

**Congratulations on your acceptance into the  
CTE Teacher Academy program for the 2024-2025 school year!**

Kalamazoo RESA Career and Technical Education (CTE) invite you and your parent/guardian to attend an orientation highlighting next year's CTE Teacher Academy experience. This orientation is important, and we strongly encourage a parent/guardian to attend with the student.

**Please join us on Thursday, May 9th, 6:00pm to 7:30pm**

**Kalamazoo RESA Wile Auditorium 1819 E. Milham Portage, MI 49002**

We will use this time to:

- Meet the course instructors
- Learn about how you can earn college credit for completing this course
- Learn about basic expectations you will be required to abide by
- Provide summer contact information for students and parent/guardians using this QR code
- Ask questions about the program



If you have questions or need further information, please contact April Rocco, CTE Teacher Academy instructor  
[roccoal@kalamazoopublicschools.net](mailto:roccoal@kalamazoopublicschools.net).

**Special Note:** You are receiving this packet because your name was provided to us by your school counselor as enrolling in a CTE program. If in doubt, check with your counselor. We apologize if this packet was sent to you in error.



## **Welcome to the Teacher Academy program for the 2024-2025 school year.**

### **What Do We Do:**

The Teacher Academy Program is designed to introduce students to various careers in the field of education and teaching. Students will:

- Work as a student intern in a classroom four days each week.
- Attend weekly class meetings to learn and grow.
- Complete an online component that connects field work to course content.

### **Additional Experiences for Students in Teacher Academy:**

Field trips	Student conferences
CPR training	College credits for those that qualify
Resume building	Scholarship opportunities
Community service	Job Opportunities

### **Course Locations:**

Teacher Academy offers hands-on internships in preschools, elementary and middle schools throughout public and private schools in Kalamazoo County. Students are responsible for securing an internship. Guidance will be provided.

Weekly class meetings are held in various high schools in the eastern, middle, and southern service areas of Kalamazoo County. Currently, classes are held at Portage Northern High School, Loy Norrix High School, and Gull Lake Ryan Intermediate.

Some districts provide limited transportation to internships as well as weekly class meetings. Check with your high school counselor for more information on transportation options.

## Teacher Academy Contract

**This contract is to be completed, signed, and submitted at the orientation or by June 1, 2024 to April Rocco, Loy Norrix High School, 606 E. Kilgore, Kalamazoo, MI 49001.**

By initialing each of the designated areas below on \_\_\_\_\_ (date) I \_\_\_\_\_ (student name) have entered an agreement with Career and Technical Education and Teacher Academy. I realize that any deviation from this contract can result in the dismissal from the course and/or internship.

	I will complete my weekly assignments posted in Google Classroom.
	I will pay attention to and appropriately respond to email and Google Classroom messages.
	Communications with the Teacher Academy instructor and mentor teacher will be written in a professional manner.
	I will read and abide by the CTE/EFA Off-Site & Transfer Programs Student/Parent Handbook.
	I will follow school policies regarding confidentiality, safety, discipline, and dress code.
	I will arrive on time and stay for the required duration of my internship.
	If I am unable to attend or arrive on time, I will contact my Teacher Academy instructor and mentor teacher.
	I will keep electronic device use to the absolute minimum in the classroom and my internship.
	I will keep and turn in accurate weekly timesheets.
	I understand that not turning my timesheets in will result in a suspension of my internship.

My student (printed name) \_\_\_\_\_, who attends \_\_\_\_\_ High School has received a copy of the CTE Teacher Academy Contract. We agree to the guidelines and understand the commitment my child is making to this program.

Student signature: \_\_\_\_\_

Parental/legal guardian name (printed): \_\_\_\_\_

Parental/legal guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_