

Class Objectives, Policies, and Procedures  
Ms. Haina – Creative Writing

**Course Objectives:**

This semester course offers practice in several forms of writing (fiction, poetry, first person narrative, drama, short novel) enabling students to discover their own voice and their own material while developing the skills and techniques that will allow their work to engage a reader. Students will be exposed to representative literature from each genre as preparation for their own exploration. Students are expected to participate in an end-of-course reading and will contribute original works to a class blog and creative writing magazine. They will be encouraged to submit works for real-world publication.

**Classroom Policies and Procedures:**

Students are expected to:

- Be on time
- Be prepared physically and mentally
- Be an active learner
- Not be disruptive

What does this mean?

1. *Be on time* means that the student has stepped over the threshold into the room by the time that class is to start.
2. *Be prepared physically and mentally* means that any homework should be completed before entering the room; students come prepared with any requested items for the class; the student should be well-rested and fed; the student should be ready to participate.
3. *Be an active learner* means the student “hears” what the teacher and others are saying and takes active steps to internalize it by taking notes, asking questions, and participating in classroom discussions and activities.
4. *Not be disruptive* means that the student conducts himself or herself in such a way as to not interfere with another student’s ability to learn. Students should exhibit scholarly behavior, dress appropriately, practice good personal hygiene, and limit comments and questions to the topic at hand.

**System of consequences for infractions:**

Most level one infractions result in a verbal warning. If the behavior detracts from the student’s or other students’ ability to complete learning tasks, I will also deduct points from the day’s assignment. Other consequences may include:

- Five-minute detention\* after class or at lunch with Ms. Haina.
- Referral to counseling, VP, or principal.
- School detention.

\*During detention, please be prepared to do classroom chores such as cleaning, scrubbing, scraping gum, emptying trash, and etcetera.

Level 2 & 3 infractions will result in an immediate escalation of these consequences.

**Computer Use Policy:**

Reiterating the school's computer use policy that is already in place, computers are to be used in the classroom for educational purposes only. Cruising around the internet, emailing, chatting/instant messaging, and etc. is not allowed.

**Grading and Work policy:**

This course is designed to give students a space to find their own creative voices through directed reading and writing activities. As such, homework, per se, will be minimal and coursework will consist primarily of in-class writings and preparation and practice for the course-end reading.

Students are expected to use class time to complete daily writing activities; however, if the period ends before the writing is complete or the student would voluntarily like to complete the writing as homework, that writing should be emailed or handed in by the start of the next class meeting. Late work will be marked down one level (an A becomes a B; a 10 becomes a 9; and etc.). All work must be completed for inclusion in the course portfolio. If there is any work missing at the end of any quarter, the final quarter grade will be lowered by one level (see above for examples).

Grades will be based on:

- Regular progress on short novel
- Daily participation in class activities
- Daily completion of assignments
- Participation in the end-of-course reading
- Course portfolio/reflection

**Class Blog/We Digress...the Magazine/We Digress...Live!**

Students will be expected to submit material for posting on a class blog, publication in a class magazine, and presentation at the course-end reading.

On the blog, students will be identified by first name only. Students may also choose to post one small, appropriate photo on their "About Me" page.

In the magazine, students will be identified by first and last name and year in school (grade).

At the course reading, students will identify themselves by first and last name.

Applicable to all media, students will not be asked to post any personal information, such as an address, phone number, or email address; however, some of their published work may touch on personal and/or mature themes. Students will always be in charge of which of their written works

will be published; in other words, I will not post or publish any work about which a student feels uncomfortable.

I feel that the purpose of writing is to share a bit of yourself with the world, and I strongly believe that the posting, printing, and performance of student work for others is an immeasurably valuable endeavor. Contributing to these products will help students develop an awareness of appropriate publication procedures, including netiquette, under teacher supervision. However, upon parent request, the student's blog page can be made private, that is, not viewable by the public.

I invite parents to allow their students to freely explore this medium for the first few weeks of the class at: <http://blogs.ksbe.edu/kyhaina/>. Parents, if after the trial period, you would prefer that your child's page be made private, please let me know. The status of the page can be changed at any time.

### **Extra Credit:**

There are few to no opportunities for extra credit work, so students should devote their time and efforts to completing regular assignments as prescribed and on time.

### **Absences and Grading (continued):**

Since the study of creative writing will be heavily directed in class, students are highly encouraged to attend regularly for best results. However, when students are absent, the day's work will be emailed to the student's ksbe student email account by the end of that day. In order to receive make-up credit after an excused absence, the work should be turned in, at the latest, on the second class day after a return to class. After that, the late policy goes into effect.

This class will be graded similar to a credit/no credit or pass/fail course. There will be two basic grades for small on-time assignments "10" or "A" and "0" or "F." Students will earn a 10 if the work is completed with due diligence\* and on time.

\*Due diligence = the assignment follows directions and demonstrates genuine effort on the part of the writer:

#### **Sample Directions:**

Write a sentence of at least 20-words in which you use at least three specific verbs, four specific adjectives, and five nouns.

#### **Sample with Due Diligence:**

Even the famished aardvark bristled when it was offered stale bread and moldy cabbage by the overworked and apathetic zookeeper at the rundown Ugly Animals of the World Zoo operated by Greed, Incorporated.

#### **Samples That Don't Exhibit Due Diligence:**

- The black and white dog ate some good food. (*doesn't follow directions*)
- The big, bad, old, good dog, goat, chicken, mouse, and cow ate, drank, and slept outside in the cold rain. (*sounds thrown together at the last minute; words are not specific; useless words added "just to make word count," isn't "creative"*)

**Daily Task Grade and Participation:**

Each day's assignments and the accompanying activities are worth 10 points. Points will be deducted from the assignment grade for the following reasons:

- Being tardy
- Talking out of turn
- Not participating in class or small group discussion
- Being unprepared for class
- Being disruptive
- Being "lost" (not knowing what we are talking about when called upon)
- A breach of classroom procedure

**Restroom Policy**

Visits to the restroom and water fountain will be allowed during work times *other than* during focused writing at the start of the class. Students should wait until presentations, instruction, activities, and discussions are over before making a restroom request.

**Progress Reports:**

Reports of any grades C- or lower will be sent home *every two weeks* for parent signature.

**Office Hours:**

Tuesdays, Thursdays, and Fridays from 2:30-3:30.

**Contact Information**

The best way to reach me is by email at: [kyhaina@ksbe.edu](mailto:kyhaina@ksbe.edu)

You may reach me by phone/voicemail at: 573-7019 after school from 2:30-3:30 pm

Mahalo. Parents and students; please sign and return by: \_\_\_\_\_.

**Student/Parent Acknowledgement – Creative Writing**

I have received and read a copy of the policies and procedures for Creative Writing. I understand them and will abide by the policies and consequences, if I incur them.

Student Name (print): \_\_\_\_\_

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

I have received and read a copy of the policies and procedures for Creative Writing. I understand them and will assist my student in abiding by the policies and consequences.

Parent Name (print): \_\_\_\_\_

Parent email: \_\_\_\_\_

Best Phone #: \_\_\_\_\_

Parent Signature: \_\_\_\_\_