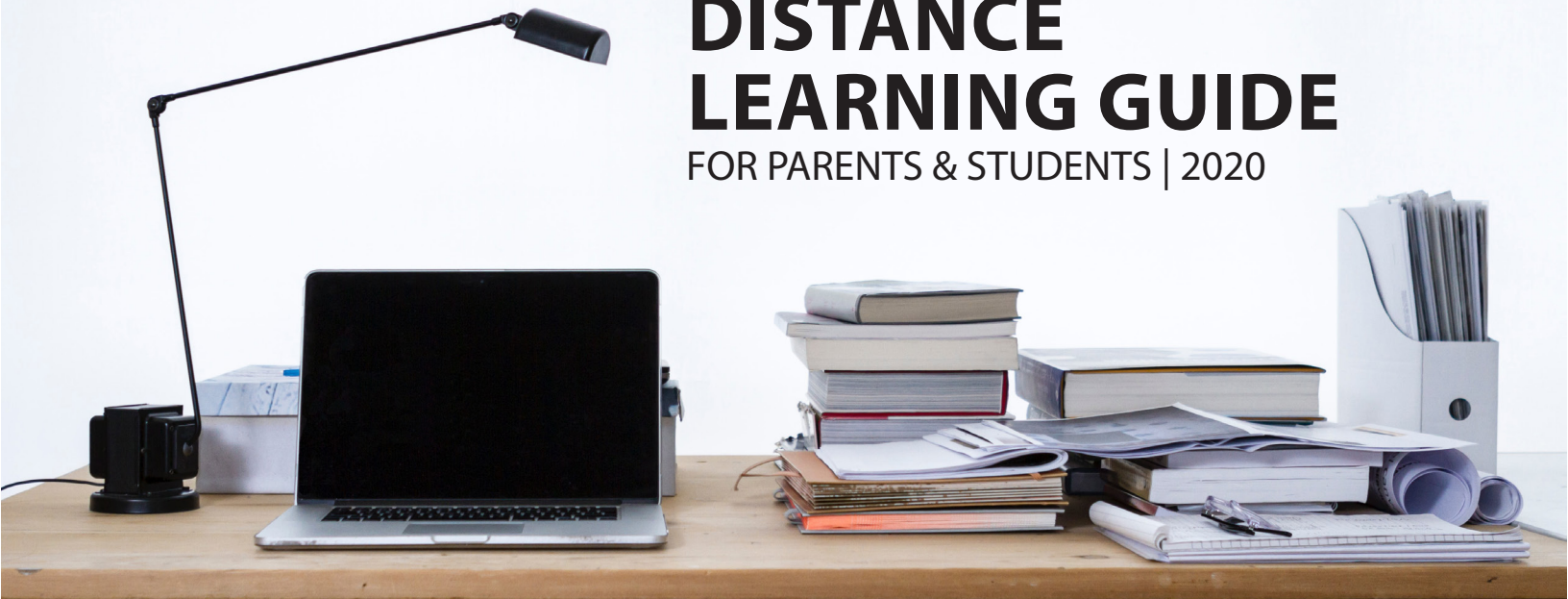


DISTANCE LEARNING GUIDE

FOR PARENTS & STUDENTS | 2020



OVERVIEW & PURPOSE

- This guide provides answers and expectations for ICTC's distance/virtual learning.
- ICTC strives to maintain academic rigor while providing a sense of safety & stability to our students and their families.

EXPECTATIONS

- Students must complete all assignments, whether by Google Classroom/Google Meet, Canvas, using their specific program software or in packet/worksheet form.
- Students should expect to spend about 3 hours (HS) and 6 hours (Adult) per day completing assignments. Some students may need additional time.
- Assignments should be submitted digitally by the due dates set by instructors.
- Paper packets, if determined to be needed by the instructor or chosen by the student, will be available through the drop-off/pick-up schedule at each campus.

HOW TO PICK UP WORK

Muskogee Campus

Packets can be picked up at the Muskogee Campus on Mondays, from 8am to 3pm. When you arrive on campus, call 918-687-6383. Someone will meet you at the door with the appropriate packet.

Sallisaw Campus

Packets can be picked up on Mondays from 8am to 3pm. When you arrive on campus, remain in your vehicle, call your instructor, and the instructor will deliver the appropriate packet.

Stilwell Campus

Packets can be picked up on Mondays from 8am to 3pm. When you arrive on campus, call 918-696-3111 and someone will meet you at the door with the appropriate packet.

Tahlequah Campus

Instructors will make specific arrangements with each student. Students can meet with the instructor to pick up packets or can pick up packets at the Tahlequah campus Monday-Friday, 8am to 3pm.

HOW TO COMMUNICATE WITH INSTRUCTORS

Teachers will be available Monday-Friday from 8am to 3pm to assist students with issues or concerns. This communication may include but is not limited to: text message, Google Classroom, Google Meet, Canvas, Zoom, email or phone calls. This includes all ICTC campuses and programs. Teachers will attempt contact with all students weekly through the above contact methods.

HOW TO RETURN WORK

Students will return work to their instructors by the process outlined below for each campus.

Muskogee Campus

Online/Virtual Assignments: submitted online to the instructor. Packet Assignments: scanned and emailed or a picture texted to the instructor.

Sallisaw Campus

Online/Virtual Assignments: submitted online to the instructor. Packet Assignments: returned each Monday to the instructor. Students will drop off and receive work each Monday morning.

Stilwell Campus

Online/Virtual Assignments: submitted online to the instructor. Packet Assignments: scanned and emailed or a picture texted to the instructor.

Tahlequah Campus

Online/Virtual Assignments: submitted online to the instructor. Packet Assignments: scanned and emailed or a picture texted to the instructor.

WILL WORK BE GRADED?

Yes, academic expectation and integrity remain in force. A minimum of two grades per week can be expected per class.

HOW DO I GET PERSONAL BELONGINGS FROM THE SCHOOL?

- Students who need to pick up personal belongings need to contact their instructors or the campus beginning Monday, April 6 to schedule a time to pick up possessions.
- Students will not be allowed inside ICTC facilities and no loitering will be allowed.
- Students must get their belonging(s) and immediately leave the property.
- Please know that we will be following CDC guidelines through this process.

END OF SEMESTER DATES

- The last day of instruction for high school students will be May 15, 2020
- The last day of instruction for adult students will be May 22, 2020

AWARDS ASSEMBLIES/GRADUATION

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.

2020-2021 ENROLLMENT

Pre-enrollment at Indian Capital Technology Center for the 2020-2021 school year should be completed through your home school and ICTC Counselors/ Advisor Recruiter. 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:

Muskogee Campus

Sharon Billings, Counselor
sharon.billings@ictech.edu, (918) 348-7936

Jennifer Rainbolt, Counselor
jennifer.rainbolt@ictech.edu, (918)348-7957

Sallisaw Campus

Glennis Hutchinson, Counselor
glennis.hutchinson@ictech.edu
(918) 775-9119 (Ext. 4067)

Stilwell Campus

Chad Bunch, Advisor/Recruiter
chad.bunch@ictech.edu, (918) 797-8505

Tahlequah Campus

Anna Haas, Counselor
anna.haas@ictech.edu, 918-456-2594

QUESTIONS?

If you have any questions or concerns please contact your appropriate campus.

Muskogee Campus

Greg Phares, Director
greg.phares@ictech.edu, (918) 687-6383

Tahlequah Campus

Robin Roberts, Director
robin.roberts@ictech.edu, (918) 456-2594

Sallisaw Campus

Dart Drummond, Director
dart.drummonds@ictech.edu, (918) 775-9119

Stilwell Campus

Nick Carter, Director
nick.carter@ictech.edu, (918) 696-3111

You may also email:

Doyle Bates, Assistant Superintendent
doyle.bates@ictech.edu

WWW.ICTCTECH.COM



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