

COVID-19

CV Tech DISTANCE LEARNING GUIDE



SPRING 2020
Dr. Gayla Lutts
Superintendent

CV//TECH

Canadian Valley Technology Center

OVERVIEW & PURPOSE

- The purpose of this guide is to provide answers and expectations during our time of distance 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 Canvas, Moodle or Google classroom, using their specific program software or projects.
- Student attendance and participation is expected.
- Secondary Students should expect to spend approximately 1 hour per day completing CV Tech coursework. (unless otherwise established by accrediting/licensing agencies). Some students may need additional time.
 - Adult students, consult your instructor about the required time spent daily on completing assignment.
- Online assignments should be submitted digitally by the due dates indicated by the program instructor.

HOW TO COMMUNICATE WITH INSTRUCTORS

- Instructors will be available from 8 am to 3 pm, M-F to assist students with issues or concerns. This communication may include but is not limited to: text message, Canvas, Moodle, email or phone calls.
- Instructors will have office hours so students will be able to receive immediate feedback to their questions from 9 am to 10 am and from 2 pm to 3 pm.
 - Instructors will be attempting to make contact with all students weekly through the above contact methods.

WILL WORK BE GRADED?

- Yes, academic expectation and integrity will remain in force.

HOW DO I GET PERSONAL BELONGINGS FROM 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. This time will have to be cleared through the campus director. Please know that we will be following CDC guidelines through this process. No loitering will be allowed. Students must get their belongings and immediately leave the campus.

MAJOR EVENTS

END OF SEMESTER DATES

- The last day of instruction for students will be May 15th, 2020.

AWARDS ASSEMBLIES AND GRADUATION

- We will not be rescheduling any of our awards assemblies or graduation at this time.



2020-21 ENROLLMENT

- If you have changes or corrections to a previously submitted 2020-21 enrollment form or need assistance in enrolling, please contact your CV Tech counselor:

El Reno Campus

- o Kristi Stephens
Email: kstephens@cvtech.edu
Phone: (405) 422-2252
- o Kari Stomprud
Email: kstomprud@cvtech.edu
Phone: (405) 422-2284
- o Lisa Hadded
Email: lhaddad@cvtech.edu
Phone: (405) 422-2262

Cowan Campus

- o Carrie Brunk
Email: cbrunk@cvtech.edu
Phone: (405) 345-3340

Chickasha Campus

- o Traci McNeff
Email: mcnefft@cvtech.edu
Phone: (405) 222-7553
- o Debra Booth
Email: boothd@cvtech.edu
Phone: (405) 222-7557



QUESTIONS

- If you have any questions or concerns, please contact us at:

El Reno Campus

(405) 262-2629

Cowan Campus

(405) 345-3333

Chickasha Campus

(405) 224-7220