Dear SRTC students and parents/guardians,

On behalf of the staff at the Sanford Regional Technical Center, it gives us great pleasure to welcome you to SRTC for the 2020-2021 school year, which begins for SRTC on Monday, September 14th. Whether you are new to SRTC or returning to finish a program, we hope that you will find your time at SRTC to be enjoyable and valuable. 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/information, or if you have any questions, please contact us at (207) 324-2942.

We are entering an unusual year in education, which of course began in the spring with the switch to remote learning. We are extremely thankful for the students, parents and our staff who faced the challenges of remote instruction head on. Although this has been a busy summer, we have had contact with many parents, students and staff from all partner schools who have been incredibly patient, understanding and positive; we thank you all for your efforts. We are thrilled to have students returning to SRTC in person on Monday, Tuesday, Thursday and Friday with distance learning on Wednesdays. Please know that we are committed to the safety of our staff and students and will do all that we can to provide a safe learning environment for everyone. Specifically, we have instituted the following measures:

- All who enter our school facility are expected to wear masks at all times. When choosing a cloth mask, please choose one made with multiple layers which covers the nose and mouth. At this time, masks with exhalation valves, bandanas, or “gaiter” style neck bands are not allowed.
- Families will be asked to have students complete a health screening each morning before coming to school. Our district website provides this information from our school nurses [https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/894674/Sanford_Parents_Health_Information.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/894674/Sanford_Parents_Health_Information.pdf). Temperatures will be taken as students enter the building.
- Classrooms have been rearranged to allow for a minimum of 3-6 feet of distancing between students. Signage throughout the building reminds all to maintain 3-6 feet of distance.
- Higher levels of hand sanitation will be expected in all programs. Hand sanitizer is dispersed in classrooms and students may also carry a small hand sanitizer with them if they wish to do so.
- Procedures to sanitize work stations and tools between sessions will be implemented.
- Arrival and dismissal procedures will be altered to encourage physical distancing.

In addition, our offices are currently closed to the public; visitors/volunteers/guests, including SRTC parents, must be reviewed in advance. Of course, we want to be able to meet with you, we just ask that you contact us in advance so that we can discuss what precautions must be in place. If possible, we may
meet via phone or video conferencing. In any case, please call us if you wish to meet and we can discuss what option is the best fit.

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. If you do 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. 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 lobby outside the SRTC Main Office. A list of dates for which SRTC is scheduled to be closed can be found in the SRTC Student Handbook, which will be posted in the documents section of our website by Wednesday, September 9th at https://www.sanford.org/o/sanford-regional-technical-center/documents. Please be sure to read the handbook thoroughly; we will be providing a signature page for the handbook once school begins. All forms can be returned to the program instructor.

We will be hosting a Virtual Open House shortly after school begins and will send you further communication regarding that soon. 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.

As you consider the purchase of school supplies for the start of the year, please refer back to any instructions you may have received from your instructor via email through our virtual Step-Up Day event. If supplies were not mentioned or you are not sure what supplies you need, please ask your instructor about this on the first day of class.

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 one change this year is that the Early Childhood Education program is being held in Room E104 in order to have a larger space appropriate for the class, given our distancing expectations. The website also includes a parking map, which will show you the main entrance, where all students will enter the building for SRTC. Student parking is also listed here for any students who are driving to SRTC. Finally, the student drop-off area is marked, although student drop-off commonly flows into visitor parking also. We expect a lot of student drop-off this year, so please be prepared.

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. 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. Please join me in welcoming Ms. Bartlett to our staff. Although she is new to SRTC, Ms. Bartlett is not new to the field of counseling and college advising, having worked in organizations at both the secondary and post-secondary level. Both of our counselors serve as an excellent resource for both parents and students and we know that you will find them to be helpful as your student begins the transition to life after high school.
Our school utilizes the Infinite Campus system for student information including attendance and grades. Students will be given access to this system 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, in order to remain informed about their child’s progress. Students will receive a Parent Agreement Form for IC in their start of the year paperwork. In addition, you will find a Parent Agreement Form and the Acceptable Use Policy for Infinite Campus on our district website at http://sanfordme.applege.us/o/sanford-school-department/page/infinite-campus-information-portal. If you would like to set up a parent portal account, please complete the Parent Agreement Form and return it directly to SRTC. This form may be returned to us in person, via mail, or by scanning the document to asimmons@sanford.org.

There are many ways to remain aware of happenings at SRTC throughout the year and I hope that you will take advantage of as many as possible. First, our website at www.sanford.org provides information for the entire district, with a page designated for SRTC which we try to update regularly with student news. A staff directory, including contact information, can also 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 for you. Finally, we also have a Facebook page, which you can find by searching for “Sanford Regional Technical Center.”

We encourage you to reach out to us with any questions or concerns that you may have throughout the year. Our email addresses and the phone number for the office are listed on our letterhead.

Once again, welcome! We are delighted to have you with us.

Sincerely,
Kathy Sargent, Director

Michael Redmond, Assistant Director

The mission of the Sanford Regional Technical Center is to provide quality technical training, career awareness and employability skills to effectively assist students in their career choices.