



FAMILY GUIDE

Keep YES Prep Learning is our VIRTUAL DISTANCE LEARNING PROGRAM launching on Monday, March 30th, 2020. This program is required for all students.

Top 10 Pages of Information You Need to Know

1	2	3	4	5
Our Commitment	What to Expect	Who will do What	What Tools will we Use	How can we Get Started
6	7	8	9	10
Week 1 for Middle School	Week 1 for High School	Support for Special Pops	Where to go for Help	Learning Resources Key

1 • YES Prep’s Commitment to Families

We were here to serve our students before COVID 19, and we will be here during and after.

Stay simple.

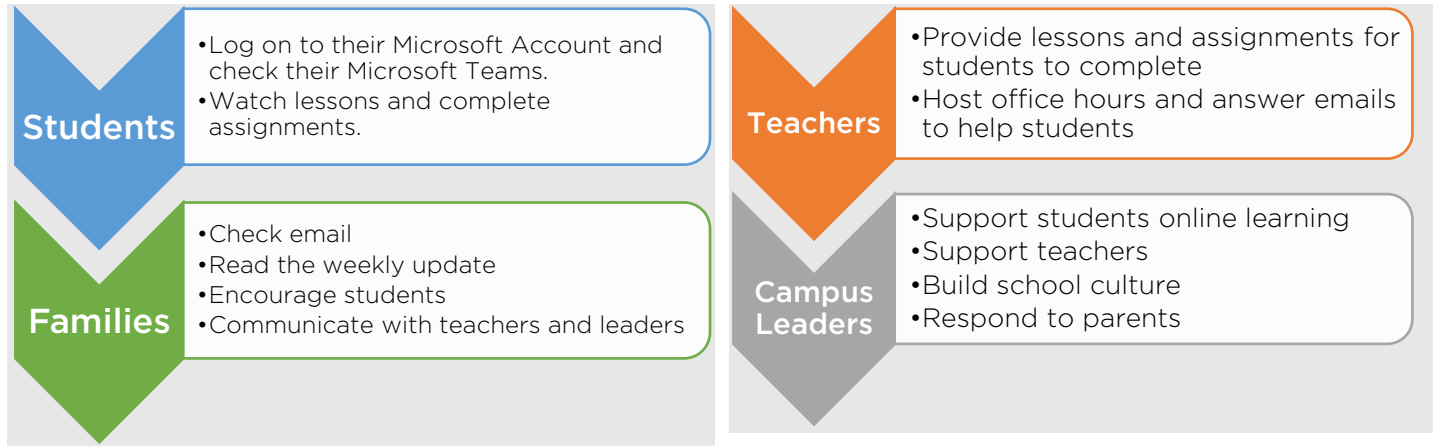
Communicate consistently.

Be available.

Understand your needs.

Learn and grow together.

2 • Who will do what to Keep YES Prep Learning?

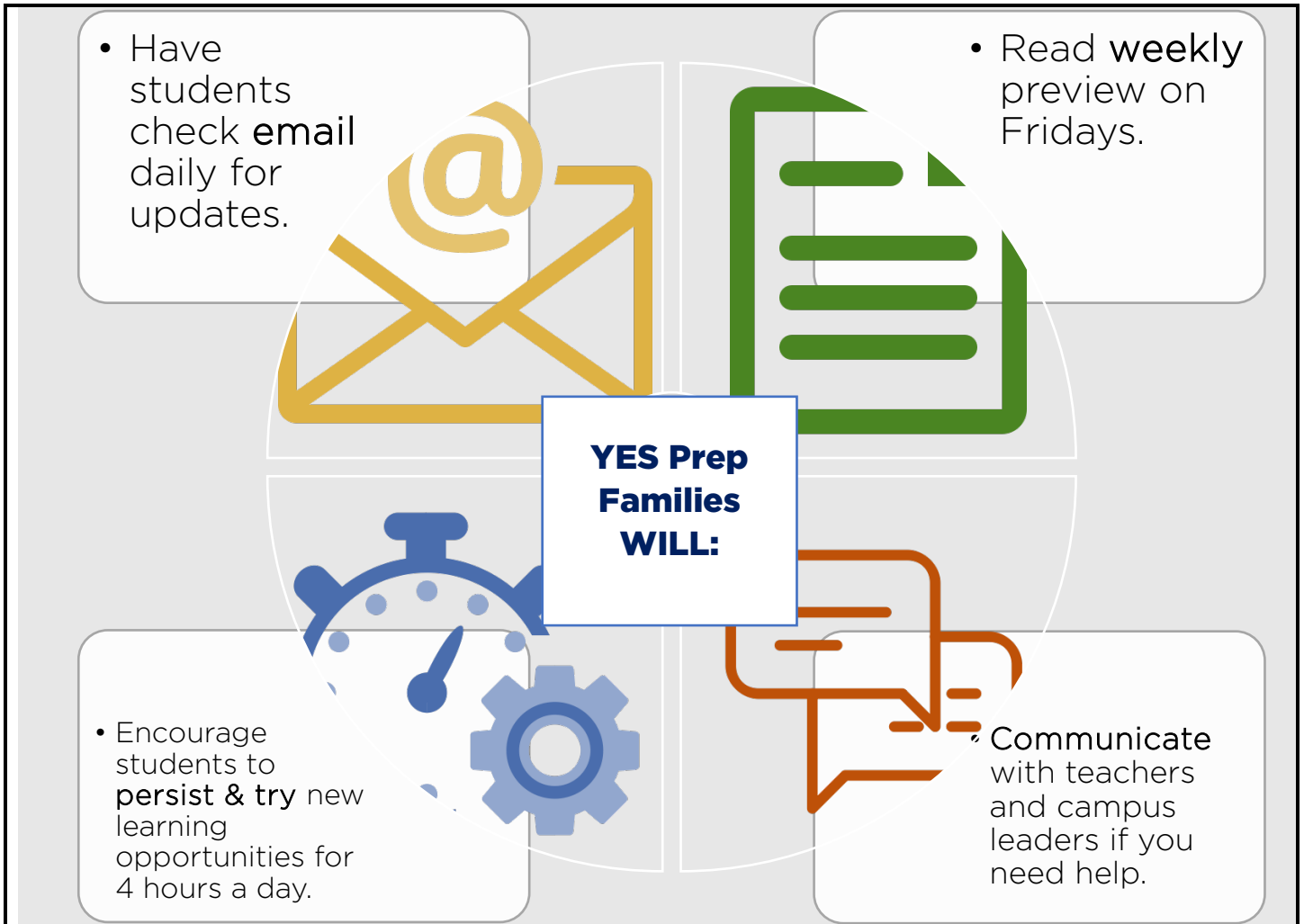


Communication Structures

WHERE to Check	YES Prep COVID 19 Website	Campus Social Media	School Messenger	Email	Microsoft Teams
WHO should Check	Families	Families	Families	Students	Students
WHEN to Check	Ongoing, As Needed	Daily	When Received	Daily	Daily
WHAT to Check	YES Prep District Updates and Resources Weekly Overview for Keep YES Prep Learning	Updates, reminders, and new information from your YES Prep campus	Voice messages via phone from YES Prep and your YES Prep campus	Important updates and responses from your teachers	Assignments and updates from teachers and leaders

3 • What does it look like to Keep YES Prep Learning at home?

YES PREP FAMILIES are OUR BEST MOTIVATOR for LEARNING at HOME.



Grading for Week 1

- Teachers will provide assignments for student completion, with plans to provide feedback to students, which may include a % of questions that they answered correctly. Grades that will go in the gradebook will start in Week 2.
- Grading information for students in special populations (SPED and English Learners) will be updated in Week 2.









- Students will need 4 hours each day to keep learning.
- Students can complete optional enrichment activities each week.
- Students should read every single day using their class texts, or e-books they check out using their Harris County Library Account.




4 • Tools that we use at YES Prep to Keep YES Prep Learning

			
<p>Microsoft Teams</p> <p>Collaborative space for teaching and learning</p>	<p>Microsoft Forms</p> <p>Assignments</p>	<p>Microsoft Outlook</p> <p>Email teachers for help</p>	<p>Schoolology</p> <p><i>only for approved campuses and courses</i></p>











What devices can I use for these tools?

	Laptop (including Chromebook) or Desktop Computer	Use all tools in the Chrome Browser	
	iPhone/iPad	Download the iOS apps for Outlook , Teams and Schoolology for free on the app store.	
	Android phone/tablet	Download the Android apps for Outlook , Teams and Schoolology for free on the app store.	

How to be a successful YES Prep student online:

	communicate using appropriate, kind and respectful language to peers and teachers	use appropriate language, images, videos, and GIFs when communicating with peers and teachers
	limit the amount of posts in each individual Teams Classroom or Teams Grade Level Group to not distract from the posts of the teacher or campus administrator	use the chat function when it is appropriate for communicating with peers and teachers
	understand that all activity on Teams can be seen by YES Prep Staff members and that a campus Dean of Students will follow up with the student and family if necessary	

5 • For Students: How to Get Started

WHAT	HOW
 <p>Log on to your Microsoft Account</p>	 <p>Video instructions are here</p>
 <p>Go to your campus and class Microsoft Teams.</p>	 <p>Video instructions are here</p>
 <p>For each class, see what is posted and ask a question if you need help.</p>	 <p>This will be the first College Prep lesson.</p>
 <p>Complete and submit your assignments by 2 PM Friday. If you use Kurzweil, you will submit there.</p>	 <p>Assignments are in Forms for Week 1.</p>
 <p>With extra time, use your Grade Level One Pager to keep learning.</p>	 <p>Find the One Pagers here.</p>

All Exit Tickets are due every Friday by 2 PM.



















	Every Day		Every Week
<input checked="" type="checkbox"/>	Check My Email	<input checked="" type="checkbox"/>	Complete My Mini-Lessons
<input checked="" type="checkbox"/>	Check My Teams	<input checked="" type="checkbox"/>	Complete My Assignments
<input checked="" type="checkbox"/>	Ask for Help if you Need it	<input checked="" type="checkbox"/>	Review the Week Overview
What happens in each lesson?	<ul style="list-style-type: none"> ➤ The lesson video gets you set up with the materials you need. ➤ The teacher in the video will share the objective and the assignment. ➤ The teacher will teach the lesson. ➤ The teacher will review the expectations for the assignment. ➤ The teacher will inform you of how to get extra help. 		
Where can I find enrichment activities?	<p>You can find these activities in 3 places:</p> <ul style="list-style-type: none"> • Grade Level One Pagers • Campus Teams' Channels and Electives Teachers • Page 10 Learning Resources 		

6 • WEEK 1 OVERVIEW (updated every Friday)

Week 1: March 30 – April 3 for MIDDLE SCHOOL (4 Hours a Day)

<p>What will MIDDLE SCHOOL students do Week 1?</p>	<p>For week 1, students will:</p> <ul style="list-style-type: none"> ✓ Get familiar with the tools they need to keep learning ✓ Engage with their campus and teachers via Teams and email. Each lesson has a video and assignment. ✓ Engage in 5 College Prep lessons to be effective YES Prep students online ✓ Complete a total of 6 lessons and assignments in ELA, Math, Science and Social Studies
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MIDDLE SCHOOL SCHEDULE of LESSONS



















MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3.30.2020	3.31.2020	4.1.2020	4.2.2020	4.3.2020
<p>Community Connection</p> <p>Activity 1.1</p> 	<p>Community Connection</p> <p>Activity 1.2</p> 	<p>Community Connection</p> <p>Activity 1.3</p> 	<p>Community Connection</p> <p>Activity 1.4</p> 	<p>Community Connection</p> <p>Activity 1.5</p> 
<p>College Prep</p> <p>Lesson 1.1</p> 	<p>College Prep</p> <p>Lesson 1.2</p> 	<p>College Prep</p> <p>Lesson 1.3</p> 	<p>College Prep</p> <p>Lesson 1.4</p> 	<p>College Prep</p> <p>Lesson 1.5</p> 
	<p>ELA</p> <p>Lesson 1.1</p> 	<p>Social Studies</p> <p>Lesson 1.1</p> 	<p>ELA</p> <p>Lesson 1.2</p> 	<p>Math</p> <p>Lesson 1.2</p> 
	<p>Science</p> <p>Lesson 1.1</p> 	<p>Enrichment Activity</p> <p>(Student Choice)</p> 	<p>Math</p> <p>Lesson 1.1</p> 	<p>Enrichment Activity</p> <p>(Student Choice)</p> 

7 • WEEK 1 OVERVIEW (updated every Friday)

Week 1: March 30 – April 3 for HIGH SCHOOL (4 Hours a Day)

What will HIGH SCHOOL students do Week 1?	<p>For week 1, students will:</p> <ul style="list-style-type: none"> ✓ Get familiar with the tools they need to keep learning ✓ Engage with their campus and teachers via Teams and email. Each lesson has a video and assignment. ✓ Engage in 5 College Prep lessons to be effective YES Prep students online ✓ Complete a total of 7 lessons and assignments in ELA, Math, Science, Social Studies and World Languages
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HIGH SCHOOL SCHEDULE of LESSONS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3.30.2020	3.31.2020	4.1.2020	4.2.2020	4.3.2020
Community Connection Activity 1.1 	Community Connection Activity 1.2 	Community Connection Activity 1.3 	Community Connection Activity 1.4 	Community Connection Activity 1.5 
College Prep Lesson 1.1 	College Prep Lesson 1.2 	College Prep Lesson 1.3 	College Prep Lesson 1.4 	College Prep Lesson 1.5 
	ELA Lesson 1.1 	Social Studies Lesson 1.1 	ELA Lesson 1.2 	Math Lesson 1.2 
	Science Lesson 1.1 	World Languages Lesson 1.1 	Math Lesson 1.1 	Enrichment Activity (Student Choice) 





























If you do not have a World Languages course, you can complete another Enrichment Activity.

8 • Supports for Special Populations

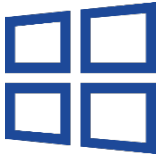
Students in Special Populations will receive equitable services to engage in
Keep YES Prep Learning.

 Log on to your Microsoft Account	 Video instructions are here
 Go to your campus and class Microsoft Teams.	 Video instructions are here
 For each class, connect with your SPED Teacher.	 Once we have approval, SPED teachers will connect with you.
 Use Kurzweil if needed to submit your assignment by 2 PM.	 Assignments are in Kurzweil.
 With extra time, use your grade level one pager to keep learning.	 Find the One Pagers here .

YSTEP & 18 Plus have centrally created content weekly.

<p>ARD Process Information</p>	<p>Required ARDs will continue but will happen over the phone. Campus staff will reach out to schedule meetings and send you a phone number and access code you can use to join the meeting.</p>																				
<p>Learning Resources Available</p> <table border="1"> <thead> <tr> <th>Special Education</th> <th>504</th> <th>English Learners</th> <th>Y Step ALT Curriculum</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Special Education	504	English Learners	Y Step ALT Curriculum																	<p>For Special Education families, you will be receiving a call from the Special Education staff at your campus. This call will help us best serve your student.</p> 
Special Education	504	English Learners	Y Step ALT Curriculum																		
																					
																					
																					
																					

9 • Where can I go for help?



I am unable to access my Microsoft Account.
Click here for help.



I am having trouble with my YES Prep issued laptop.
Click here for help.



I am having trouble with my YES Prep issued hotspot.
Click here for help.



I need help with a lesson or an assignment.
Email your teacher or send a message on Teams.



Where can I find more digital resources?
Click here for help.









I do not have access to Wi-Fi or internet.
Click here for information on Xfinity Internet availability.



I do not have access to Wi-Fi or internet.
Click here for information on low cost internet for eligible households.

10 • Keep YES Prep Learning Resources Key

Resource	Why You Should Use It	Who Should Use It
 Khan Academy	Complete 'Grade-Level' or Course Mission and/or lessons assigned by teachers	All Students Juniors and Seniors should complete SAT practice
 ST Math	Support Math Intervention	6 th and 7 th grade students who are enrolled in Math Intervention
 MAP Skills	Support Reading Intervention	Middle school students who are enrolled in Reading Intervention
 Kurzweil	Read text aloud and support with writing tasks	Students who regularly take assessments online
 Rosetta Stone	Practice English language	Beginning to Intermediate English Learners
 Big Ideas Math	Access math support and additional lessons	Any student who needs additional math support
 NewsELA	Read news and non-fiction articles on a variety of reading levels	Any student who wants additional reading material
 Quizizz	Complete additional practice in quiz form in a variety of topics	Any student who wants additional practice
 No Red Ink	Complete additional writing and grammar exercises	Any student who wants additional practice
 Flocabulary	Access additional vocabulary practice in any content	Any student who wants additional practice
 Duolingo	Access additional practice with Spanish, French, or Chinese	Any student who wants additional practice
 Digital Dialects	Access language practice games	Any student who wants additional practice
 Study Island	Access test practice in a variety of subjects	Any student who wants additional practice