
Creative Writing

Mrs. Teper
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Office Hours: 6th Period by appointment only

2023-2024

COURSE DESCRIPTION: Creative writing counts as elective credit. You will be writing in various creative ways throughout the semester.

TEXTS AND MATERIALS NEEDED (please let me know if you need any supplies and bring all materials daily unless told otherwise):

- Creative Writing textbook
- Pen (blue or black ink only)
- 3-Ring binder to keep your assignments and notebook paper in
- 8 ½ x 11 College ruled notebook paper
- Access to a computer for typed assignments
- Composition book

ATTENDANCE AND PUNCTUALITY:

- Absences—if you're absent it's your responsibility to find out what was assigned while you were gone. There are several ways to do this. The best way to stay updated is to view our class website and click on Calendar. I would recommend also exchanging info with another student to check in if needed. You will be given 1 day for every day you miss to return absent work. Unexcused absences will not be allowed to turn in absent work. **ALL ABSENT WORK MUST BE TURNED IN TO ME PERSONALLY if it's a printed assignment**, do not put assignments in regular tray and do not leave with a sub. **ALL DIGITAL ASSIGNMENTS ARE DUE BY THE TIME POSTED. IF IT IS TURNED IN AFTER THE TIME POSTED YOU TAKE THE RISK OF POINTS BEING DEDUCTED OR IT NOT BEING GRADED AT ALL IF I'VE ALREADY GRADED THE ASSIGNMENT. IF YOU'RE ABSENT THE DAY A PROJECT OR OTHER ASSIGNMENT I'VE ADVISED IS DUE, IT MUST BE TURNED IN TO ME BY THE BEGINNING OF YOUR PERIOD OR DIGITAL TIME POSTED, NO EXCEPTIONS.**
- Make Up Exams—Make-up exams must be scheduled with me immediately when you return from your absence. If we are reading a novel or book and have a reading schedule, the test dates will be posted in advance.

COMMUNICATION: I will do my best to keep you informed and on target this year! I use the Remind app, so if you have access to a phone with texting, this is the easiest way to interact with me. I don't respond to texts through Remind, however so please don't send me something there. All grade info is posted in Aeries and all assignments will be posted in Google Classroom or in person. The best way to reach me is through email listed above. Please make sure to include your name and period number so I can help you. Emails will not be answered after 5 pm. It can take me approximately 24 hours to respond to emails, so please be patient.

CELL PHONES, COMPUTERS, AND OTHER ELECTRONIC DEVICES: Cell phones are not allowed in class. I have a pocket in the back for phones to help you avoid being distracted. I have an extra credit policy with phones. If you are caught using your cell phone (even me seeing it on your desk) you forfeit your weekly extra credit. If you place your phone in back pocket each day and don't use cell phone for the week, you get 10 points extra credit. If you get the 10 points for every week of the semester, you also get to throw out your lowest test score from your grade. Get in the habit of putting it in the back...you'll be free from distractions and able to get some extra points! As a class you have 2 chances to mess up...on the 3rd strike (3rd time seeing a cell phone for the week), you lose your extra credit points and the ability to throw out your test score. Laptops are allowed on days we work on projects, etc.

Per student handbook: Cell phones are allowed on campus as long as they are NOT VISIBLE OR AUDIBLE IN CLASSROOMS OR IN THE LIBRARY. They MAY NOT be used during any class time including students who have out-of-class passes. All other electronic devices are not allowed on campus, they will be confiscated if visible or audible.

Students in violation are subject to the following:

- 1st occurrence: Item to be confiscated and given to AP office, student pick-up after 2:45 the same academic day, early pickup of cellphones will result in Saturday School assignment.
- 2nd occurrence: Item to be confiscated and given to AP office, Student assigned detention, pick up same day
- 3rd occurrence: Item to be confiscated and given to AP office, Student assigned Saturday School. Parent pick-up same day.
- 4th occurrence: All day ALC

COURSE REQUIREMENTS

GRADING: To determine your final grade in the course, I will calculate your percentage by dividing your total earned points by the total points possible. These will be converted to letter grades as follows:

94-100% = A 80-89% = B 70-79% = C 60-69% = D 59<% = F
Writing Assignments: 35% Classwork/Assignments: 30% Tests/Quizzes: 20%
Class Participation: 15%

ASSIGNMENT SUBMISSION: Assignments will be turned into your period tray or electronically through Google Classroom as a Google Doc only.

LATE WORK: Late Work—There will be no late work accepted. You have one “freebie” per semester where you can turn in something you forgot at home, etc. You will let me know that day it's due and I will record it when you turn it in. Be careful how you use this.

PLAGIARISM/ACADEMIC OFFENSES: Academic Dishonesty Includes (but is not limited to)

- Plagiarism: Plagiarism is intentionally or knowingly presenting words, ideas, or work of others as one's own work. This includes copying homework, copying lab reports, copying computer programs, using work or a portion of work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission or paraphrasing other's work without giving credit.

- Cheating: This includes unauthorized “cheat sheets,” copying from another, looking at another student’s exam, opening books when not authorized to do so, using cell phones or electronic devices during exams (unless approved), obtaining advance copies of exams, and changing answers. Rules concerning cheating will be enforced at all times.
- Unauthorized Use of Study Aids: This includes using old lab reports, having others perform one’s share of lab or group work, and using any material prohibited by the instructor.
- Falsifying Documents: This includes signatures on forms, letters, attendance excuses, and documents that represent Chino Hills High School.

Consequences may include, but are not limited to the following:

- Zero grade on work
 - Possible loss of class and/or credits
 - Parent notification
 - All extra credit opportunities for this course becomes null and void (even if you’ve already received points)
- Disciplinary action (i.e. Administrative Detention, Saturday Work Study, ALC, Suspension)