

OVERVIEW and PURPOSE

- The purpose of this guide is to provide answers and expectations during the COVID-19 Pandemic.
- Our goal is to provide continuous learning while providing a sense of stability to students and families.

EXPECTATIONS

- Students will be required to complete all work given by the instructor, whether by an online platform, learning management system, program specific software, or work assignment packet.
- Students should expect to spend time daily completing Great Plains Tech Center schoolwork. Requests for additional time to complete work will be handled on an individual basis.
- Virtual assignments should be submitted digitally by appropriate due date as given by the instructor.
- Where appropriate, work assignment packets will be available for pick up through appointments.

HOW TO PICK UP WORK

- Students will be able to pick up work assignment packets needed for continuous learning by appointment only.

Pick Up appointments may be made in one of the following ways:

- o Lawton Campus 580.355.6371 or kmullenix@greatplains.edu
- o Frederick Campus 580.335.5525 or kmckee@greatplains.edu

HOW TO COMMUNICATE WITH INSTRUCTORS

- Instructors will be available from 7:45 AM – 3:45 PM during each scheduled school day to assist students with work or concerns. Instructors will be attempting to make contact with all students at a minimum of once weekly. It is critical that your instructor know how to best contact you. This communication may include but not be limited to:
 - o Text Messaging
 - o Google Classroom
 - o Schoology
 - o Moodle
 - o YouTube
 - o Zoom
 - o Email
 - o Phone Calls

HOW TO RETURN COMPLETED WORK

- Work completed virtually will be submitted online or in a fashion agreed upon with the Instructor.

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- o Frederick Campus 580.335.5525 or kmckee@greatplains.edu

EXPECTATION OF COMPLETED WORK

- It is expected that every student will complete the school year. Assignments and expectation for school year completion will be clearly set by the Instructor. Integrity of work is required and expected.

HOW DO I GET MY BELONGINGS FROM THE TECH CENTER

- Students who need to pick up personal belongings will need to contact their instructor beginning Monday, April 6, 2020 to schedule a time to pick up possessions. We will follow CDC guidelines through this process. Students must pick up belongings and immediately leave campus.

MAJOR EVENTS

- The last day of instruction for high school students will be May 8, 2020.
- The last day of instruction for adults will be May 8, 2020. In some instances, adult students will be unable to fulfill program requirements, due to restrictions associated with COVID-19. Instructors will work with each student individually to know how to work toward program requirements and completion.
- All events previous planned for this school year have been cancelled.

2020-21 ENROLLMENT

- Contact Information:
 - o Lawton Campus – Joelle Jolly jjolly@greatplains.edu 580.250.5640
 - o Frederick Campus – Mandy Carter mcarter@greatplains.edu 580.335.5525
 - o SCORE Program – Valerie Fink vfink@greatplains.edu 580.250-5638

Students needing accommodations should contact Joelle Jolly.

WE ARE HERE FOR YOU

- If you have any questions or concerns, please contact us. We are here to help.

- o Lawton Campus 580.355.6371
- o Frederick Campus 580.335.5525

- Other Contact Information:

Clarence Fortney, Superintendent	cfortney@greatplains.edu	580.250.5501
Karen Bailey, Deputy Superintendent	kbailey@greatplains.edu	580.250.5526
Kirk Mullenix, Lawton Campus Director	kmullenix@greatplains.edu	580.250.5601
Ken McKee, Frederick Campus Director	kmckee@greatplains.edu	580.335.5525
Justin McNeil, SCORE Director	jmneil@greatplains.edu	580.250.5620