## Mr. Peterson

WHHS / English
2023-2024
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## Class Procedures

## Expository Reading and Writing Course (twelfth-grade college prep)

Expository Reading and Writing Course will prepare college-bound seniors for the literacy demands of higher education. Through a sequence of fourteen rigorous instructional modules, students in this yearlong, rhetoric-based course develop advanced proficiency in expository, analytical, and argumentative reading and writing. The cornerstone of the course-the assignment template presents a process for helping students read, comprehend, and respond to nonfiction and literary texts. Modules also provide instruction in research methods and documentation conventions. Students will be expected to increase their awareness of the rhetorical strategies employed by authors and apply those strategies in their own writing. They will read closely to examine the relationship between an author's argument or theme and his or her audience and purpose; to analyze the impact of structural and rhetorical strategies; and to examine the social, political, and philosophical assumptions that underlie the text. By the end of the course, students will be expected to use this process independently when reading unfamiliar texts and writing in response to them. Course texts include contemporary essays, newspaper and magazine articles, editorials, reports, biographies, memos, assorted public documents, and other nonfiction texts. The course materials also include two modules on two full-length works (one novel and one work of nonfiction). Written assessments and holistic scoring guides conclude each unit.

## A. Class Rules

1. The teacher follows and supports all the rules and requirements from the West Hills Student Handbook. Each student needs to read through this handbook thoroughly.
2. Come to class prepared and on time.
3. The teacher and school prohibit eating and drinking in the classroom.
4. Students will remain seated until the bell has rung and the teacher has dismissed the class.
5. Respect fellow classmates, teachers, staff, volunteers, and WHHS.
6. Plagiarism will result in an automatic zero for the assignment, and school administration and a parent/guardian will be notified.
7. Copying someone else's work and/or talking with others during quizzes and tests will result in a zero for both parties, and school administration and parents/guardians will be notified.
8. Brushing your hair and putting on make-up are not allowed in class.
9. Profanity and vulgarity are unacceptable and not tolerated in the classroom.
10. Keep your phones in your backpacks during class. If I see it, I will take it.

## B. Assignments

1. Students will write legibly.
2. Students will complete assignments on one side of clean notebook paper. Please do not tear paper out of a spiral notebook.
3. Students will include name, date, and period on all assignments.
4. If you choose to type your assignments, make sure to double-space.
5. Students will complete assignments to the best of their ability. Remember that content and appearance both count towards your grade.

## C. Late Work / Papers

1. Classwork and homework may be turned in one day late for partial credit.
2. WHHS Department Policy: You may turn in a final draft of an essay up to 5 days late. Your score will go down $10 \%$ for each day. For example, a paper that is turned in 3 days late will be reduced $30 \%$.
If your score was an 80/100, you will receive 56/100. NO CREDIT WILL BE GIVEN AFTER 5 DAYS.

## D. Make-Up Work

1. It is the responsibility of the student to complete the assignments missed due to absence. Please see me when you return from your absence to get the missing work.
2. Students have two times the number of days absent to complete and turn in make-up work. For example, if a student was absent on Monday, the make-up work would be due Wednesday.
3. Being absent prior to a test does not constitute an excuse for not taking the test.

## E. Materials

- Students will bring the following materials to class daily:

1. two writing utensils (pens/pencils)
2. three-ring binder with dividers -- Keep everything returned to you!
3. notebook paper
4. highlighter
5. any books we are using in class

## F. Bathroom Passes

- It is necessary for you to be in class every day for the entire period. I do realize that it is sometimes necessary for you to leave class. Each student will receive three bathroom passes to use during the semester.


## G. Extra Credit

- I will not give any extra credit opportunities.


## H. Grades

- Your grade is a combination of two weighted categories:

COLLEGE PREP

1. major writing assignments/ essays (35\%)
2. tests/quizzes/classwork/homework (65\%)
$\mathrm{A}=89.5-100 \%$
$B=79.5-89.4 \%$
$\mathrm{C}=69.5-79.4 \%$
$\mathrm{D}=59.5-69.4 \%$
$\mathrm{F}=$ Less than $59.4 \%$
** You must pass both semesters during your senior year in order to graduate.

## I. Citizenship/Conduct

- This mark will be a combination of several factors including attendance, participation, effort, and behavior. One or more truancies will result in an automatic $U$ for that given grading period.

Tardy Policy (Tardies are an interruption to learning. 3 or more will also earn a "U" for conduct.)
ALL = students will be sent to the attendance office to get an admit slip; phone call home generated automatically $1^{\text {st }}-2^{\text {nd }}$ tardy $=$ verbal warning
$3^{\text {rd }}-4^{\text {th }}$ tardy $=$ teacher assigned detention
$5^{\text {th }}$ tardy $=$ disciplinary referral for tardies (ISA)
$6^{\text {th }}-8^{\mathrm{h}}$ tardy $=$ teacher assigned detention
$9^{\text {th }}$ tardy $=2^{\text {nd }}$ disciplinary referral for defiance (ISA/loss of privileges/ 1 day suspension/possible drop from class)
PERIOD 1 = excessive tardies in Period 1 may result in referral for a schedule change to become a late starter the following semester (Period 2 start time)

