



## FAMILY GUIDE

**Keep YES Prep Learning will enter Week 2 on Monday, April 6<sup>th</sup> thru Thursday, April 9<sup>th</sup>, 2020.**

Friday, April 10<sup>th</sup> will still be a holiday for YES Prep.

### Top Pages of Information You Need to Know

1	2	3	4	5
Communication Structures	Tools we use	MS Weekly Overview	HS Weekly Overview	Grading







### 1 • Reminder of our Communication Structures

WHERE to check	YES Prep COVID 19 Website	Campus Social Media	School Messenger	Email	Microsoft Teams
<b>WHO should check</b>	Families	Families	Families	Students	Students
<b>WHEN to Check</b>	Ongoing, As Needed	Daily	When Received	Daily	Daily
<b>WHAT to check</b>	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




### 2 • Tools that we use at YES Prep to Keep YES Prep Learning

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

**What devices can I use for these tools?**

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

**How to be a successful YES Prep student online:**

















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

### 3 • WEEK 2 OVERVIEW (updated every Friday)

#### Week 2: April 6<sup>th</sup> – 9<sup>th</sup> for MIDDLE SCHOOL (4-5 Hours a Day)

<b>What will MIDDLE SCHOOL students do Week 2?</b>	<p>For week 2, students will:</p> <ul style="list-style-type: none"> <li>• Improve their use of tools (Microsoft Teams, Forms and Outlook)</li> <li>• Continue to engage with their campus and teachers</li> <li>• Engage in College Prep and academic lessons and assignments (2 per course)</li> </ul>
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#### MIDDLE SCHOOL SAMPLE SCHEDULE of LESSONS

















MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
04.06.2020	04.07.2020	04.08.2020	04.09.2020	04.10.2020
<b>Community Connection</b> Activity 2.1 	<b>Community Connection</b> Activity 2.2 	<b>Community Connection</b> Activity 2.3 	<b>Community Connection</b> Activity 2.4 	<b>YES Prep Holiday - no lessons this day. Please complete all assignments by 2 PM on Thursday.</b>
<b>College Prep</b> Lesson 2.1 	<b>Student Choice</b> 	<b>Student Choice</b> 	<b>College Prep</b> Lesson 2.2 	
<b>ELA</b> Lesson 2.1 	<b>ELA</b> Lesson 2.2 	<b>Social Studies</b> Lesson 2.1 	<b>Science</b> Lesson 2.2 	
<b>Math</b> Lesson 2.1 	<b>Science</b> Lesson 2.1 	<b>Math</b> Lesson 2.2 	<b>Social Studies</b> Lesson 2.2 	
<b>Students enrolled in any of the following courses will have an additional 2 lessons:</b>				
Reading Intervention (2)		Math Intervention (2)		
World Languages (2)		Electives for HS Credit (2)		
Lessons 2.1 Will be posted by 10 AM on Monday. Lessons 2.2 will be posted no later than 4PM on Monday.				

## 4 • WEEK 2 OVERVIEW (updated every Friday)

### Week 2: April 6<sup>th</sup> – 9<sup>th</sup> for HIGH SCHOOL (4-5 Hours a Day)

<b>What will HIGH SCHOOL students do Week 1?</b>	<p>For week 2, students will:</p> <ul style="list-style-type: none"> <li>• Improve their use of tools (Microsoft Teams, Forms and Outlook)</li> <li>• Continue to engage with their campus and teachers</li> <li>• Engage in College Prep and academic lessons and assignments (2 per course)</li> </ul>
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### HIGH SCHOOL SAMPLE SCHEDULE of LESSONS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
04.06.2020	04.07.2020	04.08.2020	04.09.2020	04.10.2020	
<b>Community Connection</b> Activity 2.1 	<b>Community Connection</b> Activity 2.2 	<b>Community Connection</b> Activity 2.3 	<b>Community Connection</b> Activity 2.4 	<b>YES Prep Holiday - no lessons this day. Please complete all assignments by 2 PM on Thursday.</b>	
<b>College Prep</b> Lesson 2.1 	<b>Student Choice</b> 	<b>Student Choice</b> 	<b>College Prep</b> Lesson 2.2 		
<b>ELA</b> Lesson 2.1 	<b>ELA</b> Lesson 2.2 	<b>Social Studies</b> Lesson 2.1 	<b>Science</b> Lesson 2.2 		
<b>Math</b> Lesson 2.1 	<b>Science</b> Lesson 2.1 	<b>Math</b> Lesson 2.2 	<b>Social Studies</b> Lesson 2.2 		
<b>Students enrolled in any of the following courses will have an additional 2 lessons:</b>					
<input type="checkbox"/> World Languages (2)		<input type="checkbox"/> Electives (2)			
Lessons 2.1 Will be posted by 10 AM on Monday. Lessons 2.2 will be posted no later than 4PM on Monday.					

## 5 • How will YES Prep grade equitably during closure?

For Week 2, all assignments are due on Thursday at 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

How will YES Prep grade equitably during closure?

### Closing out A5 (February 18<sup>th</sup> – April 13<sup>th</sup>, 2020)

#### Closing Out A5: Policy

- For A5, grades will be finalized based on assignments completed prior to Spring Break.
- No grades on assignments completed after March 12 will be assessed for A5.
- Assignments not completed during A5 will be excused. Any assignments that could have been reassessed will be graded at a 70, if the original grade was a 69 or below.
- You can check grades in the [Home Access Center](#) at any time.

### During A6 (April 6<sup>th</sup> – May 22<sup>nd</sup>, 2020)

#### Grading During Keep YES Prep Learning: Policy

- For A6, students will receive equally-weighted, achievement-based grades on assignments based on the mini-lessons in each class.
- Grades in A6 can only improve students' scores for the semester; as such, we encourage students to correct their work, but we will not offer graded reassessment opportunities. Common Assessment 2 will still count as 7% of the semester grade, with the exception of courses that did not test prior to closure.
- 2.

#### Grading During Keep YES Prep Learning for Students in Special Populations: Policy

- For students in special populations, students will be graded on assignments on the same timeline in A6 and only on assignments with the appropriate accommodations, modifications, and supports.
- Grades in A6 can only improve students' scores for the semester; as such, we encourage students to correct their work, but we will not offer graded reassessment opportunities.

We have not yet decided on how grading during closure currently impacts GPAs.



[For current information on AP Testing, please go here.](#)