**Cassville High School**

**Agricultural Education Department**

**Classroom/Laboratory Management Plan**

**Classroom Rules and Procedures**

1. Come to class on time! You should be seated at your desk by the time the bell rings! Attendance will be taken when the tardy bell rings.
2. Attend to your personal needs before coming to class. Do not expect to be excused from the classroom for any reason. If you are sick you may then go to the nurse or restroom, whichever is needed.
3. Bring required materials to class everyday unless you are instructed to do otherwise. Required materials include: Student Handbook, Library Book, SAE Record Book, Course Notebook, Paper, and Writing Utensil.
4. Talk only when permitted to do so and only when it positively contributes to the group’s discussion.
5. Use polite and appropriate speech and body language.
6. Remain in your seat unless you are granted permission to get up, do not enter the shop or office without permission and appropriate supervision.
7. No tobacco is to be seen in the Ag. Building.
8. Do not cheat. Students caught cheating will receive a ZERO on the assignment and will be referred to the principal’s office.
9. Respect the instructor, other students, and the surrounding environment. Students caught defacing any property in the Ag. Building will be expected to compensate the school for repairing or replacing the item(s) they have defaced.
10. Follow the teacher’s directions immediately!

**Disciplinary Policy**

All rules stated in the handbook, course syllabi, or posted in the classroom must be followed.

If one of these rules are violated, disciplinary actions will be taken.

Disciplinary actions will consist of the following:

First offense-The student will be given two options of disciplinary measures in which they will be allowed to choose the one in which they prefer.

Second offense-The student will automatically receive one hour of after school detention in the Ag. Dept.

Third offense-The student will be directly referred to the principal’s office.

\*Students may be directly referred to the principal’s office at the teacher’s discretion, depending upon the severity of the offense.

I have read the aforementioned rules and agree to abide by them. I realize that if I violate any of the rules stated above I will be subject to disciplinary action.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_