

# *Creative Writing 1*

Mrs. Hutchison 2020-2021  
kthutchison@madisoncity.k12.al.us

# SYLLABUS

## **Course Description from the Madison City Middle School Catalog:**

In this course, students will explore how writing expands our understanding of the world, its people, and one's self. Students will receive an overview of writing strategies including an emphasis on narrative structure, mechanics, and craft. Students will create a variety of original pieces that encompass multiple genres including poetry, narratives, micro fiction and much more. By the end of the course, students will understand that creative writing is a reflective, multi-step process that benefits from collaboration and feedback from others.

## *What you need to know to have a successful quarter in Mrs. Hutchison's classroom*

<b>Classroom Expectations</b>	<b>Consequences for Non-Compliance</b>
<ul style="list-style-type: none"><li>• Be respectful. Respect yourselves, each other, visitors, Mrs. Hutchison, and the room.</li><li>• Be in your seat and working when the bell rings.</li><li>• Be silent and listening when someone else is speaking.</li><li>• Follow directions the first time they are given.</li><li>• Have all materials, supplies, and homework for class.</li></ul>	<ul style="list-style-type: none"><li>• 1<sup>st</sup> warning: Behavior ticket /verbal conference</li><li>• 2<sup>nd</sup> warning: Behavior ticket and parent contact</li><li>• 3<sup>rd</sup> warning: Detention referral</li><li>• 4<sup>th</sup> warning: Office referral</li></ul> <p>**Parents may be contacted at any point per teacher discretion.</p> <p>***Certain offenses may warrant immediate office referral as found in the student handbook.</p>

*All classroom policies and procedures are subject to change at any time, with or without written notice.*

# Helpful Information for Virtual/Remote Learning

## Virtual Schedule

Students will be required to use Schoology for virtual and/or remote learning. Please check Schoology and your Madison City email daily (M-F) for information regarding weekly assignments. The weekly learning plan will be posted each Monday morning by 8 A.M. Please keep in mind iNow is the official grading platform. Checking iNow regularly will allow you to stay up-to-date on your class averages.

Live teaching sessions will occur almost daily for the first 15-30 minutes of the block. Small group instruction and check-in times will be available and/or assigned. Appointments for office hours can be scheduled by email. Grades will be logged in iNow. Academic dishonesty and inappropriate behavior in the virtual classroom will follow the same consequence procedures as face-to-face instruction.

A Block ELA 8 (8:15-9:29)	8:15-8:35 Synchronous Instruction (A) 8:35-8:55 Online Student Support (A) 8:55-9:20 Daily Office Hour (A)
B Block CW 2 (9:39-10:53)	9:45-10:05 Synchronous Instruction (B) 10:05-10:25 Online Student Support (B) 10:25-10:50 Daily Office Hour (B)
Lunch (10:57-11:42)	Teacher Lunch
C Block (11:42-12:44)	Planning
D Block CW 1	12:55-1:15 Synchronous Instruction (D) 1:15-1:35 Online Student Support (D) 1:35-2:00 Daily Office Hour (D)
E Block Honors ELA8 (2:06-3:20)	2:06-2:26 Synchronous Instruction (E) 2:26-2:46 Online Student Support (E) 2:26-3:20 Daily Office Hour (E)

## Office Hours

Office hours are available daily during the allotted time for each block. On Monday, Wednesday, and Friday, office hours will be held via email. On Tuesday and Thursday, office hours will be available by appointment via Webex. To schedule an appointment to meet via WebEx, please email Mrs. Hutchison at [kthutchison@madisoncity.k12.al.us](mailto:kthutchison@madisoncity.k12.al.us). Parents and/or students may use this time to conference and discuss grades, behavior, performance, questions, or concerns.

## Virtual/Remote Learning Expectations & Etiquette

- Students should make every effort to attend their scheduled class time.
- Students will be respectful and appropriate during live sessions and on any posts.
- Students will remain visible and keep their webcam on and their mic muted unless asking or responding to a question.
- Students will reach out to the teacher for help with any questions.

*All classroom policies and procedures are subject to change at any time, with or without written notice.*

## Guidelines and Policies:

### Please keep in mind these important policies and guidelines:

1. No gum or food is allowed in the classroom due to ALLERGIES. All bottles and food need to be thrown away in the hallway. **ABSOLUTELY NO PEANUT PRODUCTS IN THE CLASSROOM.** Students may have a water bottle in class.
2. All school and Madison City Schools rules will be followed at all times.
3. **No make-up work can be given unless each absence is excused. You have three days from the date of the absence to turn in an excuse to the front office; all unexcused absences will be given zeroes for each assignment during the absence. Make-up work is your responsibility!**

### Class Time

The moment the bell rings, be in your seat with your pencil sharpened, books out, and brain ready to learn. Bellwork will appear on the board every day, and you should begin this before the bell rings. I follow the LMS Student Handbook policy on tardiness. During class time, I expect you to be on task and attentive. I try my hardest to make even the most challenging aspect of Creative writing engaging, but your attitude will make all the difference. Class is not over until I dismiss you; you should not pack up until I tell you to do so. If you finish your work early, you should move on to the next task or read your library book.

### Passes out of class

If you need to leave for any reason, you MUST have permission and must follow the school policies in place. You will be given three passes out of class for restroom/water per nine weeks, so please try to take care of those things before coming to class.

### District Grading Policy

- Tests, announced quizzes, projects, essays, other major assignments = 60%
- Daily Grades (includes homework, classwork, pop quizzes, notebook checks, etc) = 40%

\*\* Progress Reports are sent home after the 3rd and 6th week of each grading period. Grades are also visible on iNow throughout the semester\*\*

### Class work, homework, and projects:

Students will be asked to complete a variety of assignments. All assignments done in class will normally be turned on the same day unless otherwise stated.

### Late Work Policy

Students will be allowed to turn in work with 10% deducted for each day it is late (up to 2 days after the original due date). Students will know in advance when tests and projects are due. Late projects will be accepted late with a 10% deduction per day up to 2 days late. No extra credit work will be given.

*All classroom policies and procedures are subject to change at any time, with or without written notice.*

### **Creative Writing Tests**

Our scheduled testing days are Mondays and Thursdays. These will be the days students are assigned major tests and quizzes. Students will be notified in advance of tests to prepare in a timely manner. If school is out for weather or other reasons on a test day, the test will be the next day unless otherwise noted.

### **Policy on Cheating and Plagiarism**

Cheating is defined as giving or receiving information on homework, quizzes, or tests or submitting duplicate work for outside assignments. Plagiarism is using another person's ideas or writing as your own. Using technology to cheat or copy the work of another is prohibited. If you are found guilty of cheating/plagiarism, you will receive a zero on the assignment and will be referred to the office for disciplinary action.

### **Technology Policy**

The computers in the classroom belong to the school. All computer policies set by the school and school system will be enforced in the classroom and all computer labs we visit. Computer usage is a privilege and can be taken away if the privilege is mistreated. If students bring personal devices, they are responsible for their own items; I cannot help them with any issues other than giving them information on how to log on and access the server. Students will be given opportunities to use their cellphones/iPads/e-readers/laptops, etc for certain activities that support learning. We will be using Edmodo and Google Classroom to supplement class information and as a way to do tests and assignments electronically. Misuse of any devices during class time will result in a consequence.

### **Cell phone / Electronic Device Policy**

All cell phones and electronic devices should remain out of sight and hearing unless explicated stated by Mrs. Hutchison. If devices become distracting, the following procedure will be implemented:

1. Verbal warning and behavior ticket
2. Student will turn off device and place it in the "Distraction Drop Off" pocket organizer.

Students will be allowed to retrieve their device after class

If the device becomes a consistent distraction, parents will be contacted and the consequences for non-compliance will be followed.

### **Student Responsibility**

It is the responsibility of the student to write down all homework assignments and due dates. It is difficult to make sure each student takes care of his or her responsibilities for the day, so it is up to each student to take care of his or her own work, homework, etc. Reminders for tests, projects, and homework stay on the board until the day the assignment is due, and verbal reminders are given frequently. Additionally, I will post all due dates on Google Classroom. Students will not be allowed to use the excuse, "I didn't know." Please find an organizational tool (planner, calendar, homework folder, etc.) that will work for you to keep track of due dates.

*All classroom policies and procedures are subject to change at any time, with or without written notice.*

## Parent Communication

I will send out frequent communication through my email distribution list to keep parents up-to-date on upcoming due dates, assignments, tests, and projects, as well as other important classroom communication. Please do not hesitate to contact me at [kthutchison@madisoncity.k12.al.us](mailto:kthutchison@madisoncity.k12.al.us) if you have any questions at all. Please kindly allow 24 hours for replies to emails (and perhaps a little longer over weekends/holidays). I will do my best to contact you as soon as possible.

## ***\* Syllabus Acknowledgement & Distribution List \****

**After thoroughly reading this syllabus**, please complete the Distribution List Sign-Up on my LMS webpage to acknowledge you have read and understand the policies and procedures. **This sign-up will allow me to keep you updated on everything we are doing in class this quarter.**

Please email me at [kthutchison@madisoncity.k12.al.us](mailto:kthutchison@madisoncity.k12.al.us) if you have any questions!