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SRTC Students and Families,

Welcome to the Sanford Regional Technical Center! As I start my 2nd year as the Director of SRTC, the excitement is building to see all our new students and those who will be returning to us this year. With so much to offer, the value of education at SRTC has never been higher! SRTC is a special place as we train students for careers. Right now, there is a skilled labor shortage in our State and Country. SRTC is the place to receive the important employability skills that employers need. Please take full advantage of everything we have to offer you through your program. Please contact Deanna Farrell (207) 206-1784 and your school counselor immediately if there have been any changes to your plans to attend SRTC as this change affects your schedule and allows us to invite another student to enroll in that program.

Orientation for Our New SRTC Students

On August 28th at 6pm, we will have our new student orientation beginning in the Sanford Performing Arts Center on our campus. We highly encourage our new students and families to attend this orientation so they can hear general information, learn about the overall expectations while attending SRTC, have an opportunity to meet your Program's Instructor, and see our facility. Our welcome will be brief and kick off at 6pm for everyone before we send you off to see your Programs. We know the beginning of school is a busy time of year and appreciate you taking the time to attend. There is plenty of parking and entrance to the building can be through Door 1 (Main Entrance) or Door 43 (Performing Arts Center Entrance). See the map below.



First Day Details

The school year for SRTC begins on Tuesday, September 3rd. Please check with your high school regarding your first day and transportation arrangements. All schools agreed to provide transportation to SRTC regardless of whether or not they are in session. 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

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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:

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

10:55 am-1:00 pm: PM Session – SRTC’s second year students attend during this time.

The only exceptions to the schedule above are students attending our one-year programs: Career Exploratory, Emergency Medical Technician, Firefighting, and Health Occupations. Those students are 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 review the Student Handbook and Center/Program expectations. The SRTC Student Handbook will be posted on the SRTC website by Thursday, August 29th. Please check it out and let us know if you have any questions. Each year, we ask that you complete the annual health record and fill out a release of student information form if you do not want us to publish photos of your student on the Center’s website or social media. This will be sent home with students during the first week of school.

We also want to remind everyone that we do not allow students to drive to SRTC, except in rare cases. Long-term driving will only be considered for extenuating circumstances and after the driving exception form has been approved. Students will not be allowed to drive themselves to SRTC in the event that they miss the bus from their school, so please 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 Program Instructor.

Attendance

Attendance is extremely important at SRTC. While we understand that absences are necessary at times, most of our Programs need a specific number of hours for their certification and missing just two days a month in their program translates to a loss of 36 hours over the course of the school year. That’s a little over 10% of valuable time with our students during the school year! As you will see from our Employability Rubric, students can miss up to three school days with us without it impacting their grade. *Please note that absences due to sending school requirements will not have a negative impact on our students and will be marked by “ACT” in Infinite Campus. If a student needs to be absent for an approved reason, please be sure to have the absence excused by a guardian contacting SRTC at 324-2942 (select the attendance line), emailing our Administrative Assistant Stephanie Emmons at semmons@sanford.org, or by bringing a note from a parent/guardian to school on the following day. We do communicate with all partner schools daily regarding attendance, but contacting us at SRTC helps to ensure that all absences are recorded appropriately. If you anticipate an absence for an approved reason, please complete the SRTC Planned Absence Form which is available in the SRTC Main Office or found on our website here: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/269541/Planned_Absence_Form.pdf

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 Coordinator 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 while you are with us. Ms. Farrell also coordinates the special plans (i.e. IEP and 504, etc) between our school and the partner school. Our Career Planning Coordinator, Ms. Jennifer Bartlett, will assist all students making sure we get them Career ready by organizing testing such as the ASVAB and a variety of program-related assessments and through coordinating all concurrent enrollment. In addition, Ms. Bartlett provides continuous opportunities for you to build career-ready skills such as resume writing, interview skills and career exploration experiences.

Dates to Remember

SRTC Conferences - November 7th 2:30pm to 7:30pm by appointment

Admissions Open House - February 6th at 6pm on our campus

SRTC Recognition Night for SRTC Completers - May 22nd at 6pm on our campus

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. We will also send out notifications when progress reports and specific marking period reports are ready for viewing online. We will only send out a paper copy of your student's report card at the end of the school year. Parents/Guardians must sign up for a parent portal account for Infinite Campus to receive report cards and communications from SRTC. This is done by emailing Anne L'Heureux at 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. Our website at <https://www.sanford.org/o/sanford-regional-technical-center> provides information for our school. 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." Once you have the App, you can set SRTC as your primary school. 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." We are also on X @SRTCME and Instagram @srtcme

Additionally, on our website, under the "Documents" section of the menu, you will find our Program of Studies, Student Handbook, and other general administrative forms/documents that you may find helpful.

We encourage you to reach out to us with any questions or concerns that you may have throughout the year. We are located in the Technical Center Main Office and can be reached at (207) 324-2942 or our email information is below. Once again, welcome! We cannot wait to see you all and are excited for another outstanding school year.

Sincerely,

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