Writing Styles and Forms
Communication Arts Teacher Andy Simon asimon@naperville203.org

Mission
To educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers, and community contributors.

Course Description
Writing Styles and Forms is a composition elective offered to students who wish to develop a direct, concise writing style while increasing the fluency of their writing through daily practice. Students who may be college bound but who require more writing experience should enroll in this course and then possibly in Essay Writing. Students will complete writing in many forms, including narration, description, exposition, and analysis. In addition, sentence patterns, grammar, usage, and vocabulary in the context of students’ written work will be addressed.

Course Learning Standards

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<tbody>
<tr>
<td>Writing</td>
<td>90%</td>
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<tr>
<td>Reading</td>
<td>5%</td>
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<tr>
<td>Speaking and Listening</td>
<td>5%</td>
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Grading:
Your course grade will reflect what you have learned, not what you have completed!

Overall Semester grade:

- 90% Course Summative Grade
- 10% Final Exam

The final semester grade will be rounded to the nearest percentage point.

Course Grade

*Each unit/standard is assigned a particular percentage.*
*Within each unit, summative and formative sections are weighted as follows:*

| Formative Assessments | 0% |
| Summative Assessments | 100% |

*Summative assessments are broken down as follows:*

Writing (90%)
All Writing Styles students will be required to write six summative essays at minimum; however, additional assessments may be assigned based on students’ needs. Writing Assessments: College Essay, Descriptive Essay, Chronological Essay, Classification Essay, Process Analysis Essay, and Career Writing

Reading (5%)
Students will be assessed on their ability to critically read and examine a variety of texts. Their reading will be measured in their writing and class discussions.

Speaking and Listening (5%)
Students will be assessed on their ability to have academic conversation and demonstrate academic listening in both small and large discussions, conferences, and/or presentations.
Grading Disbursement:
A- 100-90 B-89-80 C- 79-70 D-69-60 F- 59 and below

Incomplete or work not turned in will receive a grade of 0 in the grade book.

Assessment Policy
Summative Assignments: All summative assignments must be completed in order to pass. Every summative assignment must be completed by the conclusion of the unit.

Formative Assignments (practice assignments and activities): All formative assignments are opportunities for students to practice, develop skills, and receive feedback. These formative marks do not directly impact student grades, but are expected to be completed. Students will utilize feedback in order to self-assess their progress towards a standard.

Reassessment Policy
Retake Policy (retakes are only on summative work, excluding final exams):
1. Students are only allowed reassessment on essays on which they receive a 79% or below.
2. The maximum grade the student can get on the reassessment is an 80%.
3. The higher of the two scores will be entered in Infinite Campus.

Criteria for reassessment on selected writing assignments:
1. Essay is turned in on time.
2. All formative work is completed on time.
3. Student must decide within 2 days of paper pass-back that he or she will draft a new essay.
4. The student must meet with the teacher outside of class.
5. A new due date will be agreed upon by teacher and student between one and two weeks from pass-back date.
6. The student must utilize additional support at the Literacy Center or SOS to revise the essay.


Communication
- Teachers make every effort to respond to emails and phone calls within 48 hours during the work week.
- The best way to communicate with teachers is through email; however, if you haven’t received a response in 48 hours, please resend the email or call their voicemail. Your email may have gone into the spam folder.

Help
- Make an appointment with your teacher.
- Attend S.O.S (supervised open study) in the Literacy Center M, W & Th from 3:15 to 4:15.
- Drop in for peer tutoring during lunch periods or before school through the Literacy Center.

Parents or Guardians
We need your help!
- Parents should actively check Infinite Campus for their student’s grade.
  - The grades on Infinite Campus will be accurate only at Mid-Quarter and Quarter. Prior to those dates, the grade reflected is fluid.
  - Infinite Campus is a communication tool until final grade is posted.
- Please ask your student about his or her school work.
- Check with your individual teacher for classroom procedures, schedules, and daily class news.