

Theodore Roosevelt Elementary

Vanguard Magnet & Dual Language Academy

Parent and Student Handbook

Academic School Year
Virtual Learning Period
2020 - 2021



The mission of Roosevelt Elementary School is to work collaboratively with the community to empower every student to become respectful, global, productive citizens by providing diverse experiences that embrace the whole child to reach his/her highest potential today, tomorrow, and in the future.



**WELCOME TO THEODORE ROOSEVELT ELEMENTARY
VANGUARD MAGNET & DUAL LANGUAGE ACADEMY**

WELCOME, STUDENTS!

We are so excited to begin the 2020-2021 school year! We wish we could start out the year learning together in the classroom, but due to COVID-19, we will work together virtually using technology. You will still receive incredible instruction from your awesome teachers! Distance makes the heart grow fonder and BEARS grow stronger. Continue to make safe choices, as we hope to be back on campus very soon! See you online for now 😊

Once a bear, always a bear!

Lisa McManus, Principal

MESSAGE TO PARENTS

Welcome to the 2020-2021 school year at Roosevelt Elementary! We know that the past few months have not been easy due to the pandemic, and we are thankful that your child is able to return to Roosevelt Elementary. We are committed to offering not only outstanding academics, but also strong social and emotional support. We are navigating through uncharted waters and appreciate your collaboration as we implement our new virtual program. When we return to campus, we appreciate your patience as it will take time daily to complete our safety protocol. We are here for your children and family, so please reach out if you need support. Together, we will work to create amazing opportunities for our kids. BEARS BREAKING BARRIERS!

Sincerely,

Lisa McManus, Principal

A COMMUNITY FOR SCHOLARS: AN OVERVIEW OF RESPONSIBILITIES

Administrators

- Provide a safe learning environment that promotes high standards in academics, behavior, and social interactions.
- Work closely with the community and with the Shared Decision-Making Committee (SDMC) to promote excellence for all stakeholders.
- Promote and encourage parental assistance and support for all students.
- Provide information to all parents and students in a timely manner.

Teachers

- Establish a positive learning environment where all students are expected to thrive emotionally, socially, and academically.
- Set high standards of achievement.
- Provide support to each student to meet their individual needs.
- Establish a fair classroom management system that encourages students to take responsibility for their actions.
- Establish and support an open line of communication with parents.

Parents

- Ensure student attendance and timeliness throughout the year.
- Contact teachers consistently to inquire about grades, progress made, behavior, assessments, and other school-based activities.
- Provide the school and the teacher with the most current phone numbers and addresses. Inform the school and/or teacher when phone numbers change.
- Ensure your child completes his/her homework daily. Ensure your child is reading every day.
- Volunteer to support various activities and to assist teachers. We require parents to register with the District's RAPTOR Volunteer Management system. For more information, please contact our Parent Liaison/ Volunteer Coordinator, Lucy Morales, at (713) 696-2820.

Step 1: Complete VIPS Online Volunteer Orientation

English <https://www.houstonisd.org/vipslogin>

Spanish <https://houstonisd.org/voluntarios>

Step 2: Read the VIPS Volunteer Handbook (Save/Print Certificate of Completion)

Step 3: Complete VIPS Volunteer Application, agree to the annual Background Check and read the required documents (Code of Ethics, Code of Civility, Confidentiality Statement).

Step 4: Annual Background Check is processed within 3-5. Volunteer receives confirmation of receipt email from donotreply@raptortech.com

Step 5: If APPROVED, volunteer receives an approval email from donotreply@raptortech.com

If DENIED, volunteer receives a denial email from donotreply@raptortech.com

Step 6: Volunteer creates personal Raptor Portal Volunteer Account to be able to track their volunteer hours.

OPENING OF SCHOOLS TIMELINE

- All students will start the school year VIRTUALLY on Tuesday, September 8.
- Virtual instruction for all students will continue through Friday, October 16.
- On Monday, October 19, 2020, face-to-face instruction for students will begin. This date is subject to change based on COVID-19 conditions across the city of Houston and recommendations from local, state, and federal health officials.
- There will also be an option for parents to opt out of face-to-face instruction for a portion of the year – or for the entire school year.
- Parents who select online-only must attend a virtual class outlining expectations and sign an agreement committing to virtual learning for the semester.

SCHOOL PROCEDURES FOR ALL STUDENTS - VIRTUAL LEARNING

This school year, your child will begin school with virtual learning. This will allow HISD students to continue their education while HISD continues to monitor conditions across the district and make adjustments as necessary to ensure the health and safety of all students. During virtual learning, parents and students will be able to use HISD @ H.O.M.E. and district platforms to access instructional supports and resources.

Virtual Learning	In-Person Learning
<ul style="list-style-type: none">• Asynchronous instruction does not require real-time interaction• Technology drives communication and instruction• Governed by the HISD Instructional Continuity Plan approved by the Texas Education Agency	<ul style="list-style-type: none">• Traditional face-to-face classroom instruction during the school day• Technology supports learning• Governed by Texas Education Agency and HISD policies

HOUSTON INDEPENDENT SCHOOL DISTRICT

Learning at home can be a balancing act. However, supporting your student's virtual learning experience is an essential part of their success while learning from home. Here are some ways to support your student for virtual learning:

- Set Expectations and Establish Routines
- Create a Dedicated Learning Space
- Check In Daily with Your Child
- Encourage Physical Activity and Exercise
- Become Familiar with Tools and Updates
- Communicate with Your Child's Teacher and School

During virtual learning, your student is expected to complete assigned learning activities each day. They will show proof of participation in daily virtual learning by satisfactorily engaging with assigned learning activities and completing assignments to demonstrate their learning before or by the assigned due date. It is important for you and your student to stay in communication with teachers when in need of additional learning support.

ATTENDANCE AND ABSENCES

Students who are engaged in daily learning as defined below will be considered "present" and will not be marked absent.

- Participation in the HUB, the HISD Learning Management System and completion of independent reading and work assignments.
- Interaction with teacher via Microsoft Teams as part of live or small group instruction, and/or submission of assignment(s) via the HUB.
- When unable to submit via the HUB, students can submit assignments via emails, photos, phone conferences or other forms of documentation.

Students who have not met at least one of the three requirements above by 10:00 AM will be marked absent. Absences can be resolved if the student engages in daily learning assigned by their teachers by 11:59 p.m. that same day. Parents and students will receive absence notifications via School Messenger after 6:00 p.m. each day and will be reminded of the opportunity to resolve that day's absence.

If a student is engaged in remote learning and completes the entire weeks' worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked "present" on Monday only and counted "absent" for Tuesday-Friday.

State law and Houston ISD Policy still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

OVERVIEW OF INSTRUCTIONAL PLAN

Roosevelt Elementary will be implementing an asynchronous instructional model and provide short synchronous live support during extended periods of closure. Teachers will provide live support and intervention in accordance with the asynchronous model.

Students will complete self-paced and personalized activities via the HUB through HISD @ H.O.M.E. with computers, laptops, tablets, iPads, and smartphones. Students will have the opportunity to complete the assigned work at their own pace with guidance and will also have access to an instructional support schedule from their classroom teacher that is predictable and sufficient. Special populations are addressed to meet the specific needs of students who require additional support in all academic areas.

Microsoft Teams is the district's digital platform that offers virtual communication and collaboration, which is available through HISD @ H.O.M.E., that provides a secure communication between teachers and students as well as collaboration between staff members. During synchronous instruction, students and teachers will use the cameras on their technology devices to interact throughout the lessons. The HUB will be used as the district's learning management platform. The platform provides access to multiple digital resources to personalize instruction through digital lesson plans created by teachers and the curriculum department. The HISD Connect Parent Portal will be available for registered users (i.e., parents and students) to log in to access a variety of student information. The district will provide virtual professional development opportunities for all stakeholders.

Families have opportunities to access resources to continue to meet students' non-academic needs during school closures. The HISD Department of Social and Emotional Learning will provide online lessons, activities, and videos that students and parents can engage in at home to support non-academic needs.

VIRTUAL LEARNING SCHEDULE AND COURSEWORK

Roosevelt Elementary's school hours are 7:30 AM to 3:00 PM. Teachers will offer synchronous live whole group and small group instruction as well as asynchronous activities for students to complete on their own.

Lessons will be recorded and stored securely on The HUB so that students, who are unable attend the live lessons, can view the recordings later that day. Students will benefit most when they are able to participate in live instruction, so please make every effort to attend.

Each grade level has a unique schedule that will support students. Teachers will communicate their daily live learning schedule during Meet the Teacher on September 3, 2020. Copies of the

schedule will be available on each grade level's Google site. The grade level Google sites will also be shared with you during Meet the Teacher.

In addition to attending synchronous live instruction sessions, students are expected to complete assignments for each content area in The Hub in an asynchronous setting. Assignments will be related to the content that was provided during live instruction. Teachers will grade and provide feedback on these assignments.

Please contact your child's teacher if you have any questions about live instruction or classroom assignments.

GRADES

Students enrolled in remote instruction follow the same grading guidelines as in-person instruction. Teachers will post grades on a weekly basis.

Additional information on grades:

- Grades will be taken during each grading cycle of the 2020-2021 school year.
- All cycle grades will be used in the calculation of the final average for any class
- Teachers will be recording grades, which will be available for parents and students to access through the HISD Connect Parent Portal (log-in information will be provided by campuses).

FIELD LESSONS (TRIPS)

Field trips are an important part of the Roosevelt Elementary curriculum and serve as an extension of classroom instruction. Field trips will be provided virtually through either synchronous or asynchronous instruction.

DISCIPLINE

We believe that all students have the ability to meet our behavior expectations and we understand that kids make mistakes, however, an important part of growing up is learning about the consequences of our actions. At Roosevelt, we make every effort to handle behavior issues in the virtual classroom. However, in order to protect the learning environment, we have developed a set of consequences to address persistent misbehavior. Behavioral infractions will be managed first by the classroom teacher and then by administration, as needed. Our sincere hope is that parents, teachers, and administrators can work together to avoid such consequences. For more information about student and parent rights and responsibilities, please refer the HISD Code of Student Conduct. Each student is given a copy of this publication at the beginning of the

year and it is the parents' and students' responsibility to review this material and return the signature page to the school.

DRESS CODE

We believe that a consistent dress code policy will help minimize distractions to learning and promote a positive school culture. Although the school uniform policy is not in effect for the 2020-21 school year, all clothing must appropriate for school.

Guidelines for Tops

- Shirts and tops must have sleeves (no tank tops).
- Any logo or decoration must be kid friendly. Administration reserves the right to determine what is kid friendly.

Guidelines for Bottoms

- Jeans and pants must be free of intentional or unintentional rips and tears.
- No short skirts/skorts, tight pants or leggings/tights/Jeggings.
- Belts should be worn on loose fitting pants. No low riding pants are allowed to hang off waistlines. Tights are permitted (and encouraged) to be worn under skirts and/or dresses.

Guidelines for Shoes

- Closed shoes with non-skid soles must be worn. Heelys or other shoes with wheels are not permitted.

The following rules apply to both male and female scholars on regular school days and "Free Dress Days."

- No open toed shoes, sandals or heels
- No inappropriate attire, makeup, outrageous hair color, or piercing that disrupts the educational process of the student or of his/her classmates.
 - Roosevelt administration reserves the right to determine if a student's dress is a disruption to the learning environment.

PHYSICAL ACTIVITY (RECESS)

We encourage all students to participate in physical activity on a regular basis in a free-play format for 30 minutes a day. We provide the following guidelines so that students may exercise safely:

- Children will play in a manner that reduces risk of injury.
- When recess ends, students are to stop what they are doing and follow the instruction of their parent/guardian.

- Students will settle differences peacefully.
- Students will show respect for others and follow instructions by parent/guardian.
- Students will play in designated areas.
- Students will leave rocks, bark, sticks and other dangerous objects alone.
- Students will not leave the designated physical activity area without permission.

CONFERENCES

Parents may request a conference with their child’s teacher. These meetings must be pre-arranged and may be held via phone or Microsoft Teams before school, after school, or during the teacher’s conference period. Requests for a conference will be responded to as quickly as possible with information about when the first available conference date is. We will make every effort to return all phone calls and emails from parents within 2 business days.

BREAKFAST AND LUNCH OPTIONS

HISD Nutrition Services will offer curbside meals. Upon receiving HISD’s plan for meal distribution, Roosevelt Elementary will communicate the plan to students and their families.

STUDENT HEALTH

If your child becomes ill or is involved in an accident, please notify the school as soon as possible. Parents should notify the school nurse if the student has a medical condition which might affect the child during virtual instruction. Memorial Hermann Burbank Health Clinic is available to all Roosevelt students who do not have health insurance, free of charge, on a daily basis. The clinic is located on the Burbank Middle School campus, 315 Berry Road. The clinic number is 713-742-8151.

SCHOOL COMMUNICATION

Our goal is to maintain positive, informative, and consistent communication with Roosevelt families. We appreciate your efforts to stay informed and maintain open lines of communication with Roosevelt teachers and staff. Please visit our Roosevelt Elementary website (<http://www.houstonisd.org/roosevelt>) and follow us on Twitter @Roosevelt_HISD for important information. In addition to these communication channels, we commit to the following:

- All correspondence will be provided in English and in Spanish.

- A monthly calendar will be provided during the first week of each month. The calendar may include details about meetings, events, etc.
- Phone messages will be utilized as needed to remind parents of the important activities and to inform you of any changes made to the calendar.
- Virtual meetings with the Principal will be held in order to provide you with current information, present topics, and obtain feedback.

To support you in staying informed, we request that you:

- Talk with your child daily about school/academic assignments
- Check your email and voicemail for important communication from your child's teacher or school.
- Contact your child's teacher to schedule a conference in advance. Conferences are scheduled based on teacher availability during their planning period, and before/after school.
- Understand that teachers cannot be called to the phone during instructional time. Consider emailing teachers so they may respond to you with not working with students.
- Contact the teacher first if you need to obtain specific information about assignments, class activities, and/or student tasks. The office staff will provide general information about the school as a whole but the teachers will know the details regarding specific class activities.

Thank you again for being partners with the school throughout your child's educational process at Roosevelt.

SHARED DECISION-MAKING COMMITTEE

The Shared Decision-Making Committee (SDMC) is the organized governing group that discusses and provides suggestions to the principal regarding educational systems, funding and staffing for the school. It is composed of the school principal, two professional staff members, teachers, two parents, two community members and one business member.

Parents may advise the SDMC of concerns and/or suggest solutions to problems occurring on campus. Parents may complete an SDMC inquiry form available at the receptionist area. The SDMC meets approximately once per quarter, and the dates will be listed on the school website. All inquiries should be submitted prior to the meeting.

**WE ARE
BEARS
BREAKING BARRIERS!**

