



Classroom Management Plan: Mr. Benes- Social Studies 2023-2024



Students, although we will go through this classroom management plan together, it is your responsibility to read through and discuss it with your parent(s)/guardian(s). When finished, please fill out the bottom part on the last page and return it to Mr. Benes. Do not lose these pages! They will be very helpful to you, and give you the “survival skills” to do well in class this school year.

The expectations of our classroom should be simple and easy-to-follow.....

- Be responsible. Bring all of your materials (listed below) to class everyday unless told otherwise.
(Try) Be prepared for learning by doing your (own) assigned work.
Do your own work! Do not copy, cheat, or look off of any other student's work.
- Be respectful. Say something positive/encouraging to others. Use “please” and “thank you”.
(Care) Give others the courtesy of your attention (do not use air pods or phone in class)
Raise your hand to be recognized; do not interrupt the conversation in class.
- Be safe. Be in your seat and ready to learn at the start of the class period.
Do not bring any candy, food, gum, or toys into the classroom.
Only touch and use property that is yours or you have permission to use!



If any of the above expectations are broken, you will be given one verbal warning; the second time you will be issued a “minor behavior citation”. Further problems may result in the need for additional supports including a conference with parent/guardian, and/or a “major behavior citation” with administrator contact.

So what “stuff” do we need for class anyway?

You will need the following materials for class EVERYDAY unless otherwise mentioned:

- 1 SCHOOL BINDER which should include items below:
 - 1 red pen (for grading assignments)
 - 1 blue or black pen
 - 1 pencil
 - 1 subject notebook (either spiral or bound) for class notes
- ? Chrome book- school issued (if required)
- ? homework assignment from previous days' class (if required)



***Supply Checks- From time to time throughout the school year there will be supply checks in class, and you can earn 5-Star points for them! Make sure that all of these materials are with you every day!

Homework..... eeewwww

Homework is a very important part of learning the material that we will talk about this year. Although it may not seem like it while you are doing it, your homework has two important purposes:

- Homework helps you by reviewing the material we talked about in class that day.
- Homework helps me get an idea of how well you understand what we talked about.



When homework is assigned, it is **expected** that you will do the work for that assignment. If you are not able to complete your homework assignment, either because you didn't understand it, or for other reasons, **PLEASE SEE ME BEFORE THE ASSIGNMENT IS DUE!** I am **always** willing to help you with assignments, but you need to be responsible and ask for help. The homework assignments for your class period will always be listed on the Google Classroom page for our class.

HEADS UP! Make sure your papers have the right headings on them....

All assignment papers for my class need to have a proper heading on them. (They cannot be entered into the Skyward grade book if they don't). Here are the parts of a proper heading for ALL assignments in this class:

- *Name*
- *Date*
- *Class Block*
- *Assignment*



Your heading should always be in the **top-right hand corner** of the assignment page and should **always be neatly written**. Remember, your work is a representation of you... so show your best side!!!!

Even though you will get homework, look at it this way: When else do you get the opportunity to practice your autograph for when you become a famous celebrity later in life? There is nothing more frustrating for a teacher, then when I can't tell whose homework assignment I am grading! If I don't know who did the work, then I don't know who to give the credit to. Any papers turned in without a name on them will be graded and put in the bin marked "Autographs". If an assignment is graded and passed back to the class but you don't get yours, and you are sure you did the work, the "Autographs" bin is the first place to check. If you find your work in the "Autographs" bin, put your name on it, and turn it in to the bin marked "Absent / Late / Missing Work" so I can give you the full credit you have earned for that assignment.

Late homework- don't let it happen to you

If you do not have your homework ready to turn in at the time when it is collected in class, it will be considered late (unless you are absent when the homework is collected). Any work that is late will be marked missing in Skyward and will not be changed until the assignment is satisfactorily completed! **All late work may be turned in through the end of the current quarter for a portion of the possible points.** Most homework assignments will be collected at the beginning of the class period. If you miss the collection, it is up to you to get the assignment in to me as soon as possible! When you have the assignment completed, turn your work in to the bin marked "Absent / Late / Missing Work". Please do not write "absent" on assignments if you were in class and they are late!

Don't get cornered with bad grades.... do enrichment!!!!

I do make enrichment opportunities available to students, and it can be found through my teacher website. Once there, you will find many ways for you to get enrichment throughout the school year in Social Studies. You need to carefully read over the directions for completing the enrichment work. Any enrichment you work on should be turned in to the bin marked "Enrichment Opportunities". You may turn in enrichment work at any time during the quarter, but it will only be graded at the end of each quarter... AFTER all of your "regular" scores are calculated. A student will **NOT** earn any credit for enrichment if he/she does not have **ALL** of the "regular" assignments for the quarter completed first!



****EASY POINTS ALERT** Help yourself..... Do test re-writes and re-works!**

For this class, it is requested that ALL summative assessments are taken home and signed regardless of the grade you may have earned. You can even earn an extra point if you bring back the signed assessment the next school day! There should not be any reason why every student can't get at least a "C" or better on every summative assessment in class. However, it still does happen... and anyone can have a "bad day". If you get a "D" or "F" on any **summative** assessment in class, you can raise the grade for that assessment to a "C" by re-writing (on your own paper) all of the problems you got wrong (with questions and correct answers). All re-writes must be completed and turned back in to me by the **next school day**. This is a simple opportunity for you to help yourself out, if you get a low score on a summative assessment.

If you are absent from class...

If you are ever absent from my class, it is YOUR responsibility to get any assignments you may have missed, and turn them in to me in a timely manner. You will be given a reasonable amount of time to make up any assignments for each day you are absent from class. If you are absent:

- Check with your table partner to see what assignments you have missed.
- Go over to the blue bin on the side countertop labeled "extra copies". This is where I put copies of everything handed out to the class. (You should be able to easily find any sheets you may need).
- Do the assignments in the time allowed and ask for any help if needed.
- Turn your work in! You need to turn your work into the bin marked "Absent / Late / Missing Work". If your work is late because you were absent, write "Absent" on your work so that we know not to charge you late points for the assignment.



If you know ahead of time that you will be absent from class (vacation, etc...) please let me know as far in advance as possible. I will get the work you will be missing ready for you so you can take it with you before you leave. (Nothing like doing homework on vacation, right?) If homework is requested for an absence, please be aware that you may have additional work to complete when you return. If you are absent for more than three (3) or more days, you need to request your work through the office.

Take a pass on passes...



At the beginning of each quarter, you will be given a "Out of Class Pass" card that will be good for up to three (3) trips out of the classroom per quarter. The pass card has three squares (passes) on it, and it is your responsibility to hold onto the pass card. Each time you would like to leave the classroom for any reason, you will need to bring me your pass card. I will "sign off" one of the pass squares, you complete the digital hallway pass form, and that will allow you to leave. If you use all of your squares before the quarter ends, you will have no more out of the classroom privileges for the rest of that quarter. Any squares not used by the end of a quarter may be used as extra credit points in my class! It is to your advantage that you use your squares on your pass card wisely! **Do not lose your pass card** (even if it is used up), turning your card in at the end of one quarter guarantees that you will get a new one at the beginning of the next quarter.



Making the Grade

Your grades in class will be made up of the points that you earn. Each assignment, test, or project will have a point value assigned to it. **All Formative and Summative Assessments (tests, quizzes, and projects) will count for 70% of your total class grade, while classwork and homework will count for 30% of your class grade.** At the end of the quarter, your grade will be determined based on what percentage of the total points available you earned.



- 100 – 90 percent of total points available = “A”
- 89 – 80 percent of total points available = “B”
- 79 – 70 percent of total points available = “C”
- 69 – 60 percent of total points available = “D”
- anything below 60 percent of total points available = “F”

How am I doing in class?

Students, with the Skyward grade system, you are able to see your grade in class 24 hours a day! Using your login and password, you will be able to see your grade and any missing assignments you may have at the time (missing assignments show up in **red** on the student calendar). **It is your responsibility to check your grade in Skyward on a regular basis.**

Stay out of “Tardy Trouble”!

Students are expected to be in the classroom and ready to learn when the bell rings. Any student bell rings will be noted, and a minor behavior citation will be written. If there is a continuous problem parent/guardian conference may be scheduled with administrator action if necessary.



With student, parent, and teacher cooperation and support, this will be a great school year for everyone! Extra help is available for students after school. Please make an appointment with me at (847) 593-4350.

After school buses leave Friendship at 4:05pm and 4:50pm (for students needing afternoon help)

**All of this information and more from Mr. Benes’ class can be found on my website...
Go to the Friendship website, click on “Students”, then click on “Find a Teacher” and you’re on your way!**

----- cut here-----cut here-----cut here-----cut here-----

Classroom Management Plan: Mr. Benes- Social Studies 2023-2024

*Please complete this sheet and return no later than **Friday, September 8, 2023 (for “B” day classes) or Monday, September 11, 2023 (for “A” day classes).** Thank You!

We have read and understand the attached Expectations and Procedures in Mr. Benes’ class for the 2022-2023 school year.

Student Signature

Parent /Guardian Signature(s)