PARENT/STUDENT GUIDE
TO DISTANCE LEARNING

VIC WOODS, DEPUTY SUPT
WWWTECH.EDU
WADE WALLING, SUPERINTENDENT

SPRING 2020
OVERVIEW AND PURPOSE

• The purpose of this guide is to provide guidance and expectations during this time of distance education.
• The goal is to provide continuous learning opportunities in career technical and academic offerings while providing a sense of stability for students and families.

EXPECTATIONS

● Students will complete assignments given by their instructors by distance education through software or in paper packet form.
● Student participation is expected and will be recorded.
● Students should expect to spend approximately 1 hour per day completing coursework. Some students may need additional time.
● Online assignments should be submitted digitally as indicated by the program instructor.
● Paper packets, if needed by the student will be available through the pick-up schedule.

HOW TO PICK UP YOUR WORK

● Students will be able to pick-up the materials needed for distance education on Monday, April 6th, Tuesday April 7th, and Wednesday April 8th, by appointment from 9:00 AM to 12:00 PM and 1:00 PM to 3:00 PM.
● Call (405)452-5500 and schedule the pick-up time.
● Materials will be picked up at the main entrance in Building 100. WWTC staff will deliver the packet to you at the front door, by appointment.
● No more than 5 people will be allowed at the pick-up area at a time.

HOW TO COMMUNICATE WITH INSTRUCTORS

● Instructors will be available from 8:00 AM to 3:00 PM Monday through Thursday to assist students with issues or concerns. This communication may include, but is not limited to: text message, email, phone calls or program specific software communication methods.

HOW TO SUBMIT WORK

● Work done online will be submitted online, by the methods previously utilized in the classroom. Students completing paper packets, will return their work by submitting it electronically such as pictures to instructor or other method established by their instructor. Please ensure your name and program enrolled are clearly marked on each assignment.
ACADEMIC ENGAGEMENT AND ENRICHMENT

- High School Students: The expectation is that career technical and academic engagement and enrichment occurs within this period. A minimum of one assignment per week will be expected per program.
- Adult Students: Program expectations to include assignments and grades have not changed. Assignments may be modified for distance education.

HOW DO I GET PERSONAL BELONGINGS FROM THE SCHOOL

- Students who need to pick up personal belongings will need to contact their instructor beginning Tuesday, April 7th in order to schedule a time to pick up their possessions. Please know that we will be following CDC guidelines through this process. No standing around or gathering will be allowed. Students must get their belonging and immediately leave campus.

MAJOR EVENTS

END OF SEMESTER DATES

- 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 21st, 2020
- EXCEPTIONS: Students may be taking a program that requires additional hours and certification or be on financial aid.
  - Adult students, contact and consult with your instructor.
  - Instructors will be working with adult students who need additional hours past that time.
  - Financial Aid Officer will communicate with adult students on financial aid.
  - Practical Nursing and Surg Tech programs will continue their regular schedules.

AWARDS ASSEMBLIES

We will not be rescheduling 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

- If you have changes or corrections to a previously submitted 2020-21 enrollment form or need assistance in enrolling, please contact the school counselor below:
  - Merida Tomb at mtomb@wwtech.edu or (405)-452-1218

QUESTIONS

- If you have any questions or concerns, please contact WWTC at: (405) 452-5500
- Linda Sanford, Instructional Leader at lsanford@wwtech.edu or (405) 452-1219 work or (405) 712-3767 cell
- J.R. Polzien, Post-Sec. Health Coordinator, PN Director, jpolzien@wwtech.edu or (405) 452-1241
- Mike Lindley, STEM Leader, BIS Director, mlindley@wwtech.edu or (405) 452-1216
- Tina Harjo, Financial Aid Officer at tharjo@wwtech.edu or (405) 452-1222