DISTANCE LEARNING
PARENT/STUDENT GUIDE
Spring 2020
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, or Google Classroom, 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 calendar.

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:

  - **LINDA BELKNAP**
    - lbelknap@autrytech.edu
  - **BROOKE KUSCH**
    - bkusch@autrytech.edu
  - **SHAYNE STANFORD**
    - sstanford@autrytech.edu

QUESTIONS?

If you have any questions or concerns please contact:

**PAT BROWN**

pbrown@autrytech.edu

580.242.2750

DIRECTOR OF STUDENT SERVICES