



**Autumn Phillips**

## ***Creative Writing Syllabus 2023-2024***

Room: 211

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*Please note that due to the ever-changing nature of the classroom, the policies and procedures described here are subject to change. Any changes will come with sufficient warning to ensure that students are able to comply. Changes will always be posted on Google classroom.*

### **About This Class:**

In this course students will read, critique, and compose original poetry, essays, short fiction, narrative writing, and creative non-fiction. Students in this course will survey various mentor texts from a wide range of time periods and places. Students will examine the works of published writers as well as peers to discover, expand, and refine their own skills, voice, and writing repertoire. Students will share their work for both written and oral peer critique. Publication will be strongly encouraged as students develop portfolios of their writing.

### **Grading:**

Tests (tests, projects, essays, etc.): 40%

Quizzes (academic vocabulary and time-period quizzes): 30%

Classwork: 20%

Homework: 10%

\*\*This class is an EOC course. At the end of the year, students take a standardized state exam; this final exam will count 20% of a student's yearly grade.

GTCHS requires all students to earn a minimum of a 75 to reflect mastery of course requirements. If a student fails a course with a grade of 70-74, the student is eligible to retake the course through credit recovery. If a student fails a course with a grade below 70, the student will not be eligible for credit recovery and would need to see their school counselor to discuss their individual graduation plan.

### **Required Materials:**

- Small to medium sized 3-ring binder
- Dividers with tabs (at least 5)
- One 100 page composition book

- Loose leaf notebook paper
- Pens (Blue/black and red)
- Pencils
- Highlighters
- School-issued Chromebook and charger

### Retesting:

Retesting can be completed on Tuesdays during office hours or on specific Fridays (if an appointment has been requested by the student). Office Hours are required for students wishing to retest. Only students who make below an 80 are eligible to retest. It is the student's responsibility to make plans to stay. If there is an issue with the retesting time slot, the student must let me know beforehand so we can make arrangements.

When calculating retest grades, 30% of the recorded grade will be the original score and 70% will be the new score. The new score will be capped at 80%.

There will be times when corrections are the better course of action to ensure learning. Students will be made aware before retesting which type of remediation they should expect.

### Office Hours:

Academic assistance can be offered during Tuesday's office hours from 2:50 to 3:30 PM. Students can also utilize the Smart Center for academic assistance. The GTCHS Smart Center fee is \$150.00 per student each semester. This fee reimburses our tutors for their time and expertise as well as funds our daily after school snack program. For Friday only access, the cost is \$45 per semester. Please refer to the GTCHS website (specifically the Student Life tab) for more information.

### Homework:

Most homework will be graded on a "completion with effort" basis. You must complete the entire assignment with reasonable effort to receive full credit. Late homework will be given a 10% per day deduction and will not be accepted after 1 week. **Copying answers from any source will result in a grade of 0.**

### Making up work:

If you are in class, you are expected to do the work - work that was to be done in class will not be taken late. Homework and other assignments will be counted off 10% per

day and not accepted after 5 days (weekend days count as days). Homework that was needed for class will not be taken late.

When returning to school after an absence, it is the student's responsibility to find out what was missed. (Paper assignments will be in the "While You Were Absent" station at the front of the classroom. All other assignments will be found on Google Classroom and listed in the Week at a Glance document posted to Google Classroom each week.) **ALL WORK MUST BE MADE UP WITHIN ONE WEEK** of your return.

If you miss a test or quiz while absent, you must make it up within one week. After one week, students will no longer be eligible to take the missed test/quiz. It is up to the student to arrange a time to make up a missed assessment.

Projects and papers are due on the assigned date, regardless of absence. If a student is absent on the day a project or paper is due, it is still the student's responsibility to submit their paper/project (digital submissions would be acceptable). Extenuating circumstances will be determined on a case by case basis.

**Office Hours:** All students are expected to attend office hours if their current overall average for the year is below 80%. This time is used to work intensively one-on-one or in small groups to ensure mastery of concepts. It is not a time to make up work. Students need to arrive on time and be prepared to utilize the entire hour. Extracurricular activities do not excuse students from attending office hours. My office hours are from 2:50 to 3:30 PM on Tuesdays in my classroom.

### Academic Dishonesty (Cheating):

Cheating or plagiarism will not be tolerated on any assignment, including homework. (The handbook covers this subject as well.) Any student caught either cheating or plagiarizing will immediately receive a zero on the assignment without the option of resubmission or make-up. This includes having work written fully or partially by another individual or an online program. Students are expected to do their work individually unless given expressed permission by the teacher.

If a student is caught copying someone else's paper or giving answers to a fellow student, all students involved will receive a zero. Disciplinary action, including but not limited to contacting the student's parent and administration, will also be taken.

Early in the school year students will be given guidelines on plagiarism and the acceptable and unacceptable use of AI - these guidelines will also be posted on my website and in Google classroom. In short, at no point is it acceptable to turn in work that is wholly, mostly, or partially generated by AI and represent it as your own work.

## Classroom Policies and Procedures:

1. A Weekly Plan will be posted to Google Classroom by Sunday evening. Students are expected to look over the plan before class and be aware of what will be happening during the week.
2. Students are expected to attend class every day and arrive on time. The attendance policy outlined in the Student Handbook will be used in class.
3. Cell phones and other electronic devices should be put away promptly at the beginning of class. If they are out during class, they will be confiscated. Devices may not be used to take or distribute pictures and/or videos of the teacher or any classmates. Unless given specific permission, students are expected to have all headphones/earbuds put away during class.
  - Using a smart watch during class is the same as using a phone.
  - During assessments, watches need to be put away until the last assessment is turned in.
4. Homework is due on the due date **at the beginning** of the class period. **Be sure to date your homework and list the assignment on the top of the page.**
5. Any papers or projects are due at the beginning of class on the assigned due date. Ten points will be deducted per school day late. All late work needs to be turned into the **“Late Work” folder** - this makes it easier for both of us to keep track of the work.

## Classroom Behavior Expectations:

1. **Be on time.** You are expected to be in your seat and ready to work when the bell rings. Remain in your seat at the end of class until dismissed by the teacher.
2. **Be prepared.** You must complete the readings and assignments. If you are unprepared to participate, your grade will be negatively impacted.
3. **Participate.** You must ask questions, participate in activities, and practice in order to be successful.
4. **Demonstrate respect for yourself, your classmates, your teacher, and our classroom by behaving appropriately.** At times our discussions may find people disagreeing over views. This is a healthy part of discourse. Please make sure to maintain a respectful tone.
5. **Respect the space.** I make a serious effort to keep my room clean, neat,

and organized. Please take care of the supplies and put them back when you finish with them. Throw away trash and use the cleaning supplies provided when needed.

6. Follow the rules that are listed in your Student Handbook and uphold the Warrior Way.

### Discipline Policy:

The discipline policy outlined in the Student Handbook will be used in class. If students are unwilling to demonstrate respect for themselves, their classmates, or their teacher, the following plan will be implemented.

1. Warning

2. Individual conference with the teacher/detention

3. Email or phone call home

4. Administrative referral

- The teacher will have the discretion to determine which consequence is appropriate based on the situation.



Please, read, sign, and return this page to Mrs. Phillips

*I have read the syllabus and understand the expectations for Mrs. Phillips's class.*

\_\_\_\_\_ Student Name (Print)

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Parent/Guardian Email  
Address (Please print clearly)

\_\_\_\_\_ Parent/Guardian Contact Number

### Movie/Video Permission Slip

I, (name of parent/guardian) \_\_\_\_\_, do hereby give my student (print name of student) \_\_\_\_\_ permission to view G, PG, or PG13 rated films, film segments, and videos related to the English and writing curriculum of this course.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ (Parent/Guardian Signature)

*If there is anything else you would like me to know about your child, feel free to add any pertinent information below.*