



At CTE our hands-on learning and focus on employability skills means that CTE has expectations that may differ from your local district. Let's take a look at how you can be successful at CTE!

### **Attendance Matters**

- Parents and guardians must notify the CTE office to excuse a student's absence by calling the CTE office at **(989) 386-9334**.
- Students are also responsible for communicating any absence from CTE to their program instructor, as would be expected in the workplace. This can be done by email, Google Classroom, or phone.
- Students on a work-based learning experience must report the absence to their placement supervisor as well.
- In the case of a local district half-day, students will still attend their CTE program as scheduled.
- As in the workplace, students with excellent attendance are more successful in their programs and in obtaining employment after CTE. Students with **ten or less absences** will receive priority to enroll in CTE for a second year.
- Students should bring their assigned Chromebook from their local district to CTE.

### **Safety and Dress Code**

- All CTE programs have industry related equipment and technology. Students must pass a safety test and/or demonstration in order to use CTE equipment and technology. **Unsafe behavior** will not be tolerated and is grounds for removal from CTE.
- Each CTE program has requirements for proper dress code and attire for the safety of each student. If students cannot purchase the appropriate clothing, please call the CTE office for assistance at (989) 386-9334.
- CTE will provide the necessary safety equipment for participation in all CTE activities. Students will be held responsible for the loss or damage of this equipment.

The CTE staff team is here to provide support to ensure the success of every CTE student. In addition to the program instructor, CTE has support staff to assist students with job placements, social and emotional well-being, academic assistance, and attendance. Please get in touch with us by calling the CTE office at (989) 386-9334 with any questions!

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#### **CTE Coordinator**

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