Parent/Student Guide

To Continuous Learning

Educating People for Success

Hoyt Lewis, Superintendent

Spring 2020

Overview & Purpose

- The purpose of this guide is to provide answers and expectations during this time of distance education due to the COVID 19 Coronavirus Pandemic.
- Our hope is to maintain rigor while providing a sense of stability to our students and families.

Expectations

- WTC Instructors are required to make every effort to contact all students, students are expected to respond to instructors.
- Students are required to complete all assignments given by instructors and adhere to due dates.
- Time spent on assignments will vary with each program.

How to communicate with Instructors

- Instructors will be available from 8-4 pm. Monday thru Friday to assist students with issues or concerns. This communication may include, but is not limited to Remind App, text, email, phone, Zoom meetings, Teams, Google Classroom, or Group Me.
- Instructors will be making periodic contact with students.

Returning Assignments

- Work completed on-line will be submitted on-line. Students completing packets, will return work according to their instructor's directions.

Grades

- Assignments will be graded.

Picking up personal belongings from school

- Students who need to pick up personal belongings from school should contact their instructor. The instructor will give guidance on the return plan. Please be advised that WTC will be following CDC guidelines through this process. No gatherings of students will be allowed and social distancing will be observed.

End of the Semester

- Last day of instruction for high school students is May 8, 2020.
- Last day of instruction for adult students is May 20, 2020.
- EXCEPTIONS- Students may be taking courses or programs that require additional hours and certification exams in order to complete, those may be scheduled at a later date. (Practical Nursing students will follow directions given by PN faculty)

Awards, Assemblies and Graduation

- With the uncertainty of all executive orders, WTC has no plans for rescheduling any assemblies or graduation at this time. All student scholarships, recognition and awards will be distributed to the students in a timely manner following the completion of the semester.

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