

July 27, 2020

To: Parents/Guardians of: **Name**
Address
City, State Zip

Greetings,

We hope this letter finds you well and excited to begin the new semester at Career Tech. This letter is a reminder that **Student Name** is officially enrolled in the **Program Name** Program for the **Fall/Spring** Semester.

The 2020 fall semester at Career Tech will look different than other semesters in the past. Our team has been working diligently to build the best possible educational system, given the restrictions necessary to Covid-19. We are confident that Career Tech remains an excellent educational opportunity that will prepare you to pursue the employment and/or post-secondary education of your choice. We are very pleased that you have chosen to be part of our educational community. You should be confident in your decision and take full advantage of all the opportunities that Career Tech has to offer.

The best source of information about Career Tech is located on our website. We have a dedicated page for the upcoming school year, including forms, calendars, and schedules. Please visit <http://www.franklinctc.com/backtoschool> for the most up to date information.

Our official First Day of school for students to report to FCCTC is August 20, 2020. This date is subject to change as our local districts and the Pennsylvania Department of Education may possibly change the start date of school. We will continue to send updates as new information becomes available, which is why it is essential that parents and students complete back to school paperwork as soon as possible and return it to the school.

We also wanted to notify New Students (Level 1 only) that you are invited to our New Student Orientation (NSO), which is being held at Career Tech for each semester. NSO is an event designed to acclimate new students to their specific programs. The night will begin with a message to all students from the administrative team, delivered digitally, followed by time with the specific program instructors.

This event will be held both in person and online. Fall, Level 1 students ONLY are invited to attend in person on Tuesday, August 18th from 6:00 – 7:30 PM. Each student may bring only one adult. At the live event we plan to utilize temperature screening at the entrance to help prepare us for the first day of school. A face covering (mask or clear shield) is required for every person who wishes to attend in person. For those students who do not wish to attend in person, additional parents/guardians who can not attend, and second semester students, the event will be livestreamed online. The links for each program will be available on our website, <http://www.franklinctc.com>, closer to the event date.

To help you prepare for the upcoming semester, several documents are enclosed in this letter, including: a brief overview of key Career Tech policies (especially important due to temporary Covid-19 policies), an application for students to drive or ride to school, our program requirements for clothing and equipment, the process for setting up your cafeteria account and meal information, the daily schedule with arrival and departure times, and the schedule

for closings and delays. You can also access the student handbook and all other important information at our website. Items that are highlighted are policies that are temporarily overridden by Covid-19 policies. If information is not available on our website pertaining to required student equipment, it will be provided by instructors on the first day of school and during New Student Orientation.

Career Tech Plan for Educating Students During the Pandemic

We will educate students with two phases: traditional in-person CTE and Home-Based CTE. Our teachers are working diligently to prepare lessons and activities for students to complete from home that will be relevant and engaging. In order to promote a safe educational environment for all students and staff, we will divide the student body into Group A (Chambersburg and Tuscarora) and Group B (Fannett-Metal, Greencastle, Shippensburg, and Waynesboro). On the first week, Group A will come to Career Tech for in-person education, while Group B will participate in Home-Based CTE remotely. The groups will switch on a week to week basis. Teachers will prepare students for the upcoming Home-Based CTE week, and Home-Based CTE will lead into the following week of in-person instruction.

To ensure that teachers have the opportunity to plan for and support students during Home-Based CTE, all drivers will be dismissed no later than 2:00 PM each day. Every Wednesday, ALL students will be dismissed at 12:30 PM.

All students at Career Tech will be required to wear a face covering. Students have the option of a mask that covers both the mouth and nose, a clear plastic face shield, or both. We will have face shields available for any student who would like one, along with a supply of masks.

Career Tech Uniform Policy and Ordering Process

Please see the attached document for required clothing and equipment for each program. Students should order uniforms/equipment as soon as possible, but we allow a two-week grace period for new students to acquire these items after the semester begins. If you have questions, please ask your instructor for advice on where and how to purchase these items during New Student Orientation or when the new semester begins.

- Each program has a Required uniform listed on the attached sheet.
- Students must wear Career Tech clothing as their outer layer (the Health Sciences Academy wears scrubs)
- Career Tech logo items (t-shirts, polo shirts, sweatshirts, fleece jackets, ¼ zip sweatshirts, flannel shirts) can be purchased via the Career Tech School Store at NSO and/or during the school year.
 - The School Store accepts cash, checks, and credit cards.
- Other Required Items are purchased via the teacher or at any retailer, as indicated on the attached sheet. These are different for each program, and include scrubs, chef uniforms, and lab kits.
- Optional uniform items are available via the school store or teacher, as indicated.

We are encouraging students to pre-order uniforms. Please see the attached file for more information.

Student Driver/Rider Information

Please refer to the Key Policy sheet for driving information. Returning students will notice that we are changing our stance on driving to school during Covid-19 procedures. Parking passes will be free, and form can be filled out online at this address: <https://www.franklinctc.com/driving-application>. If you wish for your student to ride with another student (only one rider per driver, and must be from the same sending school), please fill out the online form at this address: <https://www.franklinctc.com/riding-permission-form>.

If you fill out either form online, our staff will call a parent/guardian for confirmation, and also secure confirmation from the sending school principal.

Student Information Management System

Important: We utilize the Skyward information system to manage student/family contact information, grades, alert messaging, and other records. Each family and student will be issued an account to access, add, and revise student information. Login information is provided below: If the password is blank, you have already changed your password previously and it remains the same.

Username: **Username from file**

Password: **Password from file**

Parents/Guardians and their students are required to log in to the system prior to the start of school to complete important paperwork and update information. Sending schools do NOT send demographic information to FCCTC, so you must update our system, as well as the system at your sending school.

1. Please navigate to <http://sis.franklinctc.com> and enter the login information provided.
2. Click on “Student Info”.
3. Click on the link to “Request Changes for Student”.
4. Under the “Family Information” section, check/update/enter your email, phone number(s), and address.
 - a. This will ensure open communication between the school and your household.
5. Once you have entered your valid email and updated phone/address, navigate to the other options under the “Request Changes for Student” menu, and enter any additional changes for your student.

After completing your demographic information, you may complete your back to school forms via this link:

<https://www.franklinctc.com/back-to-school-paperwork>.

School Lunch at Career Tech

At FCCTC, our cafeteria is serviced by the Chambersburg Area School District. Please see the enclosed handout for detailed information on how to set up your breakfast/lunch account. To ensure that your benefits are applied to your schoolcafe.com account please bring a copy of your “Notification of Benefits for Free and Reduced Meals” with you the first day of school, so that you can provide to cafeteria staff if any errors occur.

Breakfast and lunch will be served in a grab-and-go style until further notice. Students will be eating in their shop areas to promote social distancing.

We look forward to seeing you. We understand that this is a difficult time for everyone, and we are doing our best to follow the guidance provided by medical experts in order to keep all students and staff as safe and possible while also offering quality education. If you have any questions or concerns, please do not hesitate to contact Career Tech at 717-263-9033. We strive to help students to be comfortable and prepared for their entry or return to Career Tech and look forward to working with you. Be safe, and enjoy the remainder of summer!

Respectfully,

Justin Sholes
Principal