



Roosevelt High School

Hybrid Learning Model

Roughriders,

School will continue to look and feel differently this fall as we move to a *hybrid model* of instruction for Term 2. This will be different than your previous virtual experience that happened in Term 1. Please carefully review this letter so that you are prepared for a great finish to year 2020!

TERM 2: NOVEMBER 10 - JANUARY 22, 2021

Cohort A	Cohort B
Students in Cohort A will attend classes at TRHS on Monday, Tuesday and every other Wednesday for synchronous or “in-person” instruction.	Students assigned to Cohort B will attend classes at TRHS on Thursday, Friday and every other Wednesday for synchronous learning.
On days when students are not inside TRHS for instruction, students will be engaged in asynchronous or online learning offsite that their teachers assign to them.	

- Roosevelt will have a **4x4 schedule** for Term 2, but students will only be attending classes inside the building on average of 2.5 days per week.
- Students with last names A-L will be assigned to Cohort A. **There are a few exceptions to the rule.*
- Students with last names M-Z will be assigned to Cohort B. **There are a few exceptions to the rule.*
- If you are unsure of your cohort assignment, login to Infinite Campus Parent Portal. Click Schedule. Be sure it shows Term 12. The assignment is listed there at the bottom.
- A 4x4 schedule has students meet “in-person” or “online” every day for 9 weeks.
 - **Students will complete a semester of work in 9 weeks instead of 18 weeks.**
 - **Please note:** classes in a 4x4 schedule **move more quickly**. There will be submission deadlines and pacing expectations.
 - **Daily attendance/participation** in these classes is important in order to be successful.

Tips for Success!		
Check for messages from your teachers daily. They will use your school email, Microsoft Teams messaging, and/or SchoolCNXT to communicate with you.	Check CANVAS daily for assignments (what’s due soon, what might be late) and feedback on assignments already submitted.	All general communication from the school will come through SchoolCNXT this year. Haven’t signed up yet or forgot your password? We can help.

BELL SCHEDULE

Students should plan to arrive after 8:20 AM and go directly to their 1st block classroom.

Face masks are required for entry to school & IDs must be worn/visible at all times.

Roosevelt Hybrid Bell Schedule Term 2

Period 1	8:30 - 10:05
Period 2	10:10 - 11:40
Period 3	11:45 - 1:55
1st Lunch (3 rd Pd Release Students)	Lunch: 11:45 - 12:20 Release: 12:20 - 1:55
2nd Lunch	Class: 11:45 - 12:30 Lunch: 12:30 - 1:05 Class: 1:10 - 1:55
3rd Lunch	Class: 11:45 - 1:15 Lunch: 1:15 - 1:55
Period 4	2:00 - 3:30

General Entry	Breakfast	Lunch
<p>Entry: WEST Main Entrance</p> <p>Time: 8:20 AM</p> <p>Directions/Location: Students arriving before 8:20 AM will need to wait outside regardless of weather—dress appropriately.</p> <p>Students should plan to go directly to their 1st block classroom upon entry to the building after 8:20 AM.</p>	<p>Entry: NORTH external doors into Small Gym (off parking lot)</p> <p>Time: 8:00 AM</p> <p>Directions/Location: Must go directly to SMALL GYM external entrance off the northeast parking lot. Breakfast will have a limited menu. Eating is only allowed in the small gym.</p> <p>Students will remain in the small gym until 8:25 AM and they should proceed directly to their 1st block classroom.</p>	<p>Directions/Location: Students are expected to <u>eat lunch inside the cafeteria, small gym, or outside the building</u> during their assigned lunch period. Students will be assigned to lunch 1, 2, or 3 during period 3. Eating is only allowed in the cafeteria or small gym.</p> <p>Students will need to remain seated in the cafeteria or small gym until dismissal to their next class. Students may not be in other locations (hallways, classrooms, etc.) during lunch.</p>

*USDA is allowing a free standard meal for all students during the 2020-21 school year. There will still be a charge for a la carte items or additional lunches. Cafeteria and small gym seating have been converted to individual desks spaced 6 feet apart to help reduce the risk of spreading COVID-19. **Students may remove their face mask while eating, but must replace it once finished.** Trays should be returned to a designated location by the student before leaving the cafeteria.*


CLASS MATERIALS

- In-Person Days (Synchronous):** Students **MUST** bring their computer, charging cords, ART supplies and other materials to school **EACH** day. Students need to wear a **face mask** each day and may want to carry a spare clean face mask in case they need to switch during the day. All students will need to **carry a water bottle with their name on it** this year; the drinking fountains are turned off due to COVID-19, but the bottle filling stations remain on.
- Online Days (Asynchronous):** Teachers will communicate their plans for off-site learning. Each plan includes work to be completed within the period’s time, usually in Canvas.

Two ways off-site students will learn:

1. Student logs onto a Teams meeting for live instruction starting at the beginning of the block
2. Student completes assigned lessons and turns in assignments during that period’s time

CANVAS & TECHNOLOGY HELP

<h3 style="text-align: center; margin: 0;">CANVAS</h3> <p>You can find CANVAS tips and videos for both students and parents on here: https://roosevelt.dmschools.org/parents/canvas/</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 style="text-align: center; margin: 0;">TECHNOLOGY ISSUES</h3> <div style="display: flex; align-items: center; justify-content: center; margin: 10px 0;">  <div style="margin-left: 10px;"> <p>First, check with your teacher—they might know a quick fix.</p> </div> </div> <p>The Technology Help Line for students and families is open from 7:00am to 7:00pm at 242-8221.</p>
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ATTENDANCE POLICY

Attendance is required, regardless of whether learning takes place virtually or in a hybrid format.

Roosevelt’s mission is “SUCCESS FOR ALL”. To be successful, *all* students need to be active learners. A 4 x 4 schedule is condensed and moves more quickly than a semester schedule. **Parents must call 242-7273 when students are sick or not able to participate virtually/in-person for hybrid.** Due to the COVID-19 pandemic, the school nurse may follow-up to ask for more information when an absence due to illness is reported.

<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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SAFETY GUIDELINES AND OTHER LOGISTICS



<p style="text-align: center;">STAY HOME IF YOU HAVE SYMPTOMS OF ILLNESS</p> <p>This year, more than ever, it is important to stay home if you have ANY symptoms of illness. That will help keep our students, staff, and community healthy.</p> <p>For normal illness: you may return to school 24 hours after your symptoms have resolved. However, the symptoms of COVID-19 are like many common illnesses. You may need a test to tell the difference between COVID-19 and normal illness.</p> <p>If you are waiting for COVID-19 test results, have a positive test result, or have been in close contact with someone who has COVID-19, you must stay home and should contact the school nurse at 242-7274.</p>	<p style="text-align: center;">FACE MASKS ARE REQUIRED</p> <p>Research shows that consistently and correctly wearing a face mask while also staying 6 feet apart greatly reduces the risk of spreading and contracting COVID-19. Therefore, students, staff, and visitors are REQUIRED to wear a mask that covers both their mouth and nose AT ALL TIMES while on campus. These may be removed very briefly for eating or drinking. Although a face shield may provide additional protection, it must still be worn with a mask. The CDC does not consider gaiters to be appropriate face covers; gaiters are not allowed. If you choose not to wear a mask, you will be asked to leave Roosevelt for the day and possibly be moved to Virtual Campus for the remainder of Term 2. We all MUST do our part.</p> <p style="text-align: center;"><u>WEAR A MASK</u></p>	<p style="text-align: center;">PHYSICAL/SOCIAL DISTANCING AND STUDENT MOVEMENT</p> <p>All reasonable efforts will be made to ensure students and adults maintain safe distancing at 6 feet. This is NOT A GUARANTEE. Schedules and protocols will be in place for student and staff movement between classes and at lunch to limit contact points. Halls and stairs will be marked to indicate two-way flow of traffic. Doors will be propped open during passing to limit contact with door handles. Multiple entrances will be open to reduce student contact during arrival/dismissal. Visitor access to the building will be limited.</p> <p>Close contact in crowded spaces can increase the spread of COVID-19. To help reduce the risk, we are asking students to not gather together in halls before or after school, or between classes.</p>
<p style="text-align: center;">SCHOOL NURSE</p> <p>The flow to the health office will be managed differently this year. Students may be asked to schedule an appointment to limit the number of students in the office at one time.</p> <p>Students who have a “health need” may be managed in the classroom or another location. Our goal is to keep them healthy by keeping them out of the sick space in the health office.</p> <p>Students who take daily medications should take them at home, if possible, to ensure a good daily routine is maintained during the hybrid schedule.</p> <p>Students who become ill during the school day will be sent home. “Stay home when ill” is something we will be practicing more liberally this year.</p>	<p style="text-align: center;">WATER, FOOD, AND RESTROOMS</p> <p>To help reduce the risk of spreading COVID-19, drinking fountains are shut off. Bottle filling stations will remain available. Please bring a full water bottle with you every day, clearly labeled with the student’s name</p> <p>In general, food will only be allowed in designated areas this year. Eating involves mask removal; we want to do that very sparingly during the school day. Students will not be allowed to bring meals into the classroom or share food with others.</p> <p style="text-align: center;">RESTROOMS</p> <p>Restrooms will have a capacity limit posted. Please keep your distance from others in the restroom and leave face masks on—physical distancing of 6 feet applies everywhere.</p>	<p style="text-align: center;">IDs</p> <p>Student IDs were mailed to your house in August. You will be expected to carry and wear your ID in a manner that is visible to others at all times. Your ID may need to be scanned for building entry, meals, etc. If you need a replacement ID, please click HERE.</p> <p style="text-align: center;">DART BUS PERK--ALL STUDENTS</p> <p>Any DMPS student ID can be used as a DART bus pass on:</p> <ul style="list-style-type: none"> • Weekdays after 4:30 pm • Weekends / Holidays / Spring Break / Winter Break • Summer Break - all day



<p style="text-align: center;">Students, please click HERE if you'd like to schedule a nursing appointment.</p>		
<p style="text-align: center;">WHAT DOES HYBRID INSTRUCTION LOOK LIKE?</p> <p>You will attend Roosevelt 2 days a week and alternating Wednesdays. You will attend 3-4 classes daily, each approximately 90-95 minutes long. In-person instruction will provide new material, differentiation opportunities, lab-based activities, and assessments.</p> <p>Students may also be working on CANVAS during this time. For the other days of the week, you will learn from home and/or attend Central Campus one day, if applicable.</p> <p>While the hybrid model is designed to reduce the number of students present at Roosevelt at any one time, we cannot guarantee safe distancing or class size in any of our spaces.</p>	<p style="text-align: center;">CLASS SIZE AND INSTRUCTIONAL SPACES</p> <p>Classrooms will be set-up to space desks farther apart— while we will strive for 6 feet of distancing, we cannot guarantee it. Desks will face one direction and group work involving close interactions will be done using an alternate format. Students will be assigned a seat in each class/space to help facilitate contact tracing if needed.</p> <p style="text-align: center;">HAND HYGIENE AND CLEANING</p> <p>Several strategies will be used to help reduce the spread of germs. We will remind you of the importance of frequent handwashing or hand sanitizer use. Desktops and other high touch surfaces will be cleaned more frequently.</p>	<p style="text-align: center;">20/20 RULE</p> <p>The beginning and end of class often contains important information— special directions, review, reflection, etc. To help prevent students from missing this portion of instruction, students are expected to stay in class for the first and last 20 minutes of each period unless it is an emergency.</p> <p style="text-align: center;">RELEASE BLOCKS</p> <p>Students who have a release block on their schedule may either: 1) promptly report to the auditorium and remain there for the entire period OR 2) depart the building for the entire period. They may not be in the hallways, commons, or library during release.</p> <p>Students who depart the building will not be allowed to re-enter until one minute before the next scheduled bell.</p>
<p style="text-align: center;">APPROVED EARLY ENTRY</p> <p>The use of virtual or Teams meetings is preferred over early entry.</p> <p>If a student has a pre-arranged meeting, practice, or event with a TRHS staff member, they may enter the building prior to the 8:20 AM. The staff person (teacher, coach, or sponsor) approving early entry will need to meet the student at the designated door. The student must remain under the supervision of this staff person until 8:20 AM. No other staff may provide early entry.</p>	<p style="text-align: center;">TRANSPORTATION</p> <p>Students who live 3+ miles from school within the Roosevelt boundaries are eligible for transportation.</p> <p>Only students that qualify for a DART sticker can use their school ID as a bus pass before/after school or during the day before 4:30 PM.</p> <p>DART cannot guarantee physical distancing, but allows a maximum of 30 riders per bus. Masks are strongly encouraged.</p>	<p style="text-align: center;">ACTIVITIES & ATHLETICS Charles Zanders, Director of Activities and Equity</p> <p>charles.zanders01@dmschools.org Office (515) 242-7277</p> <p><u>Athletic practices being:</u> <u>November 9th</u> - Girls Basketball, Boys Swimming, and Boys and Girls Bowling <u>November 16th</u> Wrestling and Boys Basketball</p> <p>NOTE - All Winter sport activities will have access to an Athletic Trainer. Information will be provided about program rules, schedules, locations, and guidelines pertaining to Covid at</p>

	<p style="text-align: center;">CENTRAL CAMPUS</p> <p>Students riding DART buses will need to reroute to go directly to Central Campus instead of Roosevelt. There will be transportation from TRHS to Central Campus at 8:25am and 11:30am.</p>	<p>each program’s parent meeting. Physicals are REQUIRED for Winter participation.</p> <p>Clubs/Activities: Currently available 10/30/20. Email club sponsor for registration sign-up and information. More clubs will be added throughout the Terms.</p> <p>GSA / Ms. Sutton andrea.sutton@dmschools.org</p> <p>Rider Round-up / Ms. Crawford nicole.crawford@dmschools.org</p> <p>Yearbook / Ms. Crawford nicole.crawford@dmschools.org</p> <p>Best Buddies / Ms. Mackey kelly.mackey@dmschools.org</p> <p>Unified Sports Club / Ms. Mackey kelly.mackey@dmschools.org</p> <p>C.O.R.E. / Ms. Dunley casey.dunley@dmschools.org</p> <p>Young Feminist / Ms. Dunley casey.dunley@dmschools.org</p> <p>Environmental Club / Ms. Dunley casey.dunley@dmschools.org</p> <p>F.C.A. / Ms. Schoneberg morgan.schoneberg@dmschools.org</p> <p>Anime / Ms. Lange jessica.lange@dmschools.org</p> <p>Brother 2 Brother / Mr. Lewis patrick.lewis@dmschools.org</p> <p>Sharks / Ms. Boggess amelia.boggess@dmschools.org</p> <p>Student Council / Ms. Graeber amber.graeber@dmschools.org</p> <p>Debate / Ms. Nguyen loan.nguyen@dmschools.org</p> <p>National Honor Soc. / Ms. Dunley casey.dunley@dmschools.org</p>
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STUDENT EXPECTATIONS: HYBRID LEARNING

<p style="text-align: center;">Students will attend their assigned classes <u>EACH</u> day during their <u>SCHEDULED</u> time.</p>	<p style="text-align: center;">Students will continue to work on their learning through their assigned <u>CANVAS</u> courses outside of their scheduled cohort in-person class time to complete assignments.</p>	<p style="text-align: center;">Students will take ownership of their learning through self-progress monitoring, submitting work prior to deadlines and self-pacing.</p>
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	<p>Assist your parents/guardians to set up their own CANVAS account to they can help in monitoring your progress.</p>	
<p>Students will communicate with teachers if they were absent for class time and make up missed assignments. Communicate with teachers. The best way to communicate is SchoolCNXT, school or personal email.</p>	<p>Students will attend small group sessions if you are scheduled by the teacher. Students will schedule office hours with teachers for extra help.</p>	<p>If students have a long term 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>

<p>SYNCHRONOUS VIRTUAL LEARNING</p> 	<p>This type of learning means that you and your teacher interact with instruction in-person in order for learning to take place. This learning takes place inside the Roosevelt building.</p>
<p>ASYNCHRONOUS VIRTUAL LEARNING</p> 	<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>

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. 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

- 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.

Fall 2020 – Hybrid Day Assignments

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 Mon/Tues Cohort
 Thurs/Fri Cohort
 No School

Elementary School Start: October 19
 First Wednesday is October 21 w/ Thurs/Fri Cohort

Middle School Start: October 26
 First Wednesday is October 28 w/ Mon/Tues Cohort

High School Start: November 10
 First Wednesday is November 11 w/ Mon/Tues Cohort

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 | E: kevin.biggs@dmschools.org

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

Jeffery Hummel, Associate Principal | E: jeffery.hummel@dmschools.org

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

Frank Lee, Associate Principal Intern | E: frank.lee@dmschools.org

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

Matthew Lakis, Virtual Campus Administrator for TRHS | E: matthew.lakis@dmschools.org

Counselors

Sarah Beryozkin, All Grades A – D | E: sarah.beryozen@dmschools.org

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

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

Carmen Salter, All Grades Q - Z | E: fedecarmen.salter@dmschools.org

Haylie Evers, Virtual Campus Counselor | E: haylie.evers@dmschools.org

Brenna Stoffa, Virtual Campus Counselor | E: brenna.stoffa@dmschools.org

Student Support Team

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

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

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

Mitch Moore, Virtual Campus Student Support Leader - | E: mitchell.moore@dmschools.org

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

Hailey Risius, Health Assoc | E: hailey.risius@dmschools.org

Attendance

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

Registrar (Enrollment/Transcript/Record 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