

# PARENT/STUDENT GUIDE

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TO DISTANCE LEARNING



Enhancing Lives | Securing Futures  
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## OVERVIEW & PURPOSE

- In response to the current situation in our state related to COVID-19 and the most recent CDC guidelines for social distancing, Pioneer Technology Center campus will remain closed; however, training will continue in online learning environments for the remainder of the current school year.
- 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, Moodle, or Zoom using their specific program software or in packet/worksheet form.
- Students are expected to log in and check for assigned coursework and complete assignments daily.
- 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 a drop-off/pick-up schedule. The program instructor will provide drop-off/pick-up details.
- Students should communicate with their instructor as the primary point of contact.

## HOW TO COMMUNICATE WITH INSTRUCTORS

- Teachers will be available from 8:00 a.m. to 4:00 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, Moodle, Zoom, email, or phone calls. This includes:
  - PTC career programs
  - PTC academic coursework
  - PTC Career Center
- Teachers will strive to individually communicate with all students, twice weekly, through the above contact methods.
- PTC staff contact information can be found on the PTC website: <https://pioneertech.edu/our-team>

## HOW TO RETURN COURSEWORK

- 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 return completed packet/worksheets as directed by your instructor. Ensure your name and program enrolled are clearly marked on each assignment.

## WILL WORK BE GRADED

- Academic expectations and integrity have not changed. Three grades per week can be expected per class, depending upon the depth of the assignments.



### HOW DO I GET PERSONAL BELONGINGS FROM PTC

- Students picking up personal belongings will need to contact their instructor beginning Monday, April 6th in order to schedule a time to pick up their possessions. PTC's building is closed for the remainder of the 2019-2020 school year, no student access to the building will be permitted. To ensure student and staff safety, your belongings will be delivered to a designated location outside of the building at the agreed upon time.

### MAJOR EVENTS

#### End of Semester Dates

- The last day of school has changed to May 15<sup>th</sup>. Our instructors will be working with students on federal financial aid who need additional clock hours past that time, which may include summer skill assessments and clinical hours.

#### Student Recognition and Assemblies/Graduations

- We know that awards ceremonies and graduations are a time of celebration. Although we want to do everything we can to recognize the work and success of our students, we will not be rescheduling any of our awards assemblies or graduations 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.

### COMPUTER OR INTERNET ACCESS

- If you need a computer to complete PTC coursework, please communicate with your instructor for directions. PTC is working to make computer technology available for students needing a device. Each partner school (Blackwell Public Schools, Newkirk Public Schools, Tonkawa Public Schools, Ponca City Public Schools, and Woodland Public Schools) is working to identify Wi-Fi locations. PTC is working to provide Wi-Fi in the north parking lot. We anticipate having Wi-Fi available April 13th. Additionally Ponca City has free Wi-Fi available throughout the community.

### FINANCIAL AID

- Students have 3 choices:
  1. Students may choose to continue with enrollment, through distance learning.
  2. Students may choose to take an approved leave of absence by submitting an LOA form for up to 6 months due to COVID-19.
  3. Students may choose to withdraw from the program.
- The Financial Aid Officer will communicate with students. If you have questions about your financial aid, please contact Lisa Jackson, Financial Aid Officer, [lisaj@pioneertech.edu](mailto:lisaj@pioneertech.edu) 580-718-4228



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### 2020 – 2021 ENROLLMENT

- Pre-enrollment at Pioneer Technology Center for the 2020-2021 school year is underway. You can request enrollment through your high school counselor or PTC counselor. If you have changes or corrections to a previously submitted 2020-2021 enrollment form or need assistance in enrolling please contact the PTC school counselor Lori Evans – [Lorie@pioneertech.edu](mailto:Lorie@pioneertech.edu) or 580-718-4313

### STUDENT SERVICES

- Guidance and Counseling requests can be made through PTC Counselor, Lori Evans
- Students with special needs can request accommodations or modifications to curriculum by contacting Carol Lynes, [Caroll@pioneertech.edu](mailto:Caroll@pioneertech.edu) or 580-718-4298

### QUESTIONS

If you have any questions or concerns please contact the PTC Full-Time Programs Administrative Team.

- Kahle Goff – Executive Director, Full Time Programs [Kahleg@pioneertech.edu](mailto:Kahleg@pioneertech.edu) or 580-718-4297
- Kendra Keelin – Instructional Director [Kendrak@pioneertech.edu](mailto:Kendrak@pioneertech.edu) or 580-718-4359
- Mary Allan – Instructional Director [Marya@pioneertech.edu](mailto:Marya@pioneertech.edu) or 580-718-4251
- Dr. Ryan Burkett – Instructional Director [Ryanb@pioneertech.edu](mailto:Ryanb@pioneertech.edu) or 580-718-4227

*Pioneer Technology Center offers career and technical education training opportunities without regard to race, color, national origin, sex/gender, age, religion, disability or veteran status. Training is available in the areas of Architecture & Construction; Business, Management & Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Manufacturing; Science, Technology, Engineering & Mathematics; and Transportation, Distribution & Logistics. All individuals wishing to enroll in a full-time training program must provide evidence satisfying the program minimum academic requirements or undergo a free assessment to evaluate his/her skill level in the areas of reading, mathematics, and writing. The assessment process also includes an interest inventory. Inquiries concerning application of this policy should be made to Karl Lynes or Pam Dickerson, Co – Compliance Officers at (866) 612-4782 or at 2101 N. Ash, Ponca City, Oklahoma.*

### LET'S STAY CONNECTED

