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Mr. Eric D. Palmer, Executive Director

Mr. Michael Selvenis, M.Ed., Principal

Hello Students, Parents, and Families:

August 13, 2020

As we finalize our plans for the start of school on **August 26, 2020**, I wanted to reach out to you to provide information on specific, pandemic-related health and safety practices that we have put in place at the GACTC. As I am sure you are aware, things can change from the time I write this letter until we actually begin school. In the event that changes occur, you will be alerted in a timely manner. As you review this information, please remember that our efforts must be coordinated with our eight member school districts. Our member districts are continually modifying their pandemic-related policies, procedures, schedules, and expectations. In turn, we remain committed to doing all we can to accommodate those changes at the GACTC. As the environment around us changes rapidly, we will be doing our very best to make your student's safety and education our top priority. Here are some important notes for the start of school at the GACTC:

1. **First Day of School:** School starts at the GACTC on Wednesday, August 26, 2020. If our date would need to be changed, we will communicate this information to both you and your student's district. If your district's first day of school is altered, we will be working with your district to develop a plan to maximize your students time at the GACTC.
2. **Schedule:** The GACTC is committed to providing the best educational experience to as many students as possible as we work with our eight member districts in the midst of a pandemic. All sending schools have not yet determined their schedules. When they do, the GACTC will do its best to accommodate those students to ensure that they remain safe and are able to participate in engaging learning for their chosen program. Schedules, when determined, will be communicated to families by the sending school district and the GACTC.
3. **Transportation:** Bus drop-off times are determined by your student's sending school. Parents who wish to transport their students to and from the GACTC must know that space for drop-off is limited due to bussing. Drop-off and pick-up must take place along the 6th Avenue side of the GACTC near the Mall/Mt. Lion. Students dropped off AND picked up by a parent will enter/exit the GACTC through the 15th Street/5th Avenue entrance. Students are strongly encouraged to utilize district-provided transportation to the GACTC. Student driving passes will only be granted in extenuating circumstances. The building will open to students at 8:00 AM until 10:45 AM (students must be in assigned area no later than 8:25 AM) for morning session students and 12:00 PM to 2:45 PM (students must be in assigned area by 12:25 PM) for afternoon session students. The building will not be open to students outside of these times.
4. **Face Coverings:** Face coverings (masks/face shields) must be worn at all times while at the GACTC unless directed by the program instructor for a scheduled face covering break. The nature of the work and activities in career and technical education programs requires a great deal of movement, group work and hands-on activities making social distancing of six feet or more very difficult. Just as students are required to wear and use proper personal protective equipment (PPE) in their program areas, face coverings will be considered part of their PPE. The GACTC reserves the right to substantiate any situation where a student claims that he/she cannot wear a face covering; and if not satisfied, the GACTC reserves the right to alter the student's participation in certain activities. The GACTC will provide disposable face masks to any student who damages, loses, or forgets his/her mask. Again, students are expected to provide their own face covering.
5. **Social Distancing:** Our leadership and instructors have put forth a great effort to configure classrooms, shops and other learning spaces to provide for social distancing while preserving student engagement. This



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was made possible by using our funding sources to strategically purchase technology and other learning resources to allow for a variety of learning modes.

6. **Screening Your Student's Health:** The GACTC asks all parents to screen their student's health before coming to school each day. Enclosed, please find a simple guide to home screening (YELLOW). Students who exhibit symptoms, as indicated on the enclosed yellow guide, must stay home. The health and safety of all students and staff is our highest priority.
7. **Cleaning and Sanitizing:** Our maintenance and custodial staff has implemented enhanced cleaning and sanitation procedures and will be using CDC recommended supplies to help keep our classrooms, shops, and high contact areas clean and safe. Supplies such as hand sanitizing stations and disinfectant wipes have been purchased to ensure that they are always within reach for students, staff, and visitors. Procedures have been established for students and staff to disinfect shared tools and equipment between use, when necessary, much like practiced in the industry. Staff will be trained on health and safety protocols that will be used to monitor and maintain the health and safety of all students and staff.
8. **Electronic Devices:** Students are expected to bring their school-issued devices to the GACTC to access online content. Students will be expected to access online content whether in school or at home. If you do not have internet access at home, please contact us at 941-TECH (8324).
9. **Required Materials and Supplies:** During the first week of school, students will be informed by their instructors of supplies or materials they will need for their program.
10. **Hydration:** Drinking fountains are shut off due to the pandemic. The GACTC will be providing bottled water for students in their program areas. We ask that students refrain from bringing water bottles to the GACTC.
11. **Orientation:** We regret that we were unable to host an in-person orientation event for our new students. We will take time to meet with all students in their programs in an effort to help them become more familiar with the school leadership, resources, expectations, opportunities, and how we plan to support them in their learning. We have placed a link on our website titled "Back to School Q&A" for parents to ask questions. We will answer these questions through a live meeting for students and parents at your choice of times: Wednesday, August 19th from 1:00-2:00 PM or 6:30-7:30 PM. Please find the "Back to school Q&A Live Session" link on our website at [www.gactc.edu](http://www.gactc.edu).
12. **Home Contact Information:** The GACTC uses Infinite Campus to manage student and family information to include phone numbers, addresses, and email addresses. It is critical that this information is accurate and up-to-date. We rely on the contact information provided in Infinite Campus to communicate information to our students and parents.

**Current Portal Users:** Please be sure to check and/or update your contact information in the system at [www.gactc.edu](http://www.gactc.edu) > Infinite Campus > Log in > More (then update information if necessary) Current Portal Users may disregard attached letter (blue) for account creation.

**New Portal Users:** [www.gactc.edu](http://www.gactc.edu) > Infinite Campus > New User (please see the attached BLUE letter for Activation Code)

The GACTC is committed to prioritizing the health and safety of our students and staff while maintaining a dynamic learning environment. Please do not hesitate to contact me with questions.

Sincerely,

Mike Selvenis, Principal

# CTC

## GREATER ALTOONA CAREER & TECHNOLOGY CENTER

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Enclosures

### Student drop-off/pick-up and building entrance.

