



# Parent/Student Guide to District Learning

Superintendent: Max Thomas

Principal/Site Director: Ronda Simpson

## Overview and Purpose

- The purpose of this guide is to provide answers and expectations during our time of virtual learning.
- Our hope is to maintain academic rigor while providing a sense of stability to our students and their families.

## Expectations

- Students will be required to complete all assignments given by their Instructor, whether by Google Classroom, Moodle, Zoom meetings, GroupMe, Microsoft Teams, REMIND App, text messaging, or e-mail using their specific program software or in packet/worksheet form.
- Students should expect to spend approximately 1 to 1 ½ hours per day completing CTTC schoolwork. Some students may need additional time. **Cosmetology is the only exception. Cosmetology high school students are required by the State Board of Cosmetology to complete 15 hours per week. This is an average of 3 hours daily.**
- Virtual assignments should be submitted digitally by the due dates indicated by the program instructors.
- Paper packets, if determined to be needed by the instructor, will be available on an individual basis. Arrangements must be made through instructor.

## How to pick up Work

- Students will be able to pick up their materials needed for extended learning beginning Monday, April 6<sup>th</sup> by making an appointment with their instructor.

- If you need help scheduling an appointment, email [info@cttc.edu](mailto:info@cttc.edu)
- If needed, materials may be picked up at the main entrance only.

## **How to Communicate with Instructors**

- Instructors will be available from 8:00 a.m. to 3:00 p.m. M-F to assist students with issues or concerns. However, your instructor may set specific office hours in which to communicate. This communication may include but is not limited to: text message, Google Classroom, Moodle, Zoom meetings, GroupMe, Microsoft Teams, REMIND App, email, or by phone. This includes:
  - CTTC career program areas
  - CTTC mathematics coursework
  - CTTC anatomy/physiology coursework
- Instructors will be attempting to make contact with all students weekly through the above contact methods.

## **How to Return Your Work**

- Work done virtually will be submitted online or through the software/curriculum being used for classwork. Students completing paper packets, in the instance that these occur, will return their work according to a instructions established by their instructor. Please ensure your name is clearly marked on each assignment.

## **Will Work Be Graded**

- Yes, academic expectation and integrity remain in force. Grades will be taken.

## How will I pick up my personal items?

- **Students who need to pick up personal belongings will need to contact their instructor beginning Monday, April 6th in order to schedule a time to pick up their possessions.** Please know that we will be following CDC guidelines through this process. No loitering will be allowed. Students must get their belonging and immediately leave campus.
- **Only one student at a time will be allowed in the facility. Student will answer a set of questions (concerning COVID-19) and have temperature taken before entering.**

## Major Events

- The last day of instruction for high school students will be May 8<sup>th</sup>, 2020
- The last day of instruction for adult students will be May 22<sup>th</sup>, 2020

## Completion/Awards

We will not reschedule our completion/ award assemblies at this time. All student scholarships, recognition and awards will be distributed to the appropriate students in a timely fashion following the completion of the semester.

## 2020-21 ENROLLMENT

- Pre-enrollment at Chisholm Trail Technology Center for the 2020-2021 school year should be completed through your home school and CTTC Student Services. If you have changes or corrections to a previously submitted 2020-21 enrollment form or need assistance in enrolling please contact Student Services, Mrs. Myers, at [cmyers@cttc.edu](mailto:cmyers@cttc.edu).

## Questions

- If you have any questions or concerns please contact us at [info@cttc.edu](mailto:info@cttc.edu).
- Or, email Ronda Simpson, Principal, [rsimpson@cttc.edu](mailto:rsimpson@cttc.edu).