

Academic Honesty/Plagiarism: Unless otherwise specified, all assigned work is an individual effort. You may not present another's work, words, or ideas as your own, and you may not allow others to copy yours. Occasionally, you will need to use outside reference sources (books, articles, the internet, etc.) in your writing; every time you do so, you must credit your source using correct MLA citation format. You will receive instruction concerning the nature and definition of plagiarism and how to avoid it. Following this instruction—and prior to submitting your first formal writing assignment—you will be required to sign a document indicating that you understand what plagiarism is and that you pledge not to commit the offense. I will not grade a student's formal writing assignments until he or she returns a signed pledge. Work submitted prior to this time will receive a grade of zero until the pledge is returned, and I will assign credit in accordance with the course's late work policy. **Submitted work that is found not to be your own automatically receives a grade of zero.** Additional disciplinary consequences are assigned at my discretion and that of Deering's administration.

Homework: approximately 45 minutes daily, listed on the board and weekly syllabus

- Frequent readings and discussion preparation from required texts
- Writing assignments and projects (long and short term)
- Vocabulary and grammar assignments

Homework is checked for quality and completeness on the day it is due. **No homework is accepted late.**

Attendance Policy and Make-up Work: Attendance is essential to success in this course. Frequent absence will hinder your ability to learn and will have a negative impact on your grade.

Portland Public Schools District Policy: "A student who is absent for 10 days or more in a full-year [DHS full semester] course shall result in a loss of credits toward graduation requirements."

Students have five days to make up work missed due to an excused absence. It is the student's responsibility to arrange to make up any work—including missed tests or quizzes—within this time frame.

Late Projects/Essays and Revision: Late projects and essays will occasionally be accepted without penalty, provided that

- the student makes arrangements with me before the due date and
- the student has a legitimate reason for the project or essay to be late.

Projects and essays will receive a homework grade and a writing grade. If no extension has been arranged, each day a project or essay is late will result in a loss of 25 percent of the homework grade. Students will be given notice of the cut off date for all late projects and essays.

Revision is an essential part of the writing process, and students will be asked to revise and resubmit essays that do not meet identified standards. If a student is not asked to revise an essay, he or she may still revise the vast majority of pre-writing assignments, provided that the essay was submitted on time. *A writing conference with me is a **pre-requisite** for submitting any revised work, and it is the student's responsibility to arrange this meeting within two days of receiving his or her graded essay.*

Computer Access: Formal writing assignments are expected to be word processed and presented in MLA format, and Deering's library and computer labs provide computer access during study halls and after school. *Unless prior arrangements have been made with me, handwritten or single-spaced formal writing assignments will not be accepted.*