

## FAMILY GUIDE

**Keep YES Prep Learning will enter Week 4 on Monday, April 20<sup>th</sup> thru Friday, April 24<sup>th</sup>, 2020.**

### Most Important Information You Need to Know for Week 4

1	2	3	4	5	6
Communication Structures	Tools we use	MS Weekly Overview	HS Weekly Overview	Grading	AP Testing
		*NEW*	*NEW*	*NEW*	

### 1 • Reminder of our Communication Structures







WHERE to check	<a href="#">YES Prep COVID 19 Website</a>	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

**\*NEW\*** For Week 4, all assignments are due on Monday 4/27 at 8am.



## 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 **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

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





















#### Week 4: April 20<sup>th</sup> – 24<sup>th</sup> for MIDDLE SCHOOL (4-5 Hours a Day)

##### What will MIDDLE SCHOOL students do Week 4?

For week 4, students will:

- Improve their use of tools (Microsoft Teams, Forms and Outlook)
- Continue to engage with their campus and teachers
- Engage in College Prep and academic lessons and assignments (2-3 lessons per course)

#### MIDDLE SCHOOL SAMPLE SCHEDULE of LESSONS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
04.20.2020	04.21.2020	04.22.2020	04.23.2020	04.24.2020
<b>Community Connection</b>  Activity 4.1 	<b>Community Connection</b>  Activity 4.2 	<b>Community Connection</b>  Activity 4.3 	<b>Community Connection</b>  Activity 4.4 	<b>Community Connection</b>  Activity 4.5 
<b>College Prep</b>  Lesson 4.1 	<b>Student Choice</b>  	<b>Student Choice</b>  	<b>Student Choice</b>  	<b>College Prep</b>  Week 4 Reflection 
<b>ELA</b>  Lesson 4.1 	<b>Science</b>  Lesson 4.1 	<b>ELA</b>  Lesson 4.2 	<b>Science</b>  Lesson 4.2 	<b>ELA</b>  Lesson 4.3 
<b>Math</b>  Lesson 4.1 	<b>Social Studies</b>  Lesson 4.1 	<b>Math</b>  Lesson 4.2 	<b>Social Studies</b>  Lesson 4.2 	<b>Math</b>  Lesson 4.3 

Lessons 4.1 will be posted no later than 12 PM on Monday, Lessons 4.2 will be posted no later than 12 PM on Tuesday, and Lessons 4.3 will be posted no later than 12 PM on Wednesday.  
Students enrolled in any of the following courses will have an additional 2 lessons:





















Reading Intervention (2)	Math Intervention (2)
World Languages (2)	Electives for HS Credit (2)
Any middle school students in AP Spanish will also have 3 lessons.	

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

### Week 4: April 20<sup>th</sup> – 24<sup>th</sup> for HIGH SCHOOL (4-5 Hours a Day)

<b>What will HIGH SCHOOL students do Week 4?</b>	For week 4, students will: <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 (2-3 lessons per course)</li> </ul>
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### HIGH SCHOOL SAMPLE SCHEDULE of LESSONS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
04.20.2020	04.21.2020	04.22.2020	04.23.2020	04.24.2020
<b>Community Connection</b>  Activity 4.1 	<b>Community Connection</b>  Activity 4.2 	<b>Community Connection</b>  Activity 4.3 	<b>Community Connection</b>  Activity 4.4 	<b>Community Connection</b>  Activity 4.5 
<b>College Prep</b>  Lesson 4.1 	<b>Student Choice</b>  	<b>Student Choice</b>  	<b>Student Choice</b>  	<b>College Prep</b>  Week 4 Reflection 
<b>ELA</b>  Lesson 4.1 	<b>Science</b>  Lesson 4.1 	<b>ELA</b>  Lesson 4.2 	<b>Science</b>  Lesson 4.2 	<b>ELA</b>  Lesson 4.3 
<b>Math</b>  Lesson 4.1 	<b>Social Studies</b>  Lesson 4.1 	<b>Math</b>  Lesson 4.2 	<b>Social Studies</b>  Lesson 4.2 	<b>Math</b>  Lesson 4.3 

Lessons 4.1 will be posted no later than 12 PM on Monday, Lessons 4.2 will be posted no later than 12 PM on Tuesday, and Lessons 4.3 will be posted no later than 12 PM on Wednesday.

**Students enrolled in any of the following courses will have an additional 2 lessons:**

☐ World Languages (2)

☐ Electives (2)

**All AP courses will have a total of 3 lessons, regardless of the content area.**

**Example: AP Bio students will have a total of 3 lessons.**

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

**\*NEW\*** For Week 4, all assignments are due on Monday 4/27 at 8am.

### Closing out A5 (February 18<sup>th</sup> – April 3<sup>rd</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.
- We are currently studying the potential impacts of GPA. Our goal is to make a decision that is in the best interest of our students and their college access. We will update this document once we have made a decision.

#### 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.

#### Grading Timeline \*NEW\*

Report Type	Grade Reports Available in the Home Access Center
Report Card for A5	Friday, April 17 end of day
Progress Report for A6	Wednesday, April 29 end of day
Report Card for A6	Thursday, May 28 end of day

- Report cards will not be mailed home. Please use [Home Access Center](#) to access Grade Reports.
- You can check grades in the [Home Access Center](#) at any time.



- Questions about specific assignments should be directed to the individual teacher.
- Questions about the grading policy should be directed to the campus Director of Academics.

## 6 • Advanced Placement (AP) Testing

	<p><b>Keep YES Prep Learning AP Decisions</b></p>
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### How will YES Prep ensure that all AP students are able to be successful in Spring 2020 AP Testing?

Expectations for Testing
<b>Policy:</b> At YES Prep we expect all students to take the AP exam for courses they are enrolled in to increase their college readiness.
<b>Rationale and Additional Information:</b> <ul style="list-style-type: none"><li>• All AP exams will be 45 minutes long and will be taken at home, virtually.</li><li>• An updated YES Prep testing schedule can be found <a href="#">here</a>. Makeup testing is available in certain circumstances.</li><li>• All exams will be taken at home using any devices at hand, including a personal mobile phone, and will be open book/open note.</li><li>• YES Prep is working to close technology gaps to be sure all students can be successful on their AP exams.</li><li>• All exams will be protected by digital security tools to prevent cheating.</li></ul>

On AP Fees
<b>Policy:</b> YES Prep families will not be required to pay any outstanding or unpaid AP testing fees for Spring 2020.

On AP Test Preparation
<b>Policy:</b> The Keep YES Prep Learning Program will ensure students are prepared for the exams.
<b>Rationale and Additional Information:</b> <ul style="list-style-type: none"><li>• AP students will complete 3 assignments per course per week to prepare for the AP exam.</li><li>• AP students must log-in to AP Classroom in advance of the testing date to ensure they have access to the exam.</li><li>• AP students will participate in a synchronous (live) practice opportunity before the exam.</li><li>• AP students can use the <a href="#">Live and on-demand AP Resources to get additional practice.</a></li></ul>

Resources and Additional Information
<ul style="list-style-type: none"><li>• CollegeBoard<ul style="list-style-type: none"><li>◦ <a href="#">AP Exam Schedule 2020</a></li><li>◦ <a href="#">Taking the AP Exams</a></li><li>◦ <a href="#">FAQs</a></li><li>◦ <a href="#">Live and on-demand AP Resources</a> &amp; <a href="#">Review Schedule</a></li></ul></li></ul>