CLASSROOM RULES, POLICIES, AND PROCEDURES
In addition to this, please refer to the Student/School Handbook for a more detailed explanation of conduct misbehavior, expectations, and discipline.

Carlisle County High School
Agriculture Department

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Schedule (Contacting/Visiting Purposes):
1st: Small Power and Equipment (8:00 A.M.-8:55 A.M.)
2nd: Agricultural Construction Skills II (9:00 A.M.-9:50 A.M.)
3rd: Planning (No Class)
4th: Veterinary Science (10:45 A.M.-11:35 A.M.)
5th: Agricultural Construction Skills I (11:40 A.M.-12:30 P.M.)
       Lunch: (12:30 P.M.-1:00 P.M.)
6th: Agricultural Structures and Design (1:05 P.M.-2:00 P.M.)
7th: Principles of Agriculture (2:05 P.M.-3:00 P.M.)

First of all, to both you the student and your parents/legal guardians, I want to say that I’m very proud of having you as a student in my class and are very honored that you have chosen to take it. Agriculture is a vast, expanding field of study. However, just like every other classroom, there are rules and academic expectations that you must follow in order to get the most fulfilling educational experience offered to you. These classroom rules and academic expectations are set forth to promote structure, discipline, and classroom order so that all students may feel comfortable and productive in the classroom at all times. With that said, this serves as the “contract” to the student and parents/legal guardians so that they will all be aware of what I expect in the classroom. Social contracts will also be developed and utilized in class so that students and myself may be aware of what we expect of each other in terms of how we everyone will be treated. Please feel free to contact me at any time with the given information above if you might have any questions/concerns regarding this document. Also, if there is any additional information you would like to give me so that I might be able to more easily contact you to give you up-to-date communication and notification on the students’ (your child’s) progress, please feel free to do so at the end of this document, as there will be space allowed. Infinite Campus will allow me to find basic contact information to reach you, however I know that in today’s day and age, it’s not always the easiest task. In reading and signing of this document as well, you are also assuring me that you have read and understand the rules and expectations set forth to students in the school handbook.

Student/School Handbook – Discipline/Conduct/Behavior Descriptions (Level I, II, III, etc.)
(Please refer to your school handbook for a more detailed description of violations)

(Violation of level I)
- First Offense: Verbal warning in/outside of classroom and consultation with the student.
- Second Offense: Advanced consultation with the student and parental contact.
- (New) Third Offense: Students will be required to write a one page apology letter (handwritten). The letter should contain an apology for the behavior, a detailed description of what has happened, a corrective action plan (goals that will be utilized to improve it, and must be signed and returned to me by both the student and parent.
- Fourth Offense: Immediate write-up/discipline/conduct referral. Potential restraints used in class could also be, but are not limited to, loss of shop privileges, alternative assignments, etc.

(Violation of level II, III, or IV)

- Any Offense: Immediate write-up/discipline/conduct referral/administrative referral. Potential restraints used in class could also be, but are not limited to, loss of shop privileges, alternative assignments, etc.

Tardiness Policy

If a student is late to class for ANY reason (without notice, i.e.: extended lunches, etc. will have an exception made) and fails to present to me a letter or statement from the office, another teacher, etc. stating the reason why, they will receive a tardy. **You can be sure of this, even if nothing is said to you by me. Just simply be under the impression that you have received a tardy!**

Procedures for leaving/re-entering the classroom: If a student must leave class for any reason, they must sign out and back in on the sign in/out sheet located at the front of the classroom on the whiteboard. Students must also take with them the accompanying hall pass. **Students will be receiving 4 leave passes at the beginning of each semester. You may use these passes to leave the room to go to your locker, restroom, or any other personal situation that is deemed necessary. Once you use them, they are gone forever. You MUST keep up with them. If you physically lose them, they are also gone forever!**

Procedures for Entering/Exiting the Classroom

**Entering the Classroom**
- Come in to your assigned seat and be seated, even if the bell hasn’t rung. Please do not be up out of your seats jostling around.
- Begin to work on the posted bellringer. Please sit quietly until everyone is finished. Roll and lunch count will be taken while you are working on your bellringer.

**Exiting the Classroom**
- First and foremost: **I dismiss you, not the bell.**
- Please pick up all materials that belong to you and take them with you as you leave. All left materials will be either discarded or placed in lost and found.
- Exit the door quietly.
Procedures for the Shop/Laboratory

- Procedures and routines will vary depending on the task at hand. Please be willing and able to adapt as we adjust. However, here are the policies and procedures for entering/exiting the shop.

**Entering the Shop**
- Once again, please wait until my dismissal before getting up to head out. As you leave, the door to the classroom will be locked. **Students will not be back into the classroom at any time.**
- Once in the shop, begin working on the task at hand.
- You will only be allowed to use the restrooms for washing your hands at the end of the session. The layout (for when classes will be shop-based) will be as follows: 5-10 minutes in the classroom, 30-35 minutes in the shop, and then 5-10 minutes of shop cleanup. **You are not allowed to use the restroom leisurely.**

**Exiting the Shop/Re-Entering the Classroom**
- Wait at the door until everyone is ready.
- Come back in and have a seat quietly at your desk. Continue to work on any end-of-the-day assignment that may be given to you.

Remember the golden rules of my classroom

1. **Respect privacy, property, feelings, and opinions of others.** Treat others the way you want to be treated.
2. **Keep it clean.** It’s great you had an awesome time over the weekend, but please, keep your discussions classroom appropriate. You have no idea of some of the things I hear, I can hear better than you think!
3. **Always raise your hand** to be recognized if you wish to speak or get out of your seat for any reason.
4. Always come to class with a good attitude. **If it isn’t a good attitude, then don’t come with one.**
5. **Absolutely no food, candy, or drinks will be allowed in class,** with the exception of a bottle of water.

**Academic Dishonesty/Cheating/Plagiarism, Late Work, and Grading Classroom Policy**

**Academic Dishonesty/Cheating/Plagiarism Policy**

Please stick to the straight and narrow. Please do not succumb to the pressures of everyday life and your peers, as it might cause you to do some things that you might truly regret, and cheating is one of them. Please, **COME SEE ME** before you do something like this. Depending on the circumstances (contact with parents might be involved), I will work with you. When I give you any assignment (tests, homework, class work, etc.), I’m testing you on two things. The first is the content. The second is on honesty. If you plan on failing any of those, **please don’t let it be honesty.**
** First offense will result in a “0” for the assignment and parental contact.
** Second offense will result in a “0” for the assignment and will be treated as a Level II offense. Immediate write-up/discipline/conduct referral.

Grade Policy – Please refer to school/student handbook for the school grading scale and other grading policies

I believe everyone deserves a second chance. With that being said, if there is a grade that you aren’t happy with, I will do the following:

- If it is a classroom related assignment, I will allow you a maximum of 1 (one) chance to redo the assignment.
- If it is a shop related activity (such as welding) I will allow you to redo the assignment as many times as you want until you are satisfied with your grade. Most shop activities are skill-related (as I won’t be too hard on anyways) and like myself, I don’t expect you to be perfect.

Late Work Policy

A student who is absent for any reason will be given the opportunity to make up the missed work, and will receive credit for any made-up work. A student will have the same number of days to make up work as the number of days missed.

A student who is absent for unexcused reasons or for disciplinary reasons will be allowed to make up work but may or may not be given credit for it.

Late work going beyond the grace period will be dealt with as follows:

- Delinquent any days over the amount of days allotted: lowering of one letter grade (or 10 points a day, if it is a 100 point assignment).

Classroom Preparation/Supplies

At the end of the first week of class, students will be given their first homework grade on the basis that they have done these things:

- Returned this document to me, signed and dated.
- A 3-ring binder to keep classroom materials in.
- Pencils/Pens/Paper.
- Safety Glasses.

Periodically (at the administering of every routine exam), I will take a grade based on the upkeep of this classroom folder or binder/notebook. At the end of the semester, students will be
given a test grade on the basis that they have kept up with it. The rubric for grading is as follows:

<table>
<thead>
<tr>
<th>Your Classroom Notebook Should Include</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Syllabus and Classroom Rules, Policies, and Procedures/Expectations</td>
<td>10</td>
</tr>
<tr>
<td>From the Classroom – This includes all bellringers, notes, assignments, handouts, quizzes, tests, and project work. Hole punched and placed neatly.</td>
<td>30</td>
</tr>
<tr>
<td>SAE – Throughout the school year, students will keep up with a Supervised Agricultural Experience Program that will be periodically updated and reviewed.</td>
<td>5</td>
</tr>
<tr>
<td>Neatness – Organized, orderly, etc.</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>50 Points (Counted twice at the end of each semester)</td>
</tr>
</tbody>
</table>

Upon entering my classroom, students must have the following, at the minimum:

- Writing utensil and something to write on (paper from your notebook/binder/folder).
- Necessary textbooks if lent out.
- Classroom binder – a folder is NOT a binder. You must have a three-ring binder for this class.
- Failure to report to class with any or all of these means there is clearly a lack of preparation. A tardy will result in the instance a student has to go to their locker or other classroom to retrieve materials. Students must also sign out and back into my classroom and take the accompanying hall pass. I only ask of these three things. Other materials will be furnished in class. I will also institute a collateral policy if you fail to bring minor materials to class. First, ask a student for supplies (quietly), then ask me.

For the Student
In signing of this document, I am guaranteeing that I have read the necessary documents (syllabus and rules/expectations) and understand the course syllabus and classroom rules and academic expectations set forth to me in this classroom.
As long as the rules of this document are not broken, I am entitled to a reward at the end of each week. In the event that any of these rules or procedures are not followed, I will not be entitled an award at the end of each week (records will be kept).

Student Signature:______________________________ Date:____________________

For the Parent

In signing of this document, I am guaranteeing that I have read the necessary documents (syllabus and rules/expectations) and understand the course syllabus and classroom rules and academic expectations set forth to my child in the classroom.

Parent Signature:______________________________ Date:____________________