

Course Policies and Procedures
Niles North High School
2019-2020

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The items contained herein should be thoroughly understood by students and parents/guardians. They will be used as a basis for reviewing individual responsibilities should the need arise. All items are compatible with the section entitled "Behavioral Information" in the *Niles North Student Handbook*.

Please review all of the attached information with your child. Sign the top sheet, have the student sign, and return it to Mrs. Reichel as soon as possible. You are to keep everything else for your files.

THIS IS TO VERIFY THAT WE HAVE THOROUGHLY REVIEWED THE ENCLOSED INFORMATION AND ARE IN AGREEMENT WITH ALL OF THE TERMS.

Student Name and Class Periods [Please Print]

Student Signature

Parent Name [Please Print]

Parent Signature

Phone Number(s) to Reach Parent/Guardian

Course Policy and Procedures
Niles North High School
2019-2020

Mrs. Imee Reichel

Office Phone: 847.626.2428

Email: imerei@d219.org

Office Hours by appointment: 3, 5, and 6 (also before and after school by appointment)

WELCOME!

1. Attendance – Students are expected to be *in their seats ready to begin* at the start of class (bell). The current Niles North High School rules and regulations regarding attendance and tardies will be followed in this class. A review of the student's attendance, with the possibility of withdrawal, will commence with the fourth unexcused absence and/or the tenth overall absence (excused and/or unexcused) during a semester.

Students are responsible for all material and homework covered during any absence. *It is the student's responsibility to contact a classmate or teacher for missed assignments.*

2. Class Materials – All students are to bring the following to class:

- Text: Students must bring their textbook to class with them when directed.
- 3-Ring Binder/Folder: Students are required to have a 3-Ring Binder and loose leaf paper with them every day. All work, handouts, and notes must be kept in this binder.
- Spiral Notebook: Students will use this English specific notebook for daily bell-ringer activities and journal writing.
- Pens and #2 Pencils
- Other Materials: Occasionally, I will require students to arrive with other materials such as Chromebooks. Students will be notified in advance of any such instances.

3. Homework – All homework is assigned with the specific purpose of helping the students come to an understanding of the material being covered throughout the course. Reading will be assigned and is intended to facilitate and enhance daily discussion and activities. Unless it will assist in class activities, written homework will be collected/checked at the **beginning** of the class period on the specified date.

Furthermore, all assignments are given with the idea that they provide learning experiences. Because these experiences may still prove valuable, late work will be accepted. However, to be productive, these assignments must be done while they are still applicable to topics covered during class. For this reason, late work must be turned in before the end of a unit to receive any/partial credit; any missing work beyond that point will result in a zero in the gradebook. In addition, for work to deserve an "A," it must be exemplary. Late work does not meet this requirement.

Students are expected to do their own work. Identical written homework and plagiarized work are considered examples of academic dishonesty (see the *NNHS Student Handbook*). Involved students will receive no credit for the assignment(s) in question and will be written up for academic dishonesty.

Illegible work will be returned to the student to be resubmitted. Such work, if and when submitted in legible form, will be treated as a late assignment. Computer or typewriter generated work is always welcomed, frequently preferred, and often required.

4. Tests/Quizzes – All tests will be announced well in advance of the date they are to be given. Quizzes may be announced in advance or may be unannounced. Pop-quizzes and/or Reading Quizzes are fair game, so always do your homework and be prepared. Test and quiz format will vary. **Students involved in any academic dishonesty situations involving tests or quizzes will be subject to District 219's academic dishonesty procedures.**

Make-Ups

Make-ups will be granted for excused absences only. Remember, it is YOUR responsibility to check with me if you are absent so that you can make up any missed work. Failure to do so in a reasonable manner will result in a Zero.

5. Videos, Field Trips, Speakers, etc. – Any and all activity that goes on in relation to this class is considered important for its overall learning goals. As such, it is considered fair game for tests, quizzes, or any other assessment vehicle.

Occasionally, I will supplement lessons with videos. All such material is carefully selected and the potential impact on students weighed. At times, this material may warrant an "R" rating. If you have any concerns about this, please contact me. Otherwise, by signing this form, you give permission for your child to participate.

In addition, I will take field trips to enrich our studies. Parental permission will always be requested for any activities that may remove their child from other classes.

At other times, I may take short walking tours that only affect our periods of the day. Permission forms will not be sent home in these cases. By signing this form, you give permission for your child to take these short trips.

6. Make-Up Procedures – Make-up work is always accepted for excused absences. District 219 policy regarding make-up work from unexcused absences will be enforced.

If you have an excused absence the day before a quiz or test, you will be expected to take the test with the class. If you have an excused absence on the day of the quiz or test, you will take the test on the day you return. If you are excused the two days before or the day of a quiz or test, you will take the make-up quiz/test within two days after you return.

7. Extra Help – Extra help is always available. Office hours will be posted outside the Humanities office. Appointments are always preferable to "dropping in" because you can be assured of having the necessary time and privacy. Please do not wait until a small difficulty has become a major problem, and remember: we are not mind readers. You need to speak up if there is a problem.

8. Grading – Performance specific to the student’s test/quiz scores, homework, and in-class assignments will be combined to determine grades. A general guideline for determining grades is:

A = 90-100%
B = 80- 89%
C = 70 - 79%
D = 60- 69%
F = 59.9% or less

PLEASE NOTE: THOUGH I WILL TRY TO PROVIDE OCCASIONAL GRADE UPDATES, THE STUDENT SHOULD KEEP TRACK OF HIS/HER OWN POINT TOTAL. THE STUDENT SHOULD ALWAYS FEEL FREE TO CHECK WITH ME INDIVIDUALLY FOR AN UPDATE OR FOR VERIFICATION OF THEIR OWN RECORDS.

GRADES WILL ALSO BE AVAILABLE VIA THE SCHOOL’S WEBSITE. THOUGH I WILL KEEP THEM AS UP TO DATE AS POSSIBLE, PLEASE REALIZE ASSIGNMENTS MAY BE MISSING. AS A RESULT, THESE GRADES MAY NOT ACCURATELY REFLECT THE STUDENT’S CURRENT GRADE.

9. Behavior Expectations -- All students must demonstrate respect at all times. This includes respect for themselves, for each other, for me, and for the facilities.

With this in mind, no ethnic, racial, or gender slurs/comments will be tolerated.

In addition, I expect every student to:

- Adhere to the rules we have developed for the class
- Be attentive to the thoughts, opinions, and differences of others
- Become involved in the day-to-day activity of this class and to assume significant responsibility for their own education
- Become careful and competent listeners and note-takers
- Become discussion leaders and effective cooperative learners
- Make this classroom a safe and comfortable place for all students to learn

10. Technology – Our district is moving forward in a very exciting, technological direction. As with all things worthwhile, it is important for each of us to demonstrate patience, cooperation, innovation, and thoughtful organization. We will be using technology in a number of different ways:

Turnitin.com - dedicated towards promoting your authentic writing ability by avoiding plagiarism

Classwork - digitally hand in and receive feedback on your work through GoogleDocs or Turnitin.com

Research - using the extensive IRC resources, demonstrate critical research skills

Personal Technology - All personal technology (cell phones, earbuds/headphones, personal laptops or tablets, etc.) must be turned off. I will clearly state when personal technology may be used and for what academic purposes. If at any point personal technology becomes a distraction, students will first be given a warning followed by further consequences at the teacher’s discretion per the NNHS Student Handbook (confiscation, referral to deans, phone call home, etc.).