**Course Syllabus Addendum – Ms. Ludwig**

**Andover High School**

**2018-2019**

**Introduction**

Welcome to ELA 9A! I am excited to be your teacher this trimester, and I look forward to exploring the important concepts of critical literacy with you. I am here to challenge you and encourage you to think outside the box; please be prepared to work hard and do your best. If you do those things, I guarantee you will succeed.

**Policies and Procedures**

In this class, you are expected to participate and challenge yourself in every aspect of the course. Engagement in a variety of activities and assignments is expected. You are also expected to be on time and prepared for class each and every day; this means you need to be in your assigned seat when the bell rings, with all of your materials (including assignments), ready to learn.

**Classroom Rules**

* Students will be on time and prepared for class (with all necessary materials);
* Students will respect and cooperate with others in class (i.e., no talking when someone is presenting – includes teacher and fellow students);
* Students will be attentive and actively listen during whole group instruction;
* Students will actively and supportively engage in class discussions and activities;
* Students will limit their passes out of the room;
* Students will wait to be dismissed (i.e., the first student to jump at the bell is the last one to leave ☺).

**Cell Phones and Electronic Devices**

In order to help them manage their personal technology responsibly **(and to prevent it from interfering with the very important work we do in this class)**, students are required to place their phones in the “Cell Station” at the beginning of each class period. Students will be able to charge their devices during class, but they may not access them for any reason until the end of the hour. If students access their phones or electronic devices in their possession during class, REGARDLESS OF THE INTENT OR LENGTH OF TIME, they are in violation of this classroom expectation and will have their phones confiscated (either for the hour or for the rest of the school day, depending on the severity of the infraction). They also may be assigned additional consequences and/or referred to the office.

**Substitute Teachers**

All substitute teachers will be treated with respect. Please remember that any work they ask you to complete is from ME, not them. Any consequences for misbehavior are DOUBLED if they result in class disruption when a substitute teacher is present.

**Absent Work**

While I am certainly here to help you get caught up after an absence, it is ultimately YOUR responsibility to determine what work you have missed. Please know that it is NOT appropriate to ask me what you missed during class time. We can talk about it before or after school or during passing time.Being absent does not excuse you from the day’s work/academic expectations. Please remember – you are responsible for getting your work done and submitted for evaluation. **If you are absent on the day of an assessment, you have one week to complete it. If you do not take the assessment within one week, you may be required to complete additional learning tasks to ensure you are ready for the exam.**

**Academic Integrity**

Students are expected to perform all work and tasks with academic integrity; that is, cheating is not permitted. The most serious form of cheating is plagiarism in which students submit someone else’s work as their own. Some examples of cheating include (but are not limited to) copying answers verbatim (i.e., word for word), summarizing someone’s else’s work without giving them credit, looking/glancing at someone else’s paper in or out of class, using other students’ tests and/or papers to earn a grade, and using a cell phone or electronic device during an exam. In other words, cheating is defined as not doing your own work or trying to represent someone else’s work as your own. Plagiarized work will not be accepted; students will be required to start over on the assignment or paper. Plagiarism on an exam will result in students taking a different version of the exam before or after school. **ALL INSTANCES OF PLAGIARISM WILL BE REPORTED TO THE OFFICE AND NOTED IN THE STUDENT’S FILE. This may impact a student’s acceptance into organizations such as NHS, regardless of the year the infraction occurred.**

**Final Note**

In closing, I would once again like to welcome you to ELA9A! This trimester will be challenging, but I look forward to working with you as you continue to develop your critical literacy skills. If you have any questions or concerns throughout the term, please do not hesitate to talk with me. I am here before and after school, and I am here to help!

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I have read the syllabus for this course and I understand the information contained therein. I acknowledge that I am responsible for knowing the information set forth in the document, including contact information, policies and procedures, grading, and required assignments. I also agree to keep this syllabus for reference throughout the term.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_