

Leadership Class Syllabus

Grade Level: 8th–12th

Instructor: Mrs. Muniz and Ms. Maes

Email: dmuniz@paparts.org and amaes@paparts.org

Classroom: 18

School Year: 2026–2027

Course Description

This course is designed to develop students' leadership skills, personal responsibility, and ability to work collaboratively toward common goals. Students will learn communication strategies, problem-solving techniques, organizational skills, and how to plan and execute school and community projects. As active members of the New Mexico Association of Student Councils (NMASC), students will participate in activities, conferences, and events that foster leadership growth and school spirit.

Grading

- Classwork- 50%
- Event Planning/Participation- 25%
- Class Participation- 15%
- Bell Ringers 10%

Supplies

- Box of #2 pencils
- Clorox Wipes

Course Goals

By the end of the course, students will be able to:

1. Demonstrate effective communication and teamwork skills.
2. Develop and apply problem-solving and decision-making strategies.
3. Plan, organize, and lead school and community events.
4. Exhibit personal accountability and responsibility in leadership roles.
5. Understand and practice ethical and inclusive leadership.

Skills & Topics Covered Throughout the Year

Rather than working on topics in isolated units, we will integrate the following skills into projects, events, and class activities all year long:

- Leadership styles and traits
- Goal setting and time management
- Building trust and collaboration
- Event planning, budgeting, and promotion
- Service-learning and community engagement
- Public speaking and presentation skills
- Mentoring and succession planning

Class Expectations

- Be respectful, responsible, and ready to contribute.
- Participate actively in class and group projects.
- Meet deadlines and follow through on commitments.
- Represent the school positively in all leadership activities.
- As part of the class, you are officially a member of the PAPA Student Council.
- You are required to volunteer at a minimum of two events per semester; this will count toward your grade.

Class Attendance and Late Work Policy

Class attendance is mandatory for all students. Each class session in the course is designed to progress toward the next. If you do not come to class or if you come to class unprepared, you will miss not only that day's instruction, but the background and preparation for the next class.

Due to the nature of our school, students will on occasion be out of class for performances, auditions, and rehearsals; however, it is expected that students stay on top of coursework so they do not fall behind. If a student knows he/she will be absent, students may get work ahead of time (24 hour notice needed). Here is the detailed late work policy:

Late Work Policy

I believe in holding students accountable while also honoring that life can be unpredictable. This policy is designed to encourage responsibility, communication, and growth.

Major Assignments

(Essays, projects, presentations)

- Accepted up to 5 school days late
- 10% deduction per day (up to a max of 50%)
- After 5 days, credit is not guaranteed, but we can meet to discuss options

Minor Assignments

(Homework, journals, daily activities)

- Accepted up to 3 days late
- Can earn up to 70% credit

Communication is Key

If you're dealing with illness, family emergencies, or other challenges, please reach out. Extensions may be granted—especially if you talk to me *before* the due date.

Device Policy

- In accordance with Senate Bill 11 (2025) and guidance from the New Mexico Public Education Department (PED), PAPA requires wireless communication devices to be silenced and kept out of sight from the time students arrive on campus until the dismissal bell. Wireless communication devices include cell phones, smartphones, smartwatches, tablets, laptops, gaming devices, wireless headphones, and other portable devices capable of transmitting voice, text, or data. Students may not use, display, or access these devices during the school day unless explicitly authorized by a teacher or administrator for an educational purpose. Exceptions may be made for documented medical needs or when authorized by school personnel during an emergency.
- Students who use a wireless communication device without permission may be required to surrender the device to the front office for parent/guardian pickup and/or secure the device in a locked cell phone pouch for the remainder of the school day. The pouch may only be unlocked in the front office after dismissal. Refusal to follow staff directions regarding device use will be addressed according to the school's Behavior Matrix, including consequences for defiance or disruption of the educational environment. Tampering with or damaging a cell phone pouch may result in financial responsibility for replacement costs and additional disciplinary consequences.
- Parents and guardians who need to contact their student during the school day should contact the school front office. Students who need to contact a parent or guardian during school hours must do so through the front office with permission from school staff. These procedures are intended to support student safety, minimize disruptions, and maintain a focused, respectful learning environment.

AI Policies

AI is not permitted in my course without prior authorization, specifically AI such as Chat GPT, OpenAI, etc. Students at this grade level need to further build their literacy and analytical skills before using such devices that curb critical thought. If a student is caught using AI to supplement or complete their work, they will receive the following consequences:

- The first time a student is caught using AI they may be allowed to resubmit their work for partial credit. Students must acknowledge their mistakes and complete additional reflection assignments.
- If the Student is caught again using AI, they will receive a zero on the assignment with no opportunity to resubmit.

Student Name: _____

_____ I have read and understood Ms. Muniz's and Ms. Maes' 2026-2027 Leadership course syllabus.

Parent signature: _____ Date: _____

Student signature: _____ Date: _____

Contact information Parent/Guardian (please print) name(s):

Parent 1: _____

P 1 e-mail: _____

P 1 phone(s): _____

Parent 2: _____

P 2 e-mail: _____

P 2 phone(s): _____