



Roosevelt High School

Virtual Learning Model

Welcome to the 20-21 School Year!

School will look and feel differently this fall as we move to a *virtual model* of instruction for the first two terms. This will be different than your previous virtual experience that happened in the Spring of 2020. Please carefully review this letter so that you are prepared for a great year ahead!

The first day of school is Tuesday, September 8, 2020.

Your attendance is required.

ROOSEVELT CLASS SCHEDULE: FALL 2020

Instead of one semester of classes, this fall you will have two 9-week 'terms.' The dates for each term are listed below.

Term 1: September 8 - November 9, 2020

Term 2: November 10 – January 22, 2021

STUDENT SCHEDULES

- Roosevelt will have a **4x4 schedule** for Terms 1 and 2.
- In 4x4 schedule has students meeting every day for 9 weeks. **In other words, students will complete a semester of work in 9 weeks instead of 18 weeks** that has been typical in the past.
- For each of the two terms, you will have classes that **meet each day with the same teacher**.
- **Please note!** Since 4x4 schedules meet each day Monday-Friday, **the content will move very quickly** and **attendance/participation** in these classes daily is important in order to be successful.
- There will be **deadlines** of assignment submission and **pacing expectations**.
- It is essential that you **check your school email** every day. Let your teacher know the best way to communicate with you and your parents.
- **Microsoft TEAMS** messaging and emails will be the primary way of communication to students.

"BELL" SCHEDULE





You will be scheduled into classes by period.



Teachers will communicate with during each class time that instruction will be 'live' and/or your teacher will be on-line. During the class time below, you will be engaged in a mix of **synchronistic** and **asynchronistic learning***.

Period 1	8:30am-10:00am
Period 2	10:00am-11:30am
Lunch	11:30am-12:30pm
Period 3	12:30pm-2:00pm
Period 4	2:00pm-3:30pm

****What is the difference between synchronistic or asynchronistic learning?***

SYNCHRONISTIC VIRTUAL LEARNING 	<p>This type of learning means that you and your teacher interact with instruction in "real time" in order for learning to take place. This could include TEAMS meetings, CANVAS live sessions, small tutorial sessions that are either done virtually or in-person.</p>
ASYNCHRONISTIC VIRTUAL LEARNING 	<p>This type of learning means that you are receiving instruction through prerecorded video lessons or other tasks and assignments that students complete on their own—that is not being delivered in person or in real time. An example of this would be your courses on CANVAS you are completing at your own pace.</p>

STUDENT EXPECTATIONS: VIRTUAL LEARNING

<p>Students will attend their assigned virtual classes <u>EACH</u> day during their <u>SCHEDULED</u> time.</p> 	<p>Students will continue to work on their learning through their assigned <u>CANVAS</u> courses outside of their scheduled class time to complete assignments.</p> <p>Assist your parents/guardians to set up their own CANVAS account to they can help in monitoring your progress.</p>	<p>Students will take ownership of their learning through self-progress monitoring, submitting work prior to deadlines and self-pacing.</p> 
<p>Students will communicate with teachers if they were absent for class time and make up missed assignments.</p> <p>Communicate with teachers the best way to communicate (phone, text, school or personal email, etc.)</p>	<p>Students will attend small group sessions if you are scheduled by the teacher.</p> <p>Students will schedule office hours with teachers for extra help.</p>	<p>If students have a barrier to participating during their scheduled class times due to work or family obligations, please let the student's counselor, administrator and teacher know as soon as possible so we can offer supports.</p>

ATTENDANCE POLICY

RATIONALE FOR ATTENDANCE POLICY

Attendance is required, even while learning virtually. Roosevelt's mission is "SUCCESS FOR ALL". To live out our mission statement, we believe that *all* students should be active learners in their courses so they can truly be prepared to live out this work. Remember that a 4 x 4 schedule has students meeting **every day** for 9 weeks. In other words, students will complete a semester of work in 9 weeks instead of 18 weeks that has been typical in the past. **Parents must call 242-7273 when students are sick or not able to participate virtually.**

<p>Students who have missed three class periods will be contacted by their teachers to see what barriers might be in place that is prohibiting participation in class.</p>	<p>Students missing five or more class periods will be referred to our Attendance Team for interventions and supports as needed.</p>	<p>This policy will be monitored by teachers, administrators, and support staff. We encourage all families and students to actively monitor their own absences as well.</p>
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ACADEMIC INTEGRITY AND PLAGIARISM




ACADEMIC HONESTY:



- Academic honesty is a set of values and behaviors that promote personal integrity, shows respect for others and ensures that all students have an equal opportunity to demonstrate the knowledge and skills they acquire in their courses.
- All work submitted for assessment should be authentic and based on the student's individual and original ideas.

STUDENTS ARE REQUIRED TO:

- Produce original work
- Respect the creative effort of others
- Cite information from other sources
- Acknowledge collaborative work
- Use a recognized method of citing sources.

PLAGIARISM	CHEATING	COPYING
<p>Plagiarism is copying or imitating the language, ideas, or thoughts of another and passing them off as your own original work.</p> <p>Students are responsible for observing the standards on proper citation of sources for written work or other products.</p>	<p>Cheating is an attempt to gain an unfair advantage by means of technology misuse, claiming unoriginal work and using unauthorized sources to receive credit.</p>	<p>Copying is duplicating answers or work for someone else or allowing others to replicate work.</p> 
PROCESS AND CONSEQUENCES OF ACADEMIC MISCONDUCT		
<ul style="list-style-type: none"> • If academic dishonesty is suspected, the incident will be investigated to determine whether an infraction occurred. • If an instance of academic dishonesty is discovered, the misconduct will be documented, and the student will be required to resubmit the task. • Repeat and/or serious offenses of misconduct will result in disciplinary action stated under the Des Moines school district's code of conduct. 		

TECHNOLOGY SUPPORT

<h3>CANVAS</h3> <p>You can find CANVAS tips and videos for both students and parents on this link! https://roosevelt.dmschools.org/parents/canvas-access/</p> <ul style="list-style-type: none">• Check CANVAS every day to see assignments and feedback posted by teachers.• Download the app and turn on notifications for immediate updates for teachers.	<h3>TECHNOLOGY ISSUES</h3> <p>The technology tip line for students and families is open from 8:00am to 4:00pm at 242-8221.</p> <p>In a pinch? Email Mr. Hope at brandon.hope@dmschools.org</p> 
<h3>SCHOOL EMAIL</h3> <p>Check your school email EVERY DAY to get important messages from your teachers and administrators.</p> 	<h3>MICROSOFT TEAMS</h3> <p>Teachers will host class sessions and virtual office hours to answer your questions using Microsoft Teams.</p> <p>Microsoft Teams can also be downloaded to your cell phone.</p>

TEACHER ACTIONS

- **VIRTUAL OFFICE HOURS:** Each of your teachers will have “OFFICE HOURS” for you to contact them through a variety of different ways. TEAMS messaging and emails are the preferred means of communication. If you have another way to communicate with you that works better, please let your teachers know.
- **RESPONSE TIME:** Teachers will respond within 24 hours of student or parent requests.
- **FEEDBACK:** Feedback will occur within 24 hours student submission of assignments. *Please note that there may be exceptions when large summative assignments are submitted.*

ROOSEVELT HIGH SCHOOL - LOGISTICS

<p>MASK REQUIREMENT</p> <p>Research shows that wearing masks while also social distancing greatly reduces the risk of contracting COVID-19. Masks are REQUIRED AT ALL TIMES while inside the building.</p> <p>No students should be in the Main Building until further notice.</p> <p>You can also wear a face shield, however, a mask must be worn under the shield per guidelines.</p> <p><i>If you choose not to wear a mask, you will be asked to leave the Roosevelt Campus.</i></p> <p>Maintain social distance as much as possible.</p>	<p>DART BENEFITS FOR ALL STUDENTS</p> <p>Only students that qualify for a DART sticker can use their school issued ID as a bus pass before school, after school before 4:30pm and during the regular school day. *Students who live three or more miles from school but are still within the Roosevelt boundaries are eligible for transportation.</p> <p>However, any DMPS student ID can be used as a bus pass during the below times/days:</p> <ul style="list-style-type: none"> • Weekdays after 4:30 pm • Weekends / Holidays / Spring Break / Winter Break • Summer Break - all day - until school starts <p>Be aware that if you ride the DART, they cannot guarantee social distancing but there will be a maximum of 30 riders per bus. Masks are strongly encouraged, but not enforced.</p>	<p>ROOSEVELT ACTIVITIES PROTOCOLS</p> <p>Enter through the North or South Commons entrances ONLY for after school activities.</p> <p>Students should use the restrooms in the North or South Commons closest to their activities.</p> <p>Students should only use locker room restrooms if the team is present and the locker room is under adult supervision.</p> <p>Band students should use the facilities in their wing of the building.</p> <p>TRANSPORTATION TO CENTRAL CAMPUS</p> <p>Students riding DART buses will need to reroute so that you go directly to Central Campus instead of Roosevelt. There will <u>not</u> be transportation from TRHS to CC.</p>
<p>SCHOOL ISSUED STUDENT IDENTIFICATION</p> <p>Students IDs will be mailed to student addresses in late August. Do NOT lose your student ID.</p> <p>As we come back into the building you will need them for scanning rather than touching keypads for food, T-Pass, etc.</p> <div data-bbox="267 1583 394 1734" data-label="Image"> </div> <p>EMERGENCY DRILLS</p> <p>Each student will be instructed what to do in case of an emergency using a virtual platform.</p>	<p>RESTROOM USE AT ROOSEVELT</p> <p>Every other stall and middle sinks will be marked “out of order” and unusable to ensure social distancing. Operations will turn off water to unused sinks and stalls.</p> <p>Signs will be posted to remind students of proper handwashing protocol</p> <p>No more than one student in each stall is permitted.</p> <p>The following restrooms will be available for student use: Women’s RR: North/South Commons Men’s RR: North/South Commons All-Gender: Library</p>	<p>FOOD SERVICES</p> <p>We will be handing out lunches from 11am – 1pm M-F in our North parking lot, but families can pick-up meals from any hand-out site throughout the district. Required: student ID & name of school attending. All students will be served the same meals. If on campus, students will use their ID to scan for lunch and remain onsite.</p> <p>WATER FOUNTAINS AT ROOSEVELT</p> <p>ALL water fountains will be turned off EXCEPT for a few bottle filling water fountains on the first floor.</p>

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SCHOOL SUPPORTS

We know these are difficult times for students and families. Our commitment to you is to support you and your family in any way that we can. It is essential that communication is on-going so that we can solve problems and issues as they arise. Aside from teachers, the following people are in place for all student support. **Emails are welcome at any time.**

Main Office Phone: 515-242-7272

Main Office Fax: 515-242-7350

Administration

Kevin Biggs, Principal, A-Ce | E: kevin.biggs@dmschools.org

Mindy Euken, Associate Principal, G-J | E: mindy.euken@dmschools.org

Matthew Lakis, Associate Principal, K-M | E: matthew.lakis@dmschools.org

Jeffrey Hummel, Associate Principal, N-Sc | E: jeffery.hummel@dmschools.org

Carrie Romo, Associate Principal, Ch-F | E: carrie.romo@dmschools.org

Melissa Floyd, Associate Principal, Se-Z | E: melissa.floyd@dmschools.org

Charles Zanders, Director of Activities/Equity | E: charles.zanders01@dmschools.org

Counselors

Haylie Evers, All Grades - A-Ce, | E: haylie.evers@dmschools.org

Sarah Elm, All Grades - Ch-F, | E: sarah.elm@dmschools.org

Stacey Haylett, All Grades - G-J, | E: stacey.haylett@dmschools.org

Ann Abbott-Lewis, All Grades - K-M, | E: ann.abbottlewis@dmschools.org

Brenna Stoffa, All Grades - N-Sc, | E: brenna.stoffa@dmschools.org

Carmen Salter, All Grades - Se-Z, | E: carmen.salter@dmschools.org

Student Support Team

Nate Evans, Student Support Leader - | E: nathan.evans01@dmschools.org

Mitch Moore, Student Support Leader - | E: mittchell.moore@dmschools.org

Michael Hale, Campus Monitor - | E: michael.hale@dmschools.org

Ernst Brun, Jr., Campus Monitor - | E: ernst.brun@dmschools.org

Jennifer Perez, Campus Monitor - | E: jennifer.perez@dmschools.org

Special Education

Ashley Lemke, SPED

Consultant, | E: ashley.lemke@dmschools.org

Gifted and Talented

Casey Dunley, GT

Coordinator, | E: casey.dunley@dmschools.org

SUCCESS

Laura Amsler, SUCCESS Coordinator,

| E: laura.amsler@dmschools.org

Community in Schools Coordinator

Lupe Thomason, CIS Coordinator,

| E: lupe.thomason@dmschools.org

Social Worker

Steven Gonzalez, Social Worker,

| E: steven.gonzalez@dmschools.org

Nurse's Office

Nicole Cable, Nurse, | E: nicole.cable@dmschools.org

Attendance

Heidy Savage, | E: heidy.savage@dmschools.org

Registrar (Transcript Requests)

Cheryl Smith, | E: cheryl.smith@dmschools.org

Bookkeeper

Janet Stonerock, | E: janet.stonerock@dmschools.org

Activities Office

Crystal Jones, | E: crystalyn.jones@dmschools.org

Executive Secretary

Dona Adcock, | E: dona.adcock@dmschools.org