Patoka Valley Career & Technical Cooperative

**All students need to attend their home school the first day of school. You will not attend your CTE traveling program on the first day of school for your home school. The first day for the Tell City programs will be August 2nd .**

**Attendance is vital for success in this class. Students MUST follow the school calendar of the school you are traveling to for class. A school calendar is enclosed. You will see that some of our schools are starting much earlier than others. You are expected to follow the calendar of the school in which you are traveling to attend as well as your home school.**

Please follow these simple rules:

1. Always attend the traveling program if you are able to participate in at least 50 minutes of class time.
2. If vacations do not coincide, you are expected to attend the traveling program class during vacation time. All schools have 180 school days per year. In order to meet state attendance regulations and receive credit, you must meet minimum attendance requirements.
3. Check first with the teacher at the school you travel to for class if you have any questions about attendance requirements. If there is still confusion, call our office or talk to your home high school administration.
4. Concerning delayed schedules due to inclement weather, if you can safely drive to your away school immediately following a delay and attend at least 50 minutes of class time, you should attend. Never drive to the away school if your home school or away school is closed and never drive during a weather delay. Please drive carefully at all times.

Refer to the starting dates and class times included with this letter. If you have any questions about your attendance or the location of your class, please call our office or your home high school office.

Concerning behavior **rules and regulations** for this class, all schools expect you to follow their own rules and the classroom rules established by each teacher. All school rules apply from both your home school and the host school. Misbehavior will be a concern to the classroom teacher and administrators on both campuses. Obviously, proper respect and behavior will prevent the need for disciplinary action.

Lastly, be aware that you may receive a textbook rental fee from the school hosting the class you are traveling to attend.

Jarred Howard

Coordinator of Career and Technical Education Services