

Mr. Partagas' Policies and Procedures 2022-2023

Cambridge AS Level Literature (11th and 12th grade)

Maritime Honors 1 (9th grade)

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Thank you for taking the time to read this syllabus, which will be a helpful guide to better understanding the expectations regarding this course. I am thrilled to have the privilege of teaching you this school year, and especially looking forward to the many interactions with our school community. In the spirit of open lines of communication, please note that it will be primarily via email, phone conversations, and in-person conferences that I look forward to addressing any and all questions and concerns with stakeholders in need of assistance. Zoom meetings can also be scheduled upon request.

It is immeasurably critical that my classroom be a positive place where people feel emotionally comfortable, mentally stimulated, and understand very clearly just how fundamentally valuable the virtue of accountability will be, and all concerned parties must comprehend the responsibilities of teachers, parents, and students, and avoid any ambiguity or confusion as to whom is responsible for what.

Course Overview:

The purpose of this course is to expose students to various forms of literature, engage their critical thinking skills, sharpen writing of varying purposes, and empower their abilities of reason and expression, which will be accomplished through regular use of thought-provoking texts, meaningful assignments, assessments, and active discussions that allow a respectful exchange of a diversity of thought. As important as reading and writing will be, speaking and listening will be a central channel by which we will all—myself included—challenge each other's perspectives so as to improve our collective capacity for comprehension, analysis, evaluation, synthesis, and hopefully even patience and empathy. Appreciating the value of texts with purposes spanning from the pragmatic to the artistic will bolster future success in college readiness and the job market, but this is not necessarily more essential than the additional, deeper benefits of self-examination and delving into life's "big questions," which is arguably the most gratifying, life-improving aspect of any study of humanities.

Basic Policies:

Systems that deny the possibility of flexibility and adaptation are generally begging for failure. With this in mind, it is possible that **certain changes might be made at any time throughout the year** so that classes may be managed more efficiently and/or fairly, so that the facilitation of safety, learning, and personal growth are not in danger. If and when changes are made, they will be communicated in class and online. The following are some guidelines that will allow class to run smoothly for everyone.

-**Never interrupt someone who is speaking.** Minding one's manners is significant enough, but it is counterproductive for a communications class to callously hinder freedom of speech. Only the teacher may limit speaking, and this will be done not for the sake of censorship, but rather for the sake of academic integrity (e.g., during tests) or to reduce distractions and enhance concentration, among other pertinent causes that are subject to the teacher's discretion. Repeated interruption will result in disciplinary action, a reduction of the conduct grade, and in certain cases (particularly during a student presentation) will result in **a lowering of the academic grade**. Students will be given a veritable avalanche of opportunities to express

themselves, but never at the expense of another student's right to do so. Remember: I want to hear from you, but you share time and space with others!

-Never use electronic devices without permission, and only use devices for academic intents that have been expressly approved by the teacher. I am all for their responsible, academically effective use, but the visiting of unapproved sites and/or use of devices for unapproved purposes may result in the lowering of both the quarterly conduct grade as well as the academic grade (specifically for the assignment of the day or week that is being affected by the misused class time). If cell phones are taken out without permission, or repeatedly make noise, they will be taken away and held until the end of the day.

-Every incident involving academic dishonesty (cheating, plagiarism) will result in a zero, parental contact, and a lowering of the effort and conduct grades.

-Students must arrive to class before the second bell with all necessary supplies for the day, which includes, but is not limited to, a pen or pencil, notebook (preferably just for this class), the text with which the class is currently working, as well as an extra text for independent reading. A USB is also highly recommended.

-All make-up work is the sole responsibility of the student. Make up work should be completed and submitted within one week of any excused absence or tardy. Students are responsible for work missed when absent or tardy. Late work—which should not be confused with makeup work, which involves absences—will usually be accepted, but only within one week of the original due date (regardless of alternating schedules), and with a letter grade deducted for every day it is late. Assignments not submitted due to unexcused absence will result in a zero. The same applies to tardiness.

-Homework assignments are due at the beginning of class. The instructor will convey ahead of time whether an assignment must be turned in online or as a hard copy.

-Assigned texts must be brought to class in hard copy. Reading schedules will be posted online, and the assigned text must be brought in for the duration of the text's active use in lessons. Failure to bring in the text may lead to a deduction of points from the day's assignment, such as a pop quiz, writing prompt, etc.

-If an assignment is handwritten, penmanship is important; illegible work will receive a well-deserved zero. Typing assignments and assessments will often—but not always—be an approved method by which to submit written work. The instructor will clearly convey approved methods for submitting specific work. (I know I already said this. Deliberate repetition is to exhibit emphasis, so bottom line: listen up during class!)

-Technological problems that impede the student's ability to accomplish goals such as email issues, printer malfunction, computer viruses, file errors, etc. should be reported to the instructor immediately. However, these errors will not be considered as a valid excuse for missing assignment deadlines.

-Unexcused absences will result in a grade of "Z" for all work collected on the day of the absence(s), done during the day of absence, or assigned on the day of absence. Only documented emergencies might extend a due date, but this is never guaranteed.

-Quizzes may or may not be announced ahead of time. Tests will be announced in advance. Although important deadlines and due dates will generally be posted online, it is the responsibility of the student to note important dates and details in a notebook or agenda, as they will be regularly spoken aloud in class, as well as written on the whiteboard. Although dates may change due to unforeseen circumstances, I will always do my best to give you plenty of time to prepare for success. For real, it's totally true.

-Students will be informed of their progress on a regular basis so as to promote academic awareness and better understand how to make necessary adjustments and improvements. Teacher feedback will be as

thorough and immediate as possible, but more information may be furnished upon request if more detail is desired, though it is the responsibility of the student to request additional support in such areas. Time constraints coupled with the volume of written work may occasionally hinder the time necessary to provide feedback, or limit the amount of detail of the feedback in question, but please note that I will always strive to steer my students in the proper direction, and am willing to provide support for any areas of concern or struggle. If you feel an error has been made, please bring it to my attention immediately. I shall not be responsible for errors in grades after a grade has been posted for more than one week.

-Punishment is an unfortunate (though necessary) consequence of a student's inability to follow directions. Verbal warnings will be given for initial transgressions, but further disciplinary action will be taken for repeat offenders by way of parent contact, deduction of points from grades directly impacted by misbehavior, and administrative referral. Severe misconduct may be met with immediate administrative action. The measure of the disciplinary action will reflect the degree of misconduct. It is immensely significant that we all realize that no one is interested in living or working in an environment that is hostile or oppressive, but when matters of policy and procedure are conveyed, it is not for the sake of restrictiveness, but rather so that the learning environment is as positive as possible, so that all members can grow and learn without getting in one another's way. I am here to help however I can.

*In lieu of a printed and signed form, simply copy and paste the statement "I understand and agree to the policies and procedures described in the course syllabus," send it to 302408@dadeschools.net, and that will serve as an electronic signature. This, in addition to one complete sentence describing the first or most important thing you think I should know about you, will constitute your first homework grade for the year. It is due by the beginning of class of the first Friday of the year.