

# Sanford Regional Technical Center

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Dear SRTC students and families,

On behalf of the staff at the Sanford Regional Technical Center, it gives us great pleasure to welcome you to SRTC for the 2022-2023 school year. We hope that you will find SRTC to be an incredible place to call “home” during the time that you spend with us. Our students often speak of finding a passion and a family here at SRTC, and that is something we wish for each of you. We encourage you to take advantage of all learning opportunities presented to you through your program; college credits and industry certifications are available in many programs, as well as invaluable career preparation skills. If there have been any changes in your plans to attend SRTC, please contact Deanna Farrell (207) 206-1784 and your school counselor immediately as this change impacts your schedule.

## **First Day Details**

The school year for SRTC begins on Monday, August 29<sup>th</sup>. Please check with your high school regarding your first day and transportation arrangements. Students are expected to attend SRTC whenever we are in session and transportation is provided by the partner school. For example, some schools have late arrival, early dismissal or teacher workshop days in their calendar. In most instances, students will be expected to attend SRTC during the usual times regardless of the schedule at their high school. Specific times for SRTC sessions are:

**7:50am-10:00am: AM Session-Most of SRTC’s first year students attend during this time.**

**11:05am-1:15pm: PM Session-Most of SRTC’s second year students attend during this time.**

The only exceptions to the schedule above are students attending our one-year programs (Emergency Medical Services, Firefighting, and Health Occupations). Those students can be scheduled in either session. If you are unsure of the session assignment for your student, please contact us at SRTC.

During the first days of school, students will receive paperwork to be completed and returned to SRTC. The [SRTC Student Parent Handbook](#) will be posted on our website on or before Friday, August 26<sup>th</sup>. Please be sure to read the handbook thoroughly; we will be providing a signature page for the handbook once school begins and ask that you return this form to your child’s SRTC instructor. We will also ask that you complete a media release form and emergency/medical form, which will also be sent home with students during the first week of school.

Please note that we do not allow students to drive to SRTC, except in rare cases. Students are expected to plan ahead for such instances, complete a [Driving Exception Form](#), and obtain all signatures prior to driving to SRTC. Long-term driving will only be considered for extenuating circumstances. Students will not be allowed to drive themselves to SRTC in the event that they miss the bus from their school, so they should plan accordingly.

As you consider the purchase of school supplies for the start of the year, please refer back to any information received from your instructor during Step-Up Day. If you did not attend Step-Up Day or do not recall what items you need, please plan to ask about this on the first day of school.

### **Attendance**

If you need to be absent for an approved reason, please be sure to have the absence excused by having your parent contact SRTC at 324-2942 (select the attendance line) or by bringing a note from a parent to school on the following day. We do communicate with all partner schools daily regarding attendance, but contacting us at SRTC helps to insure that all absences are excused appropriately. If you anticipate an absence for an approved reason, please complete the [SRTC Planned Absence Form](#), which is available on our website or in the SRTC Main Office. A list of dates for which SRTC is scheduled to be closed can be found in the SRTC Student Handbook and [on our website](#).

### **Visit SRTC**

We will be hosting an Open House on Thursday, September 15<sup>th</sup> from 6:00pm to 7:30pm. This event will provide you with the opportunity to visit classrooms/labs, see the facility, and meet your child's instructor to learn more about the program. We highly encourage you to attend the Open House if possible. We know that the fall is a busy time, but we think that you will find that Career and Technical Education is a little different from what you have experienced from prior educational opportunities and it is important to see our facility and what is available for students. More information regarding the SRTC Open House will be sent to families after the start of the school year.

If you and/or your student are anxious about the start of the new school year and coming to SRTC, we are offering an opportunity stop by, check out the location of your program, and be sure that you know where everything is located. We are offering two times:

Monday, August 22nd, 10:00am

Monday, August 22nd, 1:00pm

These sessions are completely voluntary and informal. If you would like to attend, please enter through the main entrance and go to the office on the left, which is SRTC.

### **Welcome New Staff!**

We would like to welcome Tom Dupuis, who is joining us as our Plumbing Instructor. Mr. Dupuis comes to us with a wealth of experience in the plumbing and heating industry, spanning over the past thirty-eight years. The majority of this time was spent running his own very reputable plumbing business in the area. He has continued to learn about the industry, acquiring his master oil burner license and being involved in

home construction. Mr. Dupuis has experience teaching the trade of plumbing to others through his role as a Master Plumber; he also has experience coaching baseball and football and serving as a Boy Scout leader. We are delighted to have such an experienced professional joining the team at SRTC and we look forward to seeing the Plumbing Program thrive under his guidance.

The new friendly face in the SRTC Main Office is Stephanie Emmons, who joins us as an Administrative Assistant. Ms. Emmons has over twelve years of experience as an Administrative Assistant and Office Manager in a variety of business settings. As a former CTE student, she looks forward to learning more about all that we do at SRTC. We are so excited to welcome you to our staff, Ms. Emmons!

### **SRTC Supports**

We are fortunate to have two counselors on staff to assist you with your academic, personal, college and career goals and we encourage you to fully utilize their services. Ms. Deanna Farrell serves as the Student Services Counselor here at SRTC. You will continue to work with your School Counselor at your high school, but Ms. Farrell can assist with questions relating to your program at SRTC and provide assistance with social/emotional concerns and academic planning. Our Career Planning Coordinator, Ms. Jennifer Bartlett, will assist all students by organizing testing such as the ASVAB and a variety of program-related assessments and through coordinating all concurrent enrollment. In addition, Ms. Bartlett will meet with each program regularly to help you to build career-ready skills such as resume writing, interview skills and career exploration experience.

### **Connect with SRTC**

Our school utilizes the Infinite Campus system for student information including attendance and grades. Students will be given access to this system early in the school year so that they can check their grades and attendance regularly, which we strongly encourage. In addition, we urge parents to consider signing up for a parent portal account for Infinite Campus by emailing Anne L'Heureux at [alheureux@sanford.org](mailto:alheureux@sanford.org). If you already have an IC account through your partner high school, you will still need an account specifically for SRTC.

There are many ways to remain aware of happenings at SRTC throughout the year and we hope that you will take advantage of as many as possible. First, our website at [www.sanford.org](http://www.sanford.org) provides information for the entire district, with a page designated for SRTC. A staff directory, including contact information, can be found on the site. In addition, the district also has an app, which is connected to the website and allows you to sign up for notifications for school closings and other events. The app can be found under "Sanford School Department, ME." School closing information will also come via the primary phone contact we have on file. Finally, we also have a Facebook page which you can find by searching for "Sanford Regional Technical Center."

Also on our website, under the "documents" section of the menu, are two maps that may be helpful. The Navigation Map is a detailed look at the rooms in SHS/SRTC. All SRTC programs are specifically named on the map, as opposed to room numbers. The website also includes a parking map, which will show you the main entrance, where all students will enter the building for SRTC.

We encourage you to reach out to us with any questions or concerns that you may have throughout the

year. We are both located in the Main Office at SRTC and can be reached at (207) 324-2942 or the email contact information provided below. Once again, welcome! We are delighted to have you with us.

Sincerely,  
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