

# DISTANCE LEARNING PARENT/STUDENT GUIDE

Spring 2020



# OVERVIEW & 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 teachers, whether by Blackboard, Zoom, Google Classroom, or using their specific program software.
- Students should **expect to spend approximately 1 to 1 ½ hours per day** completing Autry Tech schoolwork. Some students may need additional time.
- Virtual assignments should be **submitted digitally by the due dates** indicated by the program instructors.

## HOW TO PICK UP WORK AND PERSONAL BELONGINGS

- Students will be able to pick up their materials and personal items needed for extended learning beginning **Monday, April 6th at Autry Tech from 8am to 4pm.**
- Students need to call 580.242.2750 and **schedule an appointment.** Appointments will be scheduled in **15 minute increments.**
- Students will then **call 580.242.2750 when they arrive** in the parking lot. Students will **remain in their vehicle until their items are placed on the pickup table.** At that time they may exit their vehicle to retrieve items. ***Students will not be allowed to congregate in the parking lot.***

## HOW TO COMMUNICATE WITH INSTRUCTORS

- **Teachers will be available during normal classroom hours M-F** to assist students with issues or concerns. This communication may include but is not limited to: Blackboard, email, Google Classroom, Google Meet, Zoom, text message, or phone calls. This includes:
  - Autry Tech Career program areas
  - Autry Tech mathematics coursework
  - Oklahoma School of Science and Mathematics (OSSM)

## HOW TO RETURN WORK

- Work done virtually will be **submitted online.**

## WORK WILL BE GRADED

- Yes, academic expectation and integrity remain in force. **Two grades per week** can be expected per class.

## MAJOR EVENTS

### END OF SEMESTER DATES

- The last day of instruction of will be **May 15th, 2020**.
- Advanced Medical programs and Evening HVAC will follow their approved calendars.

### AWARDS ASSEMBLIES

We will not be rescheduling any of our awards 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.

## ENROLLMENT

### 2020-21 ENROLLMENT

- Pre-enrollment at Autry Technology Center for the **2020-2021 school year should be completed through your high school and Autry Tech counselors**. If you have changes or corrections to a previously submitted 2020-21 enrollment form or need assistance in enrolling please contact the school counselors below:



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**SHAYNE STANFORD**

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## QUESTIONS?

If you have any questions or concerns please contact:

### PAT BROWN

pbrown@autrytech.edu

**580.242.2750**

**DIRECTOR OF STUDENT SERVICES**

