

**Niles West High School
Rules & Procedures for
Mr. Grossman
Niles West Special Education
2018-2019**

The following information describes the rules, procedures, and expectations of your child:

**Teacher Information
Class Materials
Attendance/Make-up Policies
Classroom Management
Homework
Grading
Extra Help
Academic Dishonesty**

Please sign and return the cover page of this packet. Your signature verifies that you have read and understand the expectations your son/daughter will need to fulfill for a positive experience in this class.

Course Rules and Classroom Procedures Niles West High school 2018-2019

The following information describes the course rules and classroom procedures for students in Mr. Grossman's classes. These rules and procedures were designed to provide each student with the best opportunity for learning and academic success. Each student is required to review this information with his/her parent(s)/guardian and return the cover page to Mr. Grossman with signatures by ASAP. All rules in the Student Handbook shall apply during any classroom activity or field trip.

I. Teacher Information

Teacher: Mr. Michael Grossman
Office: Room 2110
E-Mail: micgro@d219.org

Course: Academic Classes
Phone: 847-626-2578

II. Required Materials: To achieve our goals effectively, it is necessary to have certain materials with you at all times. It is your responsibility to bring ALL materials to class everyday. These include:

Textbook and supplemental handouts
Pens/ Pencils
Assignment Calendar/Notebook
Binders

III. Attendance and Make-Up Policies: Daily attendance is **MANDATORY**.

Excused/Unexcused absences: If you know you will be absent, please let me in advance.

1. The student is responsible for making up notes and missed work. It is the student's responsibility to ask for make-up work. One day make up time will be given for each day missed.
2. A test missed for an excused absence should be made up on the first day back in school. *Unless other arrangements are made.*
3. *Students with unexcused absences will be expected to keep up with the expectations of due dates as if you were in class.*

Tardies: The student will be considered tardy if not in the room when the bell rings.

Absence for school activities:

1. The missed and new assignments are due the day the student returns. Check with the teacher before the absence.
2. The missed quiz or test will be taken the day the student returns.

IV. Classroom Management

1. Follow expectations per the Student Handbook management system
2. **No food or drink**
3. Each student is responsible for maintaining the equipment, keeping the equipment clean, and for returning the equipment to the proper areas
4. If any equipment is damaged or broken, the student is responsible for the replacement cost of the item.

Failure to follow the above policies and those outlined in the student handbook will result in one or more of the following:

1. Personal conference
2. Call home
3. Detention
4. Parent Conference
5. Referral to the Dean
6. In/Out of school suspension
7. Loss of classroom privileges

V. Homework: Homework is an integral part of this class. I believe homework is necessary for retaining course content/skills and is a strong indicator of responsibility. Homework will be done nightly and may consist of reading, writing assignments, oral assignments, studying, reading, answering questions, completing short projects, and completing in-class activities. Responsibility is a key component to success in all of life's pursuits. I intend to lead my students toward the path of success.

VI. Grading Policy: Homework, quizzes, tests, projects, participation, in-class assignments, and semester examinations will determine grades based on total points.

Some work will not be graded, but will be checked for completeness and/or neatness and effort. Finals are worth 20% and the semester work is worth 80% . Parents and students can view grades online at any time at the district homepage.

Grading Scale: Overall

A-90-100%
B-80-89%
C-70-79%
D-60-69%
F-Below 60%

Homework and written assignments will be graded on a five point scale (5,4,3,2,1)

VII. Extra Help:

Students: I will gladly provide extra assistance before school or during my planning time. I ask that each student make an appointment with me if they need extra help. Of course, short conversations before school or immediately after class are always welcome and encouraged.

Parents: Please feel free to contact me for any reason 847-626-2578. If you get my voicemail, please leave a message and I will return your call as soon as possible. You may also email me at micgro@d219.org. I look forward to a productive and enjoyable school year!

VIII. ACADEMIC DISHONESTY: The academic honesty policy of District 219 will be adhered to for this course.