

The goal of the Michigan Career and Technical Institute (MCTI) is to prepare you for full-time, competitive, integrated employment. As a student, you are expected to be in class each day. A school day is 8:00 a.m. until 3:30 p.m. (2:30 p.m. on Friday) unless specified otherwise by MCTI staff. Sometimes appointments are also made for you before or after classes. You are considered absent when you do not go to your training area, Career Assessment Services (CAS) classes, trade classes, employability skills classes, medical appointments, school wide assemblies, Leisure Service classes, and/or any other activities scheduled during class hours. You are considered tardy when you are not in class or at your scheduled MCTI appointment at the scheduled start time.

PERSONAL TIME

All students will be allowed a total of 20 hours of personal time for **personal** absences from class. Attendance is participation in class and will count for credit. It is up to the individual instructor how this will be incorporated into grades. Being off task during class may result in hours being deducted from your personal leave time at your instructor's discretion. Examples of being off task may include but are not limited to being on your phone during class time, sleeping in class, or not engaging in classroom activities as directed.

If you are sick and feel you need to miss class you must report to MCTI health services to be evaluated. If health services staff does not clear you to return to class, your hours will be excused and counted as Administrative Leave. If health services staff clears you to return to class and you decide not to attend, you are responsible for notifying your instructor of your absence and hours will be deducted from your personal leave time.

NOTE: Any appointment that is a part of your MCTI Training Plan will not be counted toward your personal leave hours. This will be considered Administrative Leave.

STUDENT RESPONSIBILITY

It is your responsibility to:

- Call your instructor when you will be late or when you will be absent. If your instructor does not answer, leave a voicemail. Be clear when leaving the message, especially when saying your name.

- When returning to class do so without interrupting class and follow procedures the instructor has in place for meeting to review attendance issues.
- Documentation for your absence may be required by your instructor or Program Manager to determine whether it is excused.
- Keep track of your time used. Your instructor will keep the official school record, but you should also keep track to ensure accuracy.
- Verify your attendance record with the instructor's record as needed.

TIMELINES FOR ALL STUDENTS

Absence

- When you reach **10** hours of absences, your instructor and Program Manager will meet with you to discuss your attendance pattern and corrective strategies. The meeting will be documented.
- **If you exceed 20 hours of absences, you are in violation of the attendance policy and may be suspended by MCTI. You may have stipulations to complete prior to being approved to return to MCTI. Once your approval is secured, you will be enrolled in the next available opening.**
- Any time during your training program, you, your instructor, or your Program Manager can call a team meeting to discuss your attendance challenges and strategies to meet attendance expectations.

Tardy

- Tardy time will be counted as both a tardy and the amount of time you missed class and counts as time absent.
- When you have been tardy 2 times, your instructor and Program Manager will meet with you to discuss your tardiness and corrective strategies. You may be referred to meet with Occupational Therapy staff to discuss possible corrective strategies. The meeting will be documented.
- When you have been tardy 5 times, your instructor and Program Manager will meet with you to discuss your tardiness and the corrective strategies that were previously implemented. The meeting will be documented.

- **If you reach 6 tardies, you are in violation of the attendance policy and may be suspended by MCTI. You may have stipulations to complete prior to being approved to return to MCTI. Once your approval is secured, you will be enrolled in the next available opening.**
- Any time during your training program, you, your instructor, or your Program Manager can call a team meeting to discuss your attendance challenges and strategies to meet attendance expectations.

NOTE: Exceptions to the attendance policy due to extenuating circumstances may be made at Program Manager discretion with management approval.

ADDITIONAL VIOLATIONS

If you are suspended a second time for a violation of the attendance policy a meeting will be held with the student and Program Manager to discuss re-enrollment.

ADMINISTRATIVE LEAVE

There may be times when you are asked by the school to perform a function within your school day. This will be considered administrative leave and will not be counted against you. Administrative leave is granted only by MCTI Academic administrator.

Examples of administrative leave include:

- Performing as a tour guide or an MCTI Ambassador
- Participating in random drug screens requested by the school
- Meeting with an MCTI administrator or other staff (dorm, Program Manager) at the request of that staff.
- Participating in mandatory TB testing
- Meeting with Financial Aid staff
- Any appointment that is part of your MCTI Training plan.

MEDICAL LEAVE

If you have a medical or mental health issue or condition that requires you to miss an excessive number of days of class during the term, you may be placed on a Medical Leave of Absence. Students placed on a Medical Leave of Absence are expected to return home for the remainder of the

term and complete any required stipulations prior to returning to MCTI. Your MCTI Program Manager and MCTI Health Services staff will work with you to coordinate a Medical Leave of Absence if necessary.

COMMUTERS

When weather is inclement, allow for additional driving time to successfully arrive on time for class. If you feel it is not safe to drive, contact your instructor or Program Manager to discuss possible options.

APPEAL RIGHTS

You have the right to appeal. Please refer to the Appeal Rights section of the MCTI Student Handbook. https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/MCTI/Updated_Student_Handbook.pdf