

Chinook Agriculture Education
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Agriculture Instructor
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This handout explains most of the policies, procedures, and rules of the Chinook Agriculture Education Program. If you have questions, please ask.

Expectations:

- Each student is to be in their seat and ready for class when the bell rings. This means having your notebook, text, pen, pencil or any other materials ready at that time. Even when we are in a shop unit, class will begin in the classroom.
- Students will maintain a high level of respect for the teacher, other students in the class, and lab equipment.
- Students will follow the standards set by the teacher in order to do his/her part in assisting in the maintenance of order and a safe learning environment.
- Students will try to the best of his/her ability to grasp the material presented in class.
- Students will accept the responsibility for his/her behavior and accept the discipline that results for that behavior.

Grades:

Grades will be based on two areas:

Classroom	90%
Test/Quizzes	
Homework	
Laboratory/Shop	
SAE	10%

Assignments:

- Assignments will be turned in at the beginning of the period of which they are due. All assignments are expected to be turned in on time.
- A three ring binder is recommended for classes. Keep all notes, handouts, and assignments in an organized manor, they will be turned in and graded.

Absences:

- If excused, makeup work will be allowed for the number of days absent. It is up to the student to obtain missed work. Obtain missed work before or after class. Do not interrupt class instruction time! Assignments before the absence are due the first day back.

Shop Clothes:

- I suggest finding a pair of old coveralls or a shop coat to wear during labs.
- Long hair will need to be secured in some way before working in the shop.
- Safety glasses will be worn at **ALL** times in the lab.
- Hearing protection will be worn at **ALL** times in the shop (metals, engines, construction)
- Sandals or shoes with no toe protection will not be permitted.

Lab procedures:

- The shop and greenhouse are equipped with many tools used in the industry today for your use. Be sure to properly use the tools and return them to their designated space.
- Lab cleanup will be completed **EVERYDAY** five minutes before the bell rings. No one leaves the lab/shop till it is cleaned.

Leaving the classroom or lab/shop:

- You must ask the permission of the instructor. Be sure to take **YOUR** pass book. Only one student may leave the room at a time.

Reporting Accidents:

- Students must report any accident in which they may be injured to the instructor as soon as possible. The instructor will then determine if the student needs medical attention and will fill out the necessary paperwork.
- If a piece of equipment is broke or damaged, immediately notify the instructor so it can be fixed or replaced. Do not attempt to operate it!