/blogs.dir/47/files/2014/05/Courses.docx). The CTE staff is committed to help veteran students’ achieve their educational goals.

The Veteran program is under the Chula Vista Adult School.

# Student Progress:

**A student progress report will be issued every nine weeks**. The Progress Report **MUST** be sent to Athena Matos at [athena.matos@sweetwaterschools.org](mailto:athena.matos@sweetwaterschools.org) at the 9-week (mid-semester) AND the final sent at the End of the Semester. The progress report must contain the student and teacher’s signature.

Follow the scale below for each module/unit completed.

SCALE

93% - 100 Excellent

85% - 92% Above Average

72% - 84% Average

70% - 71% Below Average

0% - 69% Unsatisfactory

**A.** Students must maintain a satisfactory pace in mastering the skills and competencies within the hours allotted for each Program.

**B.** Students must demonstrate mastery of the skills required to complete course objectives in order to receive a course completion and a Certificate of Competency. Students are responsible to collect the completion certificates from the teacher.

**C.** For courses that are 2 or more semesters in length: When a student’s class performance is unsatisfactory for any 9-week segment of the course, that student will be placed on probation. If anytime during the next nine-week segment, the student’s class performance is still unsatisfactory, that student will be removed from the class and from the school and the appropriate agency will promptly be notified.

**D.** For courses that are 1 semester in length: When a student’s class performance is unsatisfactory

for any 9-week segment of the course, that student will be placed on probation. If anytime during the next nine-week segment, the student’s class performance is still unsatisfactory, that student will be removed from the class and from the school and the appropriate agency will promptly be notified.

**E.** For courses that are 1 semester in length: When a student’s class performance is unsatisfactory during the first 9-week segment of the course, that student will be placed on probation. The student will have 1 week to bring their progress to satisfactory. If at the end of 1 week the student’s progress is not brought up to satisfactory, the student will be removed from the class and from the school and the appropriate agency will promptly be notified. After the student is brought up to satisfactory progress, progress will continue to be monitored. If anytime during the remaining 9-week period the student’s progress is unsatisfactory, the student will be removed from the class and from the school and the appropriate agency will promptly be notified.

**F.** Students who are dismissed for unsatisfactory progress may apply for reinstatement at the beginning of the following semester. Their request will be reviewed by Chula Vista Adult School principal.

Attendance:

**18 week courses**: Students are allowed a maximum of four (4) absences per semester in either the Fall or Spring semester. **Upon the fifth (5) absence in a semester, the student will be dropped from the program for the remainder of that semester.** If enrolled through our Veteran Program, the certification will be terminated for the semester.

**9 week courses**: Students are allowed a maximum of 2 (2) absences per semester in either the Fall or Spring semester. **Upon the third (3) absence in a semester, the student will be dropped from the program for the remainder of that semester.** If enrolled through our Veteran Program, the certification will be terminated for the semester.

The TARDY Policy is as follows:

10-30 minutes = ¼ day absence

31-60 mins = ½ day absence

61-90 mins = ¾ absence (1 hr to 1.5 hr)

91 mins or more = full day absence (anything over 1.5 hours)

Students need to sign in and out every day. **Signing in for someone else is grounds for immediate dismissal**. All requests for a “leave of absence” must be submitted in writing and approved by Mr. Braddock.

Please contact us by email:

Students: [cvaveteran@sweetwaterschools.org](mailto:cvaveteran@sweetwaterschools.org)

Teachers: [athena.matos@sweetwaterschools.org](mailto:athena.matos@sweetwaterschools.org)

Veterans Program Information

All of the information that a new or returning veteran will need, including forms, the veterans bulletin, and orientation dates, can be found at:

<http://adulteducation.sweetwaterschools.org/veteran-opportunities/>

The webpage is designed to assist veteran students and dependents with navigation through the Sweetwater Union High School District website, and the vocational classes offered in our four Adult Schools.