*Leadership and Communications*

Ashley Bringle – 606

# CLASS REQUIREMENTS

1. **NOTEBOOK-** THREE RING BINDER (a small folder is not big enough!)
2. **PAPER –** **white** (regular or college ruled )
3. **PEN or PENCIL –** black or blue ink only PLEASE! Especially when turning in assignments.
4. **RUBBER BAND BALL –** model of growth in leadership development
5. **25 PACK OF SHEET PROTECTORS**
6. **MHS AGENDA –** this is your pass to go out of the class in EMERGENCIES, without it you’re stuck with me!

Nine-Weeks Grading Procedures:

25% Daily Grades

25% Notebook Grades

25% Portfolio

25% Promotional Video

**Grading Scale:**

GRADE NUMERICAL RANGE

**A 93-100 EXCELLENT**

**B 85-92 GOOD**

**C 75-84 AVERAGE**

**D 70-74 POOR**

**F 0-69 FAILING**

##### PROCEDURAL INFORMATION:

1. Notebook: You will have a notebook for this class. It is YOUR responsibility to stay organized and keep ALL papers you receive and notes you take in your notebook. About 4 times per 9 weeks we will have Notebook Quizzes. If you have kept up with all of your papers, you should have no problem passing the quiz. Sections of your notebook are as follows: QUOTES, HANDOUTS, NOTES, and GRADED PAPERS. It is very important you keep graded papers in order and in your notebook to serve as insurance for completing the assignment. I highly encourage you to leave your notebook in my room on your class shelf. There are rare occasions where you will need to take it home.
2. Quotes: Each day there will be a new quote posted on the board. I encourage you to write the quote each day and place it in your notebook. You will have opportunities for extra credit throughout the year. If you get the quote and person correct you will get bonus points.
3. Make Up Work: If you miss class it is your responsibility to make up the assignments. You should ask at the beginning of the class period for missed assignments when you present an excused absentee. Make up assignments can be found in the “Make Up Work” notebook located in the front of the room on the black bookshelves or you may find them on my website <http://munfordffa.ffanow.org/default.aspx?ID=12482> . Unexcused absentees will not allow you to make up missing assignments. For every day that you miss my class you will be given the same number of class periods to make up those assignments; however, you will have a maximum of 5 days to make up missed assignments. If you have a need for extended leave you should see the front office for assignments.
4. Borrowing Supplies: I do have a collection of notebook paper and pens/pencils that are available to you to borrow. If you need to borrow notebook paper, please raise your hand and ask for permission to go get paper. Please do not get it without permission. If you need to borrow a pen/pencil, the policy is a little different. Due to the recent loss in my supply collection (because students failed to return items), you will have to give me either a shoe, keys, ID, etc. Upon returning the pen/pencil, you will receive your item back. May sound drastic to you, but there are students that abuse this privilege, and I am not Wal-Mart. I have no problem letting you borrow anything, but I must have a way to guarantee its return.
5. Restroom Policy: Please make it a habit to use the restroom before class. If you absolutely must go to the restroom during class, please raise your hand or come to my desk and ask for permission. I highly discourage asking to go to the restroom in the middle of a lesson. The restrooms for the Ag. Dept. students are located in the front of the building by the ramp. From my room, girls restrooms are the 4th door on the right and boys restrooms are the 5th door on the right.

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**CLASSROOM RULES:**

1. Everyone is expected to conduct themselves as ladies and gentlemen at all times.
2. Be in your assigned seat when the tardy bell rings. If you are not, YOU ARE TARDY! Unless you have a note from an MHS faculty member, I will record you as being tardy No arguments!
3. No sleeping in class…nor will student apathy be tolerated!
4. Please do not cheat or copy.
5. Please do not bring outside food or drinks into the classroom.
6. No sexual harassment!
7. You must have all materials required for class to INCLUDE: agenda book, notebook, writing utensil, and paper.
8. No talking when: the teacher is talking, the intercom is on, or when a fellow student has the floor.
9. The lighting and temperature is the responsibility of the teacher. Students are not allowed to adjust the thermostat.
10. Desks! You will notice the quality of my desks are poor. Please don’t lean on or play with the desks.
11. Please do not ask to leave my classroom at any time for any reason.
12. Please do not get out of your seat without permission.
13. Appropriate language must be used at all times! I have supersonic hearing! I hear it all!
14. No cell phones in class. Look at the Student Handbook on the discipline procedure.
15. Please do not get out of your seat and wait by the door when class is almost over. You are to remain in your seat not gathered at the door.
16. Be respectful of the teacher and classmates.
17. Place books back on the shelf correctly and neatly when finished using them.

\*\*\*\*\*\*\*Classroom rules are not final and are subject to change at any time.

# Disciplinary Steps:

***First Step:*** Student warning

***Second Step:*** Student write-offs or writing assignment

***Third Step:*** Detention

***Fourth Step:*** Office referral

\*\* Students have the option of skipping any of the discipline steps and moving on to the next level at anytime

**CONTACT INFORMATION**

Mrs. Bringle’s Email – abringle@tipton-county.com

Munford High School Agriculture Department – 901-837-5720

Munford High School Office – 901-837-5701

**Leadership and Communications analyzes attributes and capabilities of those in leadership positions, to assist students in the development of their communication skills and interpersonal relationships and other related skills. Most jobs are lost or gained because of the leadership and communication ability a person has. As we enter the 21st century and a global market place, these skills will become more important as an asset for career success.**

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 **Student Name Student Signature**

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 **Parent Name Parent Signature**