

Dear students and families/guardians,

Welcome to 9th Grade English Prep! This class will ready you for your freshman year by helping you learn to read closely, build your annotation skills, practice the type of literary analysis you will encounter throughout your time at Latin, and work on your abstract thinking.

1. Materials You Will Need (every day):

- \* A charged computer
- \* Access to your Latin Gmail account (I will be sharing documents/collecting work from you using Google Classroom)
- \* Writing utensils
- \* Your reading packet (I will distribute this on the first day of class! You don't need to print anything yourself unless you require additional copies)

2. Procedures:

Our class will meet every weekday from June 20th-June 30th between 9:00 am and 11:00 am at Latin in US 504. During these windows, we will do a combination of whole class work, partner and small group work, one-on-one meetings between myself and individual students, and independent work. I will provide daily updates each morning on Google Classroom with relevant documents/resources for that day and any work that will need to be completed outside of class.

Google Classroom code - teakhrp

Here are some instructions for how to access Google Classroom just in case this is new for you:

<https://support.google.com/edu/classroom/answer/6072460?co=GENIE.Platform%3DDesktop&hl=en>

Please sign up for Google Classroom sometime this week so that you are ready to receive email alerts about your instructions starting on the first day of class.

3. Office Hours:

I will be available each day to meet with you outside of class to provide additional instruction/help with assignments. Generally, if you want to meet in person, the half hour after class between 11 am - 11:30 am would be best. If you want to meet via Zoom, I can be quite flexible. If you want to schedule a meeting with me at any point, please shoot me an email at

[kcole@latinschool.org](mailto:kcole@latinschool.org).

4. Attendance:

I will be taking attendance each day. Class will begin promptly at 9 am and run until 11 am. If a conflict or illness arises, I ask that either you or your guardian contact me ahead of time via email as you are able so I can adjust the plans for the day if necessary and follow up with you to make sure you get everything out of our course that you can.

I'm really looking forward to getting to know you all!

Best,  
Ms. Cole