

PARENT/STUDENT GUIDE

TO CONTINUED LEARNING DUE TO COVID 19



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SPRING 2020

OVERVIEW & PURPOSE

- The purpose of this guide is to provide answers and expectations during our time of continued learning due to COVID-19 pandemic.
- Our hope is to maintain rigor while providing a sense of stability to our students and their families

EXPECTATIONS

- PTC instructors are required to make every effort to contact all students; students are expected to respond to instructors.
- Students will be required to complete all assignments given by their teachers, whether by Google Classroom/Google Meet, using their specific program software, using PTC email, or in packet/worksheet form.
- Time spent on assignments will vary with each program.
- Assignments should be submitted by the due dates and in the format indicated by the program instructors.

HOW TO PICK UP WORK

- Materials, if determined to be needed by the instructor, will be arranged for pickup through your instructor.

HOW TO COMMUNICATE WITH INSTRUCTORS

- Teachers will be available from 8:00 a.m. to 11:00 a.m and 12:00 p.m. to 3:00 p.m. M-F to assist students with issues or concerns. This communication may include but is not limited to: Basecamp, Remind App, Google Classroom, Google Meet, Zoom, PTC email, or phone calls. This includes:
 - PTC program areas
 - PTC mathematics coursework
 - Teachers will be attempting to make contact with all students weekly through the above contact methods

HOW TO RETURN WORK

- Work done online will be submitted online or as requested by instructor. 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.

WILL WORK BE GRADED

- Yes, assignments will be graded.

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 6, 2020.** Instructors will give guidance on the pickup plan. 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 and adult students will be May 15, 2020 with the exception of PN students.

AWARDS ASSEMBLIES/COMPLETION CEREMONY

- With the uncertainty of executive directives, PTC has no plans to reschedule any of our awards assemblies or completion ceremony at this time.

ENROLLMENT

2020-21 ENROLLMENT

- Pre-enrollment for high school students at Pontotoc Technology Center for the 2020-2021 school year has been completed through your home school and PTC counselor. If you have any questions, please contact Ms. Johns at rjohns@pontotoctech.edu or (580) 310-2264.
- Adult enrollment process will continue as soon as possible.
- Summer Orientation is still on schedule. If the dates need to be changed, we will notify each student.

QUESTIONS?

- If you have any questions or concerns please contact Ms. Simpson at ksimpson@pontotoctech.edu or (580) 310-2224.
- If you need guidance or counseling, contact Ms. Johns at rjohns@pontotoctech.edu or (580) 310-2264.
- For the most up-to-date information, please visit our website at <https://www.pontotoctech.edu/covid19>

