

## Key Policies for Parents to Know

This sheet highlights several key policies that are important for parents/students to know about Career Tech. Please note that many of these policies are temporary policies related to Covid-19 safety. If a time arises during the school year that we are able to revert to normal policies, notice will be given in advance to all parents and students.

You are still responsible for all information in the Student Handbook, which is available at [franklinctc.com](http://franklinctc.com) via the “Parent Info” link. Any item on this list supersedes the Student Handbook unless written notice is provided by Career Tech reverting to our normal policies.

### 1. Student Face Coverings

- a. ALL Career Tech students will be required to wear a face covering while attending Career Tech.
- b. Options include: mask from home (no cut up t-shirts, etc), disposable medical masks, or plastic face shields (provided by FCCTC).
- c. If students are working in a classroom section, and six feet of distance is possible, masks/shields may be removed at the discretion of the instructor.
- d. If students are moving about the shop or hallways, masks/shields must be worn at all times.

### 2. Driving/Riding to Career Tech

- a. Students will be permitted to drive to Career Tech on a daily basis with parent permission. The permission form in this mailing must be signed and returned to Career Tech to allow driving (you may also complete the form online). Any student driving without permission will be subject to suspension.
- b. A student driver may transport one other student from the same sending school to Career Tech on a daily basis. The passenger section of the form must be completed for this to be allowed.
- c. If you would prefer for your student to ride with another student (only one passenger per student driver), please fill out the enclosed form (or complete the form online).
- d. In an effort to encourage driving, which will improve social distancing on buses, parking will be free.
- e. Student drivers should arrive at the scheduled time of their sending school.
- f. Student drivers will be dismissed at 2:00 PM regardless of the normal departure time of their sending school
- g. Driving to Career Tech on a single day basis requires written permission from the sending school principal in advance. Failure to obtain permission before driving will result in suspension.
  - i. A single day pass only allows the student to drive, not to transport passengers. Transporting another student requires prior written permission from the parent/guardian for each student.
- h. In an emergency situation in which a student needs to drive to school without prior authorization, the parent/guardian may call the SENDING SCHOOL principal to obtain permission BEFORE the student drives to Career Tech. Career Tech will not issue emergency permission to drive on the same day.

### 3. Cell Phones at Career Tech

- a. Students are not permitted to have their cell phones during shop time.
- b. Phones are permitted only during lunch. The capturing of photos and/or videos is never allowed without specific teacher permission.
- c. If a student decides to bring a cell phone to Career Tech, they must follow individual shop guidance on where to place their phone (it may be a student locker, shared lock box, etc). Career Tech cannot be responsible for lost or stolen phones.
- d. Students must only handle their own phones, as passing phones would be a contagion risk.

#### 4. Dress Code

- a. The TOP LAYER of student clothing must be a Career Tech item. Various items are available in the school store. Each program has a different dress code, and each is based on industry standards.
- b. We will send a representative from the school store to each shop once school begins to allow students to order shop uniforms. Students will be able to pay via cash, check, or credit card.
- c. The clothing and equipment list is enclosed in this letter. Returning students should be in uniform from the first day of school. Teachers will assist students in obtaining anything needed for the shop, including uniforms for new students.

#### 5. Parent Pick-up (Early dismissal)

- a. If you must pick your student up from school early, please send a note in the morning
- b. When you arrive at Career Tech at the appointed time, please call the office from a phone listed in our student information system and we will release the student to your car (no need for you to enter the building)

#### 6. Parent Pick-up (End of day)

- a. If you intend to pick up your student at dismissal, please form a line along the main bus ramp.
- b. Bus traffic always has the right of way.

#### 7. Educational Trips

- a. Due to the breakdown of students into Group A and Group B, no educational trips will be approved during a week in which your student is scheduled for in-person education.
- b. Any student travelling to a state on the governor's list must quarantine for two weeks upon return.
  - i. Those days would count as unexcused unless emergency permission was granted by administration (serious medical issue, family emergency, etc)
- c. Educational trips will only be granted to students who are passing all classes, in good disciplinary standing, and have missed less than 10 total days for the entire school year (sending school and Career Tech). No more than 5 educational trip days will be approved for the entire year.

#### 8. Off-Campus Suspension

- a. Career Tech utilizes Affinity Educational Solutions (located at the former elementary school on Brown's Mill Road) for Off-Campus Suspension.

#### 9. Progressive Discipline

- a. Career Tech utilizes progressive discipline in order to maintain fairness and clarity in disciplinary issues.
- b. For each offense, students will accrue discipline points. These points are used to track each student's disciplinary performance.
- c. The full discipline rubric is available in the student handbook.

#### 10. Flexible Instruction Days

- a. Per state law, Career Tech will utilize Flexible Instruction days for up to five days during the 2020-2021 school year. An example would be a snow day. We would move all instruction online for that day, and they day would not need to be made up at a later date.

#### 11. School Lunch

- a. Students who wish to purchase lunch will be escorted to the cafeteria with their shop by a member of our support staff. Various box lunch options will be available and limited a la carte items will be offered. Cafeteria staff will hand items directly to students and touchless card readers will be used to access student accounts. Students will return to their shop area to each lunch.