Hi everyone,

I hope everyone is healthy and staying safe.

This email outlines the Online Learning Plan for AP English 11/12 classes for the next few weeks.  College Board has decided to administer exams and therefore, we will continue preparing for those exams.  Please do not hesitate to email me with any questions, concerns, comments and/or issues you want to discuss.  This situation is new to all of us, but I am confident we will get through it and be successful.

What follows is the process for obtaining and completing assignments, my office hours and online conferencing schedule and additional items specific to content.  Please read the information carefully.  I will post this information on my website's home page as well - [https://msallensapenglish.weebly.com](https://msallensapenglish.weebly.com/).

**Assignments**

1.  Beginning Monday, March 30 I will be posting assignments on Microsoft Teams.  Many students have already signed into Teams.  If you have not, follow the instructions in the attached file 'Logging into Microsoft Teams."

2.  Once you are logged onto Teams you will have access to your class.  Classes have been named according to subject (AP English 12 or AP English 11) and you can access assignments, videos, group discussions, etc.  It is very similar to Google Classroom.

**My Availability**

1. I am scheduling office hours for the next few weeks. We are using Zoom for video conferencing.  You should have received information from the district about accessing a Zoom account.

2. I am also continually checking email each day so you can contact me there as well.

**Office Hours/Video Conferencing**

Listed below is a **tentative** schedule for online conferencing via Zoom.

**Monday, Wednesday, Friday 9-12**

***Tuesday, Thursday 1-3***.

Additional times by appointment for individual consultations and writing conferences will be provided.  I will post a sign up schedule on Teams in Files.

Each day will be divided by class periods with specific time slots for students in those class periods.  Monday conferences will include discussion of the week's agenda.

Conferences will also include mini-lessons and class discussions.

Students who are unable to attend a conference can access a recording of the conference on Teams.

**Please note: These times are tentative and may change as we continue to adjust to online learning.**

**Additional Items**

1. If you do not have access to the Internet at home let me know. The district is providing laptops to students who do not have computers.

2. Seniors: You need a copy of Frankenstein.  If you do not have a hard copy I will be providing a link in Teams to an online copy.

3. Juniors: We will continue reading short essays, historical texts and primary sources.  I will post PDFs and links in Teams to these texts.

4. Timed Writes: Yes, timed writes will continue because, no matter how much you dislike them, they are the best way to prepare for the exam.  At this time juniors will continue to complete timed writes on Tuesdays and seniors on Wednesdays.  We will begin them the week of April 6.

5. Writing Conferences: Writing conferences will also continue via Zoom.  After the first timed write I will post a sign up schedule for individual conferences.

Last, but not least, this situation is new to all of us and I realize it is a difficult time.  However, I know we will get through it together as we adjust to a new normal.

To my students: Not to be cliche but - Hang in there!  I already miss our crazy discussions and being in the classroom with you.

To the parents: Thank you for your patience and continued support.  I will do my best to continue educating your students, even if it's from afar.

Stay safe and healthy,

Chris Allen