



# Western Heights Public Schools

## Soaring to New Heights

*"Western Heights would like to thank you for your patience and understanding as we move closer to the beginning of the school year. Administration and staff members are working tirelessly to safely open schools "Virtually" to keep students, teachers and staff safe while we temporarily adapt to the increase in COVID-19 cases Oklahoma County is currently exhibiting. Once we feel it is safe for your child to return back to the classroom, we will make those adjustments seamlessly. As always, we cannot do our job affectively without your participation and dedication. You are an integral part of the JETS family and together we can accomplish anything. Let's make it a great year!"*

*Mannix D. Barnes - Superintendent*

## 1 DISTANCE (VIRTUAL) LEARNING

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Distance (Virtual) Learning begins **September 2<sup>nd</sup>** for all enrolled students. The district will continue to monitor the current COVID 19 situation each month to determine when it is safe to return to in-person learning. The distance (virtual) learning format has been drastically adjusted since the shut down in the spring.

- Instruction will be led by Western Heights Teachers
- **IN ORDER TO BE COUNTED PRESENT FOR THE WEEK** - Attendance will be based on the number of instructional activities completed each week.
  - Elementary Students:
    - In order to be counted present for the entire week, students must complete at least 10 instructional activities each week.
  - Secondary Students:
    - In order to be counted present for each class, students must complete at least 3 instructional activities for each class per week
- Grades in each subject area will be recorded with the following frequency:
  - Elementary: At least one daily grade per week per subject
  - Middle School: At least two daily grades per week per subject
  - High School: At least three daily grades per week per subject
- Interactive experience between teachers and students, will be live lessons provided through Zoom

- All students must show their live video during the session; video shall not be hidden or turned off.
  - No still pictures, recorded videos, or avatars may be used during the Zoom session in place of live video.
  - Students should be dressed appropriately (following district dress code) and ready to learn.
- Devices and “educational” access points will be provided to students of need
  - Lessons will be assigned daily through Canvas Learning Management System
  - Teachers will base grades off daily assignments and ongoing assessments
  - Student can work at their own pace and can work ahead
  - Teachers will be available from 8:30 a.m. - 4:00 p.m. for daily support, as well as one day a week from 6:00 p.m. to 7:00 p.m. Staff members will be available from 8:30 a.m. to 7:00 p.m. Monday through Thursday (8:30 a.m. – 4:00 p.m. Friday) each week for those parents who may work and cannot call during the day.

## 2 COMMUNICATION

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During this time, all of our buildings will be closed to the public. We ask that you contact us via email or phone if you have any questions or concerns

The easiest way to communicate with staff members is through email. If you do not have an email address, there are several free email options such as Gmail, Yahoo, AOL, and other sites. We highly recommend you set up an account and ensure your child’s teacher has your email address. Please share your email with our enrollment center so we can easily send messages through our district system to keep you updated as changes occur.

If we have to adjust our plans for any reason, parents will be notified via our “calling system”, email, Facebook, and our district website.

## 3 FOOD DISTRIBUTION

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We will continue to provide meal service to students free of charge. In an effort to support working families in the district, each elementary site in the district will provide a **weeks worth of breakfast and lunch on each Monday from 10:30 a.m. to 1:00 p.m.** Please see our website for more information regarding feeding. <https://www.westernheights.k12.ok.us/resources/child-nutrition/>

## 4 TECHNOLOGY

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All students enrolled in Western Heights will be provided with a mobile device as part of our distance (virtual) learning plan. Students in grades PK-6 will receive an iPad and students in grades 7th-12th will receive a Chromebook. If at-home connectivity is a challenge for our families, WHPS is prepared to provide educational hotspots.

A schedule for pick-up will be posted to our website. (coming soon)

These devices are the property of Western Heights and are filtered to ensure that students are not exposed to inappropriate materials. By accepting the device, you agree that you will be responsible for proper care of the device and that any damage or loss could result in financial liability while it is in your possession.

Students and parents agree that only the student may use the device. Friends or younger siblings not in WHPS District, should not use another student's device.

WHPS has chosen to offer an insurance policy for the accidental damage of devices. The costs are outlined below. Claims and deductibles are applied to individual students and not to families. After the third claim, the student is liable for the full repair or replacement cost of the device.

Annual Premium Due at Registration per Family	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3	Damage After Claim #3
\$25 for 1st student \$20 for 2nd student \$15 for each additional student	\$0	\$50	\$100	Full replacement or repair cost

If a student withdraws from WHPS and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal. The insurance will be active from the time it is paid and the device issued until either the device is officially remitted to school officials at the end of enrollment or the end of the 2020-2021 school year whichever comes first.

All devices are monitored for acceptable use and tracked for current location in case of theft.

## 5 CARE OF DEVICES

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- Students should not leave the device unattended.
- Students should never loan out the device to other individuals.
- Students should know where the device is at all times.

- Students should keep food and beverages away from the device since they may cause damage to the device.
- Students should not disassemble any part of the device or attempt any repairs.
- Students should protect the device by only carrying it in a safe manner.
- Students should use the device in ways that are appropriate and would meet WHPS educational expectations.
- Students should not place decorations (such as stickers, markers, etc.) on the device.
- Students should not deface the serial number or barcode on the device.
- In the case of theft, vandalism, and other acts not covered by insurance, parents should contact the school immediately so a police report can be filed.
- Parents will be responsible for all damages or losses caused by neglect or abuse.
- Upon leaving the district or at the end of the school year before the release of final grades, parents agree to return the district device and all accessories in good working condition.

## 6 ENROLLMENT

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We are now processing enrollment online. If families have questions about enrollment, you may call our enrollment center M-F from 8:00 am - 4:00 pm. 350-3498.

Students who attended Western Heights last year are asked to update their address/phone number, etc. through the parent portal. You can access the parent portal from our district website. <https://www.westernheights.k12.ok.us/enrollment/returning-students/> Questions about accessing the portal are addressed on our website.

For information about enrolling new students, please read the information on our website concerning **"What I need for enrollment."** <https://www.westernheights.k12.ok.us/enrollment/>

## 7 SPECIAL SERVICES

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During distance (virtual) learning, our special education staff (which includes special education teachers, speech and language pathologists, paraprofessionals, school psychologists, occupational therapists, physical therapists, nurses, support staff, and coordinators) will provide special education services using a variety of different strategies and online platforms based on an individual student's needs.

- Staff will be available to families and students during normal school hours.
- Staff will provide special education and related services in the IEP through multiple modalities: online learning websites, online instructional materials, instructional videos, face-to-face, etc.

- Staff will host virtual IEP, RED, MEEGS, and other meetings with team members and parents.
- Teachers will provide individualized materials to meet the needs of each student based on their Individualized Education Program (IEP).
- Students will have access to online learning programs and tools.
- Staff will collaborate with general education teachers, related service providers and administrators, as needed.
- Teachers will regularly collaborate with families through phone conferences and emails.
- As appropriate and with parent permission, teachers will provide virtual learning sessions with individual students.
- Staff will continually monitor student progress and adjust services as needed.
- Staff will follow national and state guidance on the procedures and delivery of services for students with IEPs.
- Staff will always be available, by appointment, for additional help or if the parent/guardian have any questions or concerns.

## 8 EXTRA CURRICULAR ACTIVITIES

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Information is forthcoming on extra-curricular activities. The school board is constantly monitoring the current situation and will post when a final decision is determined.

## 9 HOW PARENTS CAN HELP

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- Parents are asked to monitor the student's progress through the learning management system. Parents are able to view grades, assignments, and communicate with teachers via the system or through email.
- Parents are asked to make sure their child is logging in each day.
- Parents are asked to ensure the district/school has updated contact information.
- Parents are asked to make sure the child is taking care of the device at all times and it is not damaged or lost.

## 10 MESSAGE FROM THE SCHOOL BOARD

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To the Patrons of Western Heights,

The past few months has been the most challenging of my over 25 years serving you as a Board Member. Dealing with the current Covid-19 pandemic has no easy solutions. While I had hoped by now life would have returned to normal, we are still facing difficult circumstances. It is important to ensure not only the safety of our students, but to protect the parents, grandparents and other family members our students go home to each night. Furthermore, I feel a great responsibility to protect our teachers, support staff and administrators who serve your children. It is my desire to resume traditional education services, but to do so at this time would not be in the best interest of all of

those involved. Therefore, I recommended and your Board voted to begin this year utilizing a virtual or on-line format. Western Heights is providing the technology needed to complete this mission, but we need your support as parents to ensure success. Your Board will continue to monitor developments and return your children to the classroom as soon as it can be done safely and effectively.

Robert Everman  
Western Heights Board President