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 6th by making an appointment with their instructor.
• If you need help scheduling an appointment, email 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 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 8th, 2020
- The last day of instruction for adult students will be May 22nd, 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.

Questions

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