



Hoover Virtual Learning Model Student Protocols and Expectations

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.

HOOVER CLASS SCHEDULE:

Instead of two semesters of classes, this year you will have four 9-week 'terms,' referred to as a 4x4 schedule. The dates for each term are listed below.

Term 1 = 42 days, ends on November 9th

Term 2 = 42 days, ends on January 22nd

Term 3 = 42 days, ends on April 1st

Term 4 = 42 days, ends on June 1st

WHAT IS A 4X4 SCHEDULE?

- Hoover will have a **4x4 schedule** this year which means they will attend up to 4 nine-week classes for 4 terms.
- 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 term, you will have classes that **meet each day with the same teachers**. Your teachers will change at the beginning of each new term.

IMPORTANT INFORMATION FOR STUDENTS ON A 4 X 4 SCHEDULE

- 4 x 4 schedules allows students to complete a semester class in just 9 weeks, **Therefore the content will move very quickly and daily attendance/participation** in these classes 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 **synchronous (live) and asynchronous learning (self-paced)***.




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 synchronous or asynchronous learning?***

<p style="text-align: center;">SYNCHRONOUS VIRTUAL LEARNING</p> 	<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>
<p style="text-align: center;">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>

STUDENT EXPECTATIONS: VIRTUAL LEARNING

CANVAS EXPECTATIONS

<p>Students will attend their assigned virtual classes <u>EACH</u> day during their <u>SCHEDULED</u> time.</p> <p>Students should log into CANVAS each day to engage with learning.</p>	<p>Students will complete assignments outside of their scheduled class time to continue to work on their learning in their assigned <u>CANVAS</u> courses.</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:</p> <ol style="list-style-type: none"> 1. self-progress monitoring 2. submitting work prior to deadlines 3. self-pacing.
<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 they 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>
<p>Check CANVAS every day to see assignments and feedback posted by teachers.</p>	<p style="text-align: center;">Download the mobile app for your phones and turn on your notifications!</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <small>STUDENT</small> </div> <div style="text-align: center;">  <small>TEACHER</small> </div> <div style="text-align: center;">  <small>PARENT</small> </div> </div>	<p>It is important to remember that a 4 x 4 schedule has students meeting every day for 9 weeks.</p> <p>In other words, students will complete a semester of work in 9 weeks instead of 18 weeks that has been typical in the past.</p>

PROTOCOLS FOR ENTERING HOOVER FOR SMALL GROUP TUTORIAL SESSIONS

Some students will be asked to come to Hoover for small group or individual instruction throughout the fall semester.

When entering Hoover, Students will enter the far EAST doors (as per usual) on the North side of the building. *MASKS ARE REQUIRED WHILE IN HOOVER AND SOCIAL DISTANCING IS ESSENTIAL.*

Students will sit in front lobby until the staff member they are to see is ready and meets them in the lobby.

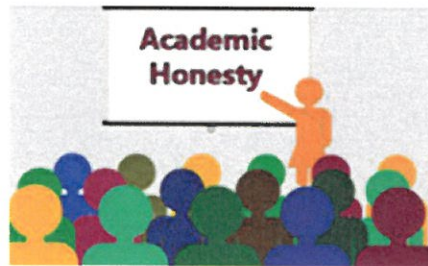
ATTENDANCE POLICY

RATIONALE FOR ATTENDANCE POLICY:

- **Attendance is required, even while learning virtually.** Hoover’s mission is to “become a community of reflective global citizens who promote positive change in the world”. 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.

Students who have missed two class periods will be contacted by their teachers to see what barriers might be in place that is prohibiting participation in class.	Students missing 4 or more classes will be referred to our Attendance Team for interventions and supports as needed.	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.
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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

- 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

<p align="center">CANVAS</p> <p>You can find CANVAS tips and videos for both students and parents on this link! https://hoover.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. 	<p align="center">TECHNOLOGY ISSUES</p> <p>The technology tip line for students and families is 242-8221 with hours from 8:00am to 4:00pm.</p> <p>You can also email sarah.wittkop@dmschools.org who is Hoover’s Building Technology Specialist. She will work with students and families for those with computers that are damaged/not working.</p>
<p align="center">SCHOOL EMAIL</p> <p>Check your school email EVERY DAY to get important messages from your teachers and administrators.</p>	<p align="center">MICROSOFT TEAMS</p> <p>Teachers will host class sessions and virtual office hours to answer your questions using Microsoft Teams. Microsoft Teams can also be downloaded to your cell phone.</p>

HOOVER HIGH SCHOOL - LOGISTICS

<p style="text-align: center;">STUDENT IDS</p> <p>Students IDs will be mailed to student addresses in August. Do NOT lose your student ID's. As we come back into the building you will need them for scanning rather than touching key pads for food, T-Pass, etc.</p>	<p style="text-align: center;">TRANSPORTATION TO <u>CENTRAL CAMPUS</u></p> <p>Students requesting a Yellow Bus for transportation during on-line registration will be assigned pick up places in their neighborhood that will then transport them to Central Campus.</p> <p>This information will be in the students Infinite Campus by September 4. **Neighborhood pickup will only be available when all of DMPS is learning virtually. When Middle Schools transition back to hybrid (in-person) classes, pick up will also pivot to Hoover.</p> <p>Students riding DART buses will need to REROUTE so you can go directly to Central Campus instead of Hoover.</p>	<p style="text-align: center;">FOOD SERVICES</p> <p>Meals (breakfast and lunch) will be distributed each weekday from 11am-1pm at Hoover High School (parking lot off of 47th Street) AND at Meredith Middle School from 4-6 PM.</p> <p>Students do not need to be present, but parents will need their ID to present.</p> <p>For a complete list of food distribution locations please visit: dmschools.org/familyresources</p>
<p style="text-align: center;">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>Students can also wear a face shield, however, a mask must be worn under the shield per guidelines.</p> <p>* If you choose not to wear a mask, you will be asked to leave the Hoover Campus.</p> <p>Maintain social distance as much as possible.</p>	<p style="text-align: center;">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 students ride the DART, they cannot guarantee social distancing but there will be a maximum of 30 riders per bus.</p>	<p style="text-align: center;">HOOVER ACTIVITIES & SMALL GROUP TUTORIAL/CLUBS PROTOCOLS</p> <p>Student Athletes should enter Hoover on the WEST side of the building for after school activities.</p> <p>Students should use the restrooms in the LOCKER ROOMS OR STUDENT CENTER</p> <p>Students should follow protocols set in place by head coach for each program.</p> <p>Marching Band students should enter Hoover through the west doors by band room and after retrieving instruments should go to designated place set by Band Director.</p> <p>Most CLUBS will be taking place Virtually.</p>

	<p>Masks are strongly encouraged, but not enforced.</p>	<p style="text-align: center;">PROTOCOLS FOR ENTERING HOOVER FOR SMALL GROUP TUTORIALS</p> <p>Students entering Hoover for Small Group tutorials with teachers should enter the far EAST doors on the North side of the building (typical entrance door).</p> <p>Students should be wearing masks at all times.</p> <p>Students should wait until in the front lobby until a teacher comes to greet them.</p> <p>**See below information about water fountains and RRs available to use.</p>
<p style="text-align: center;">EMERGENCY DRILLS</p> <p>Each student will be instructed what to do in case of an emergency using a virtual platform.</p>	<p style="text-align: center;">RESTROOM USE AT HOOVER</p> <p>Every other stall and middle sinks will be marked “out of order” and unusable to ensure social distancing.</p> <p>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 restroom will be available for student use:</p> <ul style="list-style-type: none"> • Girls’ RR – Across from Rm: 1160 & Rm: 2065 • Boys’ RR –Across from Rm: 1110 & Room 2015 • Girls and Boys RR—Student Center • All-Gender RR - Library, Nurses & Main Office 	<p style="text-align: center;">WATER FOUNTAINS AT HOOVER</p> <p>ALL water fountains will be turned off EXCEPT for the bottle filling water fountain on the first floor on the west side of the student center.</p> <p>We are working to get a second bottle filling water filling station in the academic wing.</p>

TEACHER ACTIONS

LEARNING EXPERIENCES:

- Your teachers are designing daily learning experiences for you, both in real time (synchronous) and on your own via Canvas (asynchronous). They want to connect with you daily to get to know you as a person, as well as determine how to best support you with your learning.
- Virtual teaching and learning is new to all of us, please be patient as your teachers navigate this new environment just like you.

VIRTUAL OFFICE HOURS:

- Each of your teachers will have "OFFICE HOURS" for you to receive extra support in your class. 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 FOR QUESTIONS/COMMENTS AND QUICK FEEDBACK:

- During the school week, teachers will respond to student messages and questions as quickly as possible and within 24 hours maximum.
- Depending on the time in which the communication is sent, teachers may not respond until the next business day.

RESPONSE TIME FOR FEEDBACK ON ASSIGNMENTS, ASSESSMENTS, PROJECTS AND PAPERS:

- Students can expect to get feedback on assignments, assessments, project and papers within 1-3 business days of student submission assessment and project/papers feedback.

SUPPORT

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 and phone calls are welcome at any time.

DES MOINES PUBLIC SCHOOLS FAMILY RESOURCE CENTER:

<https://www.dmschools.org/familyresources/>

Hoover Main Office 242-7300

Clerical Support

[Amy Fritz, Bookkeeper, 242-7374, amy.fritz@dmschools.org](mailto:amy.fritz@dmschools.org)

[Sally DeGoey](mailto:sally.degoey@dmschools.org), Registrar, 242, 7306, sally.degoey@dmschools.org

[Elaine Tant](mailto:elaine.tant@dmschools.org), Office Manager, 242-8288; elaine.tant@dmschools.org

[Kathy Schmitt](mailto:Kathleen.schmitt@dmschools.org), Attendance, 242-7301, Kathleen.schmitt@dmschools.org

[Mary Culp](mailto:mary.culp@dmschools.org), Activities Secretary, 242-7311, mary.culp@dmschools.org

Administration

[Sherry Poole](mailto:sherry.poole@dmschools.org), Principal - 242-7307; sherry.poole@dmschools.org

[Boston Freilinger](mailto:boston.freilinger@dmschools.org), Associate Principal – 11-12th Grade Administrator. 242-7326; boston.freilinger@dmschools.org

[Will Montgomery](mailto:willie.montgomery@dmschools.org), Associate Principal – 9th Grade Administrator. 242-7265; willie.montgomery@dmschools.org

[Tori Rabe](mailto:tori.rabe@dmschools.org) – Associate Principal – 10th Grade Administrator. 242-8281; tori.rabe@dmschools.org

[Jacob Burke](mailto:jacob.burke@dmschools.org), Director of Activities and Equity – 242-8271; jacob.burke@dmschools.org

At Risk Coordinators

[Courtney Henderson](mailto:courtney.henderson@dmschools.org), Staff, Student and Family Support, 242-3318 (Office), 201.1277 (Hoover cell #)

courtney.henderson@dmschools.org

[Jennifer Davis](mailto:jennifer.davis@dmschools.org), Staff, Student and Family Support, 242-8283 (Office); 515.443.1565 (Hoover cell #)

jennifer.davis@dmschools.org

Campus Monitors

[Joe Salazar](mailto:joe.salazar@dmschools.org), Student lockers; Bi-lingual support with students, families; student parking permits;

joe.salazar@dmschools.org

[Wendy O'Keefe](mailto:wendy.okeefe@dmschools.org), Student ID's; Support with students, families, Tier 2 Team; wendy.okeefe@dmschools.org

Counselors

[Michael Dean](mailto:michael.dean@dmschools.org), Student Rosters 9-12 Alpha A-HE, 242-8180; [Michael.dean@dmschools.org](mailto:michael.dean@dmschools.org)

[Tracy Levang](mailto:tracy.levang@dmschools.org), Student Rosters 9-12 Alpha HF-PE, 242-7256; tracy.levang@dmschools.org

[Jan Stribling](mailto:janet.stribling@dmschools.org), Student Rosters 9-12 Alpha PF-Z, 242-7238; janet.stribling@dmschools.org

School Nurse

Jeanne Mark, School Nurse, 242-7303 jeanne.mark@dmschools.org

Special Education Consultant

Sarah Paul, 242- 7929; sarah.paul@dmschools.org