



Nicholas E. Ceglarek, Ed.D., Superintendent
Traverse Bay Area Intermediate School District

Patrick Lamb, Assistant Superintendent
Career & Technical Education and Community Outreach
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www.tbaisd.org

August 20, 2020

To the Family of <<name>>
<<Student Name>>
<<Street Address>>
<<City, MI Zip>>

Dear Students and Parents,

It is a pleasure to confirm <<First Name>> successful admission to the Career-Tech Center for the 2020-21 school year. Congratulations!

<<First Name>> has been admitted to:

- Program: (name of program)
- Session: (AM/PM)
- Instructor: (instructor name)
- Paraprofessional: (parapro name)

At this time, the Traverse Bay region is in Phase 5 of the Governor's Safe Start Plan. Therefore, we are pleased to welcome students and staff back to our building for in-person (face-to-face) instruction on Wednesday, September 9, 2020. We have instituted safety protocols, **which include the requirement of face masks to be worn by students and staff at all times when in the building.**

We will not host an in-person orientation in our building this year. Please visit our TBAISD Career-Tech Center website at <https://www.tbactc.org>, as well as TBAISD social media (www.facebook.com/tbactc) for information on attending the Career-Tech Center this year. We will also utilize email and our School Messenger phone calls to share information with you.

We welcome your feedback in our Return to Learn Survey (on the CTC webpage, www.tbactc.org), which provides feedback on any past experiences you may have with remote learning, as well as provides feedback on our Preparedness and Response Plan.

Some important points of information we want you to have include:

- Students should bring a face mask to the building—they will be required to wear the mask the entire time they are here.
- Students will not be permitted into the building until the appointed time. Our class times have been adjusted this year to:
 - Morning Session: Begin at 9:15 am and end at 11:30 am
 - Afternoon Session: Begin at 12:30 pm and end at 2:45 pm
 - MTA Session: Begin at 7:30 am and end at 11:30 am

If our region is moved to Phase 4 by Governor Whitmer, the TBAISD Career-Tech Center will adjust to a blended school format. It is important to note that, although we are planning to reopen school this fall, there is still the

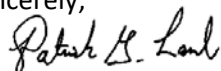
possibility of needing to close a classroom, school building, or the district due to an outbreak of illness. Our staff are fully prepared to transition to remote learning. Plans for moving forward will be comprehensive and address how to provide the highest level of education given the dynamic nature of the environment.

Please continue to check our website for important information on attending the CTC this year, including information on our \$30 student deposit, purchasing a parking pass for those students who will be driving, information regarding the services provided by the Youth Health and Wellness Center, and much more information.

The faculty and staff at the Career-Tech Center believe that it is important that students, parents, and teachers work together. Please take this opportunity to become involved in your student's education.

If you have questions about returning to school, please contact Patrick Lamb, Assistant Superintendent/Principal, 231-922-6260, plamb@tbaisd.org.

Sincerely,

A handwritten signature in black ink that reads "Patrick G. Lamb". The signature is written in a cursive style with a large initial "P".

Patrick G. Lamb
Assistant Superintendent of Career & Technical
Education and Community Outreach

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