

PARENT/STUDENT GUIDE

TO DISTANCE LEARNING



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SPRING 2020

NWTC DISTANCE LEARNING PARENT/STUDENT GUIDE

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 Google Classroom/Google Meet, Canvas, using their specific program software or in packet/worksheet form.
- Students should expect to spend approximately 1 to 1 ½ hours per day completing NWTC schoolwork. Some students may need additional time.
- Virtual assignments should be submitted digitally by the due dates indicated by the program instructors.
- Paper packets, if determined to be needed by the instructor, will be available through the drop-off/pick-up schedule.

HOW TO PICK UP WORK

- Students will be able to pick up their materials needed for extended learning on Monday, April 6th and Tuesday, April 7th at their NWTC campus from 8:00 am to 2:00 pm.
 - Additional Pick-up/Drop-off dates: by appointment. Contact (580) 327-0344 – Alva campus or (580) 227-3708 – Fairview campus or email info@nwtech.edu
- Materials will be picked up in the main entrance foyer at the respective campus attended.
- No more than 5 people will be allowed in the pick-up area at a time.

HOW TO COMMUNICATE WITH INSTRUCTORS

- Teachers will be available from 8:00 a.m. to 3:00 p.m. M-F 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:
 - NWTC Career program areas
 - NWTC mathematics coursework
 - NWOSU College Algebra and Biology offered concurrently through NWTC (Alva campus only)
 - Teachers will be attempting to make contact with all students weekly through the above contact methods

HOW TO RETURN WORK

- Work done virtually will be submitted online. Students completing paper packets, in the instance that these occur, will return their work according to a pick-up and drop-off schedule established by their instructor. Please ensure your name and program enrolled are clearly marked on each assignment. You may return completed work at any time to the building drop box located at the front entrance of each campus site.

WILL WORK BE GRADED

- Yes, academic expectation and integrity remain in force. 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 will need to contact their instructor beginning Monday, April 6th in order to schedule a time to pick up their possessions.** Please know that we will be following CDC guidelines through this process. No loitering 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 19th, 2020

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

CONCURRENT ENROLLMENT

- HS Students will still be required to complete the coursework for classes in which they are concurrently enrolled, according to the direction and guidance given by their instructor and NWOSU.

2020-21 ENROLLMENT

- Pre-enrollment at Northwest Technology Center for the 2020-2021 school year should be completed through your home school and NWTC 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:
 - Karen Koehn – Alva campus kkoehn@nwtech.edu or (580) 327-0344
 - Jennifer Shaw – Fairview campus jshaw@nwtech.edu or (580) 227-3708

QUESTIONS?

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

(580) 327-0344 – Alva campus

(580) 227-3708 - Fairview campus

or email info@nwtech.edu

- You may also email:

Colt Shaw, Assistant Superintendent – Fairview campus cshaw@nwtech.edu

Jeremy Eaton, Assistant Superintendent – Alva campus jeaton@nwtech.edu

