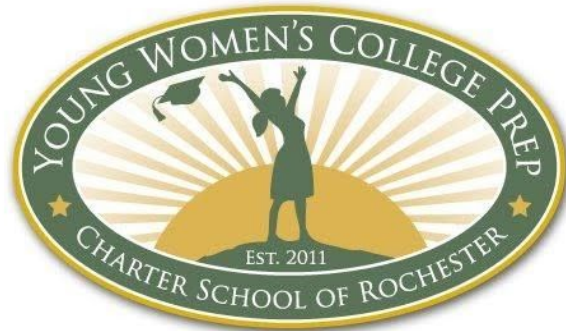


Young Women's College Prep



Student Handbook

Remote Learning

2020-2021

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Building Operations

Address:

Young Women's College Prep
133 Hoover Drive
Rochester, NY 14615

Phone Number:

585.254.0320

*Please leave a message and we will return your call within 24 hours.

Hours of Operation:

Monday - Friday: 7:30 am - 5:00 pm

Visitor Information:

All visitors entering the building must wear a mask, sign in, complete a health and wellness survey, provide a temperature check, and social distance at all times.

**Please do not enter the building if you have any symptoms of Covid-19.

YWCP Vision & Mission Statement

YWCP offers young women from the city of Rochester the opportunity to learn in a single-gender environment, free from stereotypes, where a strong focus is placed on preparation for college enrollment and graduation. We support students in their endeavors to achieve excellence in and out of the classroom, helping them to develop the strong voices they will need to be leaders. YWCP believes in educating the whole girl, which encompasses academic achievement, career and college preparation, leadership, and personal and social development.

We support students in their endeavors to achieve excellence in and out of the classroom, helping them to develop the strong voices they will need to be leaders.

Hybrid Learning Model: Info Sheet



Hybrid Learning Model: Info Sheet

Based on guidance from the New York State Department of Health, the Monroe County Department of Health and the New York State Education Department, a hybrid learning model appears to best address the health and safety of our students and staff.

Phase 1: Planning & Implementation

- An extensive & ongoing review of all Dept. of health & NYSED required mandates.
- Establish Communication with All Stakeholders: Students, Families, Faculty, Staff & Community.
- Develop & Implement **Health & Safety protocols** which will allow us to proceed with offering **In Person Instructional opportunities** to students.
- Connect every student & family with a YWCP Point person to contact for support.
- Get every single teacher, student, & family set-up for Remote Learning! (Chromebooks, internet connectivity, direction & support on **what, when, how of Remote Learning**)
- Establish shared-decision making committees.
- Identify the highest priority groups for Cohort 1 of **In Person Instruction**.
- Establish student **schedules** and **expectations for remote-learning**.

Phase 2: Launch Full Remote Learning

- Formally begin course work in the **remote learning platform**.
- Establish **rituals/routines** for remote learning.
- Continue to support all aspects of **teaching & learning**.
- Monitor student attendance and participation.
- Use data to identify positive trends & roadblocks to remote learning.
- Adjust plans and support to meet the needs of all stakeholders.
- Provide social-emotional support to all stake-holders.
- Collaborate with students to design **in-person learning opportunities**.
- Establish remote social/fun opportunities for all.
- Begin Clubs & Activities Remotely.
- Begin **in-person learning** opportunities for **Cohort 1**.
- Continue planning in-person learning opportunities for additional **Cohorts 2-6**.
- Frequently check-in with families personally.

Phase 3: Hybrid Learning Model in Motion

- Continue to develop/improve **rituals & routines** relative to student monitoring, communication, & support.
- Begin staggered **in-person learning opportunities** for Cohorts 2-6.
- Continuously review all NYSED & Department of Health Guidelines.
- Continue to support **teaching & learning**.
- Lead Students to develop & plan Grade Level RISE-UP Anti-Racism/Bias Projects.
- Plan for the safe-return to Interscholastic Athletics.
- Push the limits creatively to get better & better! #YWCP-Way #GriffinPride

Cohort 1	Cohort 2	Cohort 3	Cohort 4	Cohort 5	Cohort 6
7th Grade, Sped/ELL, Vulnerable Students	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade

Leadership Team

Administration

Principal: Barbara Zelazny

Email: bzelazny@youngwomenscollegeprep.org

Phone Number: 585.500.5280

Director of Curriculum & Instruction: Sanya Pelrah

Email: spelrah@youngwomenscollegeprep.org

Phone Number: 585.749.4459

Assistant Principal: Kwame Donko-Hanson

Email: kdonko-hanson@youngwomenscollegeprep.org

Phone Number: 585.773.0099

Assistant Principal: Crystal Rupp

Email: crupp@youngwomenscollegeprep.org

Phone Number: 585.943.7451

Instructional Coaches

Nicole Sinclair - nsinclair@youngwomenscollegeprep.org

Phone Number: 585.503.7940

Joseph Pelliccia - jpelliccia@youngwomenscollegeprep.org

Phone Number: 585.455.5253

Sarah Turk - sturk@youngwomenscollegeprep.org

Phone Number: 585.500.5111

Director of Operations

Roberta McInnis - rmcinnis@youngwomenscollegeprep.org

Phone Number: 585.254.0320 ext. 2191

Student Support Team

Counselors:

Middle School - Katy Geers: kgeers@youngwomenscollegeprep.org

High School (last name A-L) - Annie Hasler: ahasler@youngwomenscollegeprep.org

High School (last name M-Z) - Angelica Davis-Bernard: abernard@youngwomenscollegeprep.org

Social Worker:

Shaquita Shepard: sshepard@youngwomenscollegeprep.org

Student Support Team:

Theresa Larkins: tlarkins@youngwomenscollegeprep.org

Jamayne Fleming: jfleming@youngwomenscollegeprep.org

Vandell Marshall: vmarshall@youngwomenscollegeprep.org

Keasha Bruce: kbruce@youngwomenscollegeprep.org

Jessica Lindsay: jlindsay@youngwomenscollegeprep.org

Technology Support:

Michael Douglass: mdouglass@youngwomenscollegeprep.org

Nurse:

Claudette Lowery: ywcpnurse@youngwomenscollegeprep.org

DASA Coordinator:

Katy Geers: kgeers@youngwomenscollegeprep.org

Teachers

Name	Department	Email
Mrs. Brink	English	lbrink@youngwomenscollegeprep.org
Mrs. Batelli	English	jbatelli@youngwomenscollegeprep.org
Mrs. Udyak	English	uudyak@youngwomenscollegeprep.org
Mr. Pasquarella	English	mpasquarella@youngwomenscollegeprep.org
Mrs. Harcrow	English	rharcrow@youngwomenscollegeprep.org
Mrs. Palmer	Mathematics	dpalmer@youngwomenscollegeprep.org
Mr. McGowan	Mathematics	amcgowan@youngwomenscollegeprep.org
Mrs. Mastrella	Mathematics	bmastrella@youngwomenscollegeprep.org
Mrs. Eagan	Mathematics	aeagan@youngwomenscollegeprep.org
Mr. Angell	Mathematics	mangell@youngwomenscollegeprep.org
Mrs. Craig	Mathematics	scraig@youngwomenscollegeprep.org
Mrs. Delgado	Phys Ed./Health	edelgado@youngwomenscollegeprep.org
Mr. Dumee	Physical Education	edumee@youngwomenscollegeprep.org
Mrs. Schild	Science	aschild@youngwomenscollegeprep.org
Mrs. Phelps	Science	cphelps@youngwomenscollegeprep.org
Mrs. Howe	Science	chowe@youngwomenscollegeprep.org
Mrs. Cetin	Science	rcetin@youngwomenscollegeprep.org
Mrs. Jardas	Social Studies	jjardas@youngwomenscollegeprep.org
Mrs. Hallahan	Social Studies	khallahan@youngwomenscollegeprep.org
Mrs. Gardner	Social Studies	kgardner@youngwomenscollegeprep.org
Mrs. Bell	Social Studies/SPED	sbell@youngwomenscollegeprep.org

Dr. Hoeft	SPED	dhoeft@youngwomenscollegeprep.org
Mrs. Frank	SPED	dfrank@youngwomenscollegeprep.org
Mrs. Senecal	SPED	ssenecal@youngwomenscollegeprep.org
Mrs. Hoskins	ESOL	dhoskins@youngwomenscollegeprep.org
Dr. Baez	Spanish	abaez@youngwomenscollegeprep.org
Mrs. Diaz	Spanish	sdiazcasale@youngwomenscollegeprep.org
Mr. Ramos	Music	jramos@youngwomenscollegeprep.org
Mrs. Salvo	Art	asalvo@youngwomenscollegeprep.org

Digital User Agreement

Mission Statement: In order for students to become college and career ready in the ever-changing society, technology will be purposefully integrated into instruction to enhance teaching and learning by:

- Creating awareness of digital citizenship
- Providing staff and students opportunities for continuous development and growth
- Differentiating the learning to meet the needs of all students

Personal technology enables students to have continuous access to an array of educational programs and tools. Participation requires students to make responsible decisions and students are expected to use assigned devices in a safe and responsible manner.

We require all students to read this document carefully. Appropriate and responsible use is expected of all users. Students must use assigned devices in accordance with the following agreement as well as the policies and procedures in the YWCP Technology Acceptable Use Policy, Student Code of Conduct and any applicable laws.

Ownership

The device, case, and all other accessories that have been issued to the student are the property of Young Women's College Prep Charter School. These items are on loan to the student for educational use for the school year, similar to a textbook, and will only be used while at school. Each student will be assigned a device. In the event that a student withdraws from YWCP, she will no longer have access to the device. Students may be required to return their device if they are no longer part of the Initiative for other reasons, including discipline.

Acceptable Use

1. Each device is assigned to an individual student. Students should not trade or swap devices.
2. Personal use of the device is not permitted if YWCP determines it:
 - a. interferes with normal business and educational activity

- b. impedes student productivity
 - c. interferes with or negatively impact any other person's or entity's rights, work and/or learning environment
 - d. violates any rule or law
3. The Internet is to be used for scholarly research and as a means of communication and obtaining needed information. Student Internet access on YWCP-owned devices will be filtered in accordance with the Children's Internet Protection Act.
4. Students will not share network usernames or passwords.
5. To avoid disruption, device sound should be muted in school except when part of a school sponsored activity. If approved by YWCP staff, students may use personal headphones or earbuds with devices. YWCP will not be providing earbuds for use with devices.
6. Students will keep their device clean and free from stickers or other items that might deface or damage the finish, screen or other components.
7. Students will not delete any files or apps installed or created by their teachers or the IT department.
8. Students will report malfunctions, damage, or missing devices to their teachers who will then contact the IT department.
9. Students should have no expectation of privacy with respect to information stored on and/or accessed from the device. The device is the property of YWCP, and appropriate district and school officials may monitor its use or access its contents at any time.
10. Violation of any policies or procedures outlined in the YWCP Technology Acceptable Use Policy, Student Code of Conduct, or this User Agreement for Students will be subject to the appropriate disciplinary action.
11. If a student has an early dismissal, then the device must be turned into the main office prior to the student exiting the school.

Damage

1. Students will immediately report malfunctions, damage, or missing devices to their teachers.
2. If intentional damage is done to a device, school administration may assign a consequence.

General Use and Care of the Device

1. The screen is the most sensitive part of the device. Do not place or stack anything heavy, such as textbooks, instruments, or sports bags, on top of your device.
2. Devices should be used on a flat, stable surface.
3. Devices should be protected from extreme heat or cold.
4. Devices should be protected from food and drink. Do not place open containers of liquids near your device.
5. Devices should only be cleaned with a wipe designed for cleaning technology. Never use sprays of any kind or spray any liquid directly onto the device.
6. Do not remove any serial numbers, stickers, or other identifications (including the device name) placed on the device by YWCP.

As a YWCP student, I agree to follow all guidelines in the digital code of conduct.

Chromebook Troubleshooting

If your Chromebook is not functioning properly, please try these tips at home:

- Refresh the page
- Close the browser window and try again
- Check to see if your Wifi is connected
- Check to see if your battery is dead
- Restart your chromebook

! If you are still experiencing trouble after trying the above tips, please contact Mr. Douglass or your Advisor for further support.

mdouglass@youngwomenscollegeprep.org

YWCP Student Email

You are being issued a student Chromebook to use throughout the school year. The Chromebook is a property of Young Women's College Prep. To sign into your Chromebook, please enter the following information:

Username: Please see label on front of chromebook for your email/login information.

Temporary Password: YwcpStudent!

Every student at Young Women's College Prep has an email address. Please log in and check your email daily. It is also important that your school email address only be used for school use.

Your child's Chromebook must be connected to your WiFi network at home before attempting to logon. If you cannot logon after you have connected the Chromebook to WiFi, then please send Mr. Douglass an email (mdouglass@youngwomenscollegeprep.org)

You can email Mr. Douglass from a personal email account and even text to his email address. He will send you back your current username and we will reset the password temporarily to "YwcpStudent!"

Communication Platforms

Please stay engaged with our social media platforms as we will continue to update you regularly!

Robo Call/Phone Call/Texts

Facebook: Young Women’s College Prep Charter School of Rochester

Instagram: ywcp_rochester

Website: www.youngwomenscollegeprep.org

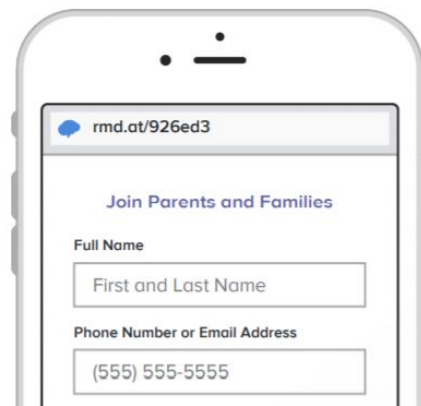
Remind App: See instructions below to join!

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/926ed3

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message @926ed3 to the number 81010.

If you're having trouble with 81010, try texting @926ed3 to (818) 741-2634.

* Standard text message rates apply



Technology Platforms

Pearson Connexus:



Pearson Connexus is an online platform which provides a variety of standards-based online courses, curriculum, and instructional resources. Pearson has courses from which we can flexibly choose curriculum to meet our students' needs. This platform allows for synchronous and asynchronous learning opportunities via recordings and live lesson components.

G Suite:

G Suite for Education is used by over 120 million students and educators around the world. These tools--such as Gmail, Google Docs, Google Slides, Google Forms, Google Classroom, and Google Meets--help educators and students communicate and collaborate. G Suite also has built-in features to support students with diverse needs and learning styles, which helps create more inclusive classrooms.

Zoom

Zoom is a video-chatting tool similar to Skype and Google Meets. Students can use it to attend online classes and stay connected. Zoom offers many options, such as the ability to wordlessly signal to the teacher that you have a question, brainstorm on a virtual whiteboard, and collaborate on projects by annotating documents on other students' screens. Students can use Chromebooks and/or smartphones to access Zoom meetings.

Synchronous Learning may include...	Asynchronous Learning may include...
<ul style="list-style-type: none">→ Learning happens at the same time.→ Communication happens in real time.→ Can be more engaging and effective.→ Allows for instant feedback and clarification. <p> Examples: Video conferencing, live chat, live streamed lessons</p>	<ul style="list-style-type: none">→ Learning happens at different times.→ Communication is not live.→ Possibly more convenient and flexible.→ Allows students to work at their own pace. <p> Examples: Email, blogs, Flipgrid videos, pre-recorded videos</p>

Remote Learning Schedule

Below you will find a template outlining the remote learning schedule for all students in grades 7-12.

Cycle 1 - Monday and Wednesday

Block 1: 9:00-10:00	Block 2: 10:30-11:30	Block 3: 12:30-1:30	Block 4: 2:00-3:00
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Cycle 2 - Tuesday and Thursday

Block 1: 9:00-10:00	Block 2: 10:30-11:30	Block 3: 12:30-1:30	Block 4: 2:00-3:00
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Friday

9:00 - 12:00

****Students will receive their individual schedules at the beginning of the school year**

Pearson Connexus - (PCx)

This is the technology platform that all students will be using for remote learning

Website: <https://ywcp.lms.pearsonconnexus.com/>

Student Username: First initial/last name
(ex, name is Jill Wilson - username is jwilson)

Student Initial Password: Ywcp2020 (Letter Y is capitalized)

! If you need assistance accessing Pearson please email:
pearsonhelp@youngwomenscollegeprep.org

☆☆☆COMING SOON! In the near future, we will be providing information to all parents and guardians on how to access PCx in order to monitor your child's progress.

Advisory and Advisor

What is Advisory?

Advisory at YWCP is special to our climate and culture of our school. Advisory is an integral part of remote learning success for our students and families. We will use scheduled time on Fridays for advisors to meet with their advisees for the purpose of providing guidance with academics, social-emotional support, and continuing to build relationships. It is through Advisory that important information is shared with students and families, questions are answered, and personal connections between peers are developed.

What is an Advisor?

- Your advisor will be with you from 7th grade until graduation!
- Your advisor is your point of contact with any questions, concerns, or guidance needed.
- Your advisor will track your attendance and progress in your classes.
- The YWCP advisor is also the point of contact for parents/guardians.
- Parents/Guardians are encouraged to reachout to their child's advisor with any questions or concerns.

Student Expectations

How do I organize myself to complete all of my work?

- Be sure to have a quiet space with a desk or table to work at each day.
- Be up and ready to start your school day at 9:00 am.
- Attend your first remote learning class/block at 9:00 am.
- Continue to attend all of your remote learning classes/blocks each day.
- Check your email daily for important news and updates about YWCP.
- Develop a weekly schedule/routine to manage time and work completion.
- Read all directions carefully and review video lessons/independent work thoroughly.

What do I do if I have a question?

- Reach out to your teacher on PCx or Email.
- Email/text a friend to get clarification.
- Email your Advisor or Counselor for any help or support.

Ask Yourself...

- What is my schedule each day for remote learning?
- Do I understand what I have to do to complete my assignments?
 - If not → reach out to your teacher or advisor.
- Did I submit my work for each of my remote learning classes?

Remember...

- If you are unable to attend a class, the live lesson will be recorded for you to follow along, complete, and submit your work independently.
- Tell your teachers, advisor, or counselor if you are confused, off track, or anxious about your school work or feelings.
- Don't be afraid to ask for help -- this is a new process for all of us.
- Do the best you can, but most importantly stay healthy and safe!!

Social-Emotional Student Support

We know the COVID-19 pandemic has created different types of traumatic experiences and high levels of stress for many of our staff, students, and families. We know much uncertainty exists in all aspects related to this crisis, including the process of recovery as schools begin resuming activities. Recovery will take time and will be considered in a holistic manner given the scope of processes, people, and places affected by COVID-19.

During a crisis such as the COVID-19 pandemic, it is common for everyone to experience increased levels of distress and anxiety, particularly as a result of social isolation. YWCP is prepared and experienced with addressing trauma and in response to grief.

Please look for our Griffin Help Zone Office Hours or contact our School Counselors or Social Workers at any time with questions or concerns.

Food Distribution Resources

Please refer to your home school district website for up-to-date information for food distribution sites.

Rochester City School District: <https://www.rcsdk12.org>

Meals Offsite/Remote

- Pre-made breakfasts and lunches will continue to be available to all our students at all our High School Distribution Sites from 9:00 a.m. to 1:00 p.m., Monday through Friday.

East High School- 1801 East Main Street

Douglass Campus- 940 Fernwood Park

Franklin Campus- 950 Norton Street

James Monroe Campus- 164 Alexander Street

School of the Arts- 45 Prince Street

All City High School- 2 Austin Street

Joseph C. Wilson Magnet High School Commencement Academy- 501 Genesee Street

Greece Central School District: <https://www.greececsd.org>

- Will communicate the virtual learner meal distribution process to school families once finalized. Please check the website for more information as it becomes available.

East Irondequoit: <https://www.eastiron.org>

- Please check the website for more information as it becomes available.

West Irondequoit: <https://www.westirondequoit.org>

- Meals will be served at central locations daily within the District to students. Look for details on the COVID-19 Reopening page on the district website.

Gates-Chili Central School District: <https://www.gateschili.org>

- Breakfast and lunch will be available for pick-up at Gates Chili Middle School. Predetermined hours will be communicated to parents/guardians through the district website.

Parent FAQ - Supporting My Child

How can I make sure my child is attending daily remote learning blocks?

→ Please go over the block schedule on page 17 with your child. Every morning your child should be on their chromebook and ready to learn at 9:00 am. There will be four one hour blocks Monday - Thursday. Three blocks will be classes your child will sign-on to, and one of the blocks will be used for independent work time. In the near future, we will be providing information to all parents and guardians on how to access PCx in order to monitor your child's progress.

Who do I contact when I am in need of support for my child?

→ Your child's advisor should be your main point of contact. The advisor will make sure you are connected with additional YWCP staff as needed.

What will remote learning look like now compared to last spring?

→ Your child is in new classes with new teachers. Your child is expected to attend their remote learning blocks. Classes, although remote, will be live and teachers will be interacting and engaging with students. Daily attendance will be taken. Please review the remote learning schedule on page 17.

What if my child cannot attend their remote learning class during the assigned time/block?

→ We understand this may occur. Our lessons are designed so your child can still complete their work for their remote learning classes. The live lesson will be recorded for your child to follow along, complete, and submit their work independently.

How can I access meals for my child?

→ On Mondays and Thursdays at YWCP - 133 Hoover Drive, meal distributions will take place from 11:00 am - 2:00 pm. Please enter through the front bus loop student entrance, wear a mask, and provide students' name. You will be provided with 3 breakfast and lunch meals on Monday and 2 breakfast and lunch meals on Thursday. Walk-ins are welcome but sign-up is preferred. Please contact your child's advisor to officially sign-up.

Will YWCP be able to offer internet services to families in need?

→ If you do not have consistent internet at home, please notify your child's advisor and we will work together with you to secure internet connectivity.

Who do I contact if my child's chromebook is not working?

→ If you have already tried the "Troubleshooting" tips on page 13 and are still experiencing a problem, please contact Mr. Douglass (mdouglass@youngwomenscollegeprep.org) or your Advisor for further support.

Who do I contact if my child forgot their password to login to their chromebook?

→ Please send Mr. Douglass an email (mdouglass@youngwomenscollegeprep.org) letting him know your child forgot her password. He will send you back your current username and will reset the password temporarily to "YwcpStudent!"

Who do I contact if my child is not able to sign-on to PCx?

→ If your child still need assistance after reviewing the instructions for signing on to PCx on page 18, you can email - pearsonhelp@youngwomenscollegeprep.org

What does Friday's remote learning schedule consist of?

→ Friday's schedule is considered to be a "Flex Friday." Students will be meeting with their advisory, scholar block to complete all outstanding assignments from the week, and additional plans are being developed. Friday's schedule is from 9:00 am - 12:00 pm.

What should I ask my child to help hold them accountable for their daily remote learning?

→ Did you attend your three remote learning classes/blocks?

→ Did you complete your work for your remote learning classes/blocks?

→ If your child states she needs help or does not understand what to do, please tell them to contact their teacher or advisor.

How will I monitor the progress/grades of my child in her classes?

→ In the near future, we will be providing information to all parents and guardians on how to access PCx in order to monitor your child's progress. In the meantime, please reach out to your child's teacher, advisor, or counselor with any questions or concerns you may have.