

Agricultural Education Department Policies and Procedures

REQUIRED MATERIALS AND AVAILABLE RESOURCES

Required materials:

- Pencils and Pens
- Glue Sticks
- Interactive Notebook (kept in class)
- Textbooks (all are available in the Ag Room)

CLASSROOM METHODOLOGY

Several instructional strategies will be utilized in the Agricultural Education Department. Content and language objectives are discussed at the beginning and closing of each class. Each lesson will include motivation and modeling, by the teacher. Students will have the opportunity for guided practice and independent practice. All practices will be either individual, whole group or small group.

METHOD OF ASSESSMENT

Assessment will include a variety of tasks. The tasks will include individual expectations sheets, class discussions, speeches, individual & collaborative performance of greenhouse tasks, safety reviews and FFA involvement. Rubric will be used for specific assignments and job tasks. Summative assessments will include end of semester exams that are **included in the cumulative final grade.**

GRADING SCALE

The grading scale for this class is as follows:

90-100%=A 80-89%=B 70-79%=C 60-69%=D 59.99% or below=F

Course grades will be made up of the following areas:

- Work Ethic (rubric is attached) – **THIS IS A DAILY GRADE** – totaling 5 points per day.
- Homework and Class Assignments (expectations on assignment)
- Check for Understanding
- Leadership Development Activities and Experiential Learning (rubric attached)
 - Committee Meetings (in class)
 - 2 FFA Activities
 - FFA Fundraisers
 - Field Experiences
 - Supervised Agricultural Experience – project outside of classroom.
 - Foundational SAE on AET

**** FFA is an integral part of the Agricultural Education Program – therefore we are requesting that students participate in activities to help them grow as young leaders in the Agricultural Industry.****

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Work Ethic Rubric – it is all about CHOICES!

	Exemplary Professionalism	
	Behavior Shows a respect of the classroom and materials needed to complete tasks. Adheres to ALL school rules.	
	Attitude Has a continuously positive attitude towards peers, instructor, guests and content.	
	Language Does not use inappropriate language in the classroom or work spaces - utilizes the correct content vocabulary.	
	Time Management Arrives on time. Complete tasks in a timely manner – does not typically need additional time to complete.	
	Technology Use Does not utilize cell phone during the class time, unless specified by the instructor. Provided with one warning.	

Leadership Development Rubric – it is all about the EXPERIENCE!

	Exemplary Leadership	
	Participation Student attends more than the 2 required FFA activities and demonstrates leadership skills.	
	Professionalism Shows up EARLY to the event. Has the proper attire (official dress or FFA gear) Has a positive attitude and willingness to engage in tasks. Utilizes their cell phone at the appropriate times (NOT in front of customers, guests or in the middle of the event.)	
	Reflection Experiences are documented with explicit details and have added pictures (highlighting WORK – not selfies) in the students' AET Record Book.	

Experiential Learning Rubric – it is all about the CAREER!

	Exemplary Experience	
	Experiential Learning Student strategically plans a project that will allow for continued growth. Project is also directly linked to his or her career goals. Student calculates that he or she will learn roughly 10 new skills through the experience.	
	Documentation (resumes, business letters and record book completed) Student creates a set of professional documents to accompany his or her project.	

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ASSIGNMENT TURN-IN AND EXCUSED WORK

All unit assignments are due no later than the day **BEFORE** a unit exam. Assignments will not be accepted after the test is given. If a student misses the day of a test; **it is the responsibility of the student** to set up a time to take the test. Make-up tests must be taken no later than 2 school days after the missed test date (i.e. Test missed on Friday, make-up date is no later than Tuesday of the next week).

Excused absent work can be made up two weeks following the absence. **The student must ask for the work, as it is the student's responsibility not the teachers.** Unexcused absent work can be made up one week following the absences with a **25% reduction** in the grade. If absent at any time all documents can be found on Schoology or in a file system in the classroom.

REQUEST TO RETEST

Students will be provided the opportunity to retest their knowledge. The purpose of this is to hold students accountable for their actions while allowing them the chance to make appropriate changes to the way they prepare for the exam. Please ask for further information.

TARDY

The Agricultural Education department will follow the school's tardy policy as outlined in the student handbook. Being 10 minutes tardy to class will result in being marked absent. Tardies will affect a student's Work Ethic Grade, per the rubric. **BE ON TIME TO CLASS!**

CO-CURRICULAR ACTIVITIES

All school policies and FFA discipline policies will be adhered to when students travel from the school for an Educational, Leadership Development, or Supervised Agricultural Experience opportunity. Remember that misconduct on a field trip or other activity will have consequences for not only the student involved, but also the Chapter as a whole.

ELIGIBILITY

Throughout the year student will be provided with various opportunities to attend field trips. Eligibility requirements include:

- Student must have 5 passing grades, in order to attend a field trip.
- Permission forms will need to be turned in **5 days prior** to the field trip date.
- Student may not have any **disciplinary issues**. This is at the instructor's digression.

Ultimately, the school reserves the right to disallow students to participate in off campus activities if the student has not earned the right to attend, or will pose as a threat to the safety and rights of others.

ELECTRONIC USAGE

Per school policy, electronics are not permitted during class. Occasionally students will be instructed to utilize electronics for the sake of research and other activities, otherwise electronics will remain in pockets or backpacks during class.

SPARTAN BEHAVIORS

These behaviors increase student achievement and establish a positive learning environment.

- Being self-responsible
- Cooperating with others
- Returning equipment
- Helping others
- Acting as a role model

These actions do not require administrative involvement, do not significantly violate the rights of others, do not put others at risk or harm, or are not chronic, and are managed by using the **Five Step Plan**. (This is only a partial list of inappropriate behaviors.)

- Unprepared for instruction
- Insubordination
- Disruptive
- Late to class
- Inappropriate use of electronics, gum, hats, etc.

Five Step Plan:

1. Student warning. Teacher conference.
2. Student warning. Parent contact.
3. Detention (during lunch or after school). Parent contact.
4. Detention (during lunch or after school). Student, parent, teacher and counselor conference.
5. Referral from administration. Required parent conference.

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WORKING AGREEMENTS

The following set of agreements are a powerful code of conduct that can change the way we look at situations and our own personal abilities. These agreements will be upheld within this classroom.

1. Be impeccable with you word.
 - Speak with integrity. Say only what you mean. Avoid using words to speak against yourself or to gossip about others. Use the power of your word in the direction of truth and love.
2. Don't take anything personally.
 - **Nothing others do is because of you.** What others say and do is a projection of their own reality, their own dreams. When you are immune to the opinions and actions of others, you won't be the victim of needless suffering.
3. Don't make assumptions.
 - Find the courage to ask questions and to express what you really want. Communicate with others as clearly as you can to avoid misunderstandings, sadness, and drama. With just this one agreement, you might completely transform your life.
4. Always do your best.
 - Your best is going to change from moment to moment. It will be different when you are healthy as opposed to sick. Under any circumstance, simply do your best and you will avoid self-judgement, self-abuse and regret.

In the space provided, please explain (in your own words) what the above 4 working agreements mean in terms of an academic and working environment.

COMMUNICATIONS and RESOURCE INFO

Infinite Campus Messages - EMAIL

The AET (Agricultural Experience Tracker) – ONLINE

- www.theaet.com
- Chapter ID: C00023
- Username: first initial, last name (i.e. spierce2)
- Password: school lunch number (i.e. 12323)

***Mr. Longacre and Mrs. Pierce will be available for assistance with AET Record Books and FFA Award Applications by appointment only. Please email to set up a time.

****If you are struggling with record books PLEASE COME GET HELP!
If you would like to apply for awards or degrees PLEASE COME GET HELP!

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PARENT/GUARDIAN INFORMATION

Name: _____

Student Name: _____

Occupation: _____

Student Career Interest: _____

Address: _____

Student Grade: _____

SAE (if implemented already): _____

Phone #: _____

Student Hobbies and Interest: _____

Email: _____

Technology Available (computer and internet): Y N

Interested in Chapter or State Degree? Y N

The Greeley West Agricultural Education Department provides various opportunities for students to participate in. We would like to extend an invitation to all parents and family members to be involved in the process of providing these opportunities. If you could please **select, a couple** of areas that you would be interested in helping with, we would greatly appreciate it!

Financial Leadership Events:

- Ticket Sales
- Silent Auction Items
- Food Preparation
- Setting-up Events (at the location)

Donations:

- Classroom Supplies
- Financial Aid (for specific students)
- FFA Jackets
- FFA T-Shirts

Classroom Aide:

- Guest Speaking (our students would love to know more about your occupation!)
 - Agribusiness
 - Animal Industry
 - Plant Industry
 - Natural Resources Industry
 - Mechanical Industry
 - Food Products and Processing
 - Environmental Service Industry
- Transportation Donation
- Chaperone Field Trips
 - Home and Garden Show
 - National Western Stock Show
 - Colorado Farm Show
 - Aspire to Grow
 - State Convention

Supervised Agricultural Education Projects:

- General Help
 - Project Set-Up
 - Project Assistance
- Placements
- Livestock
 - Catch-It (Fair)

- Heifer Wrangle (NWSS)
- Breeding Grant (FFA)

Greeley West FFA Parent Group:

- General Involvement
 - Technology Assistance
 - Classroom
 - Fundraising
 - Community Input
- Sign-Up for Remind101 (see previous page for sign-up)
- Want more information on Parent Group

Career Development Event Sponsor/Coach:

- Agricultural Issues
- Agricultural Mechanics
- Agricultural Sales
- Prepared Public Speaking
- Dairy Cattle Evaluation
- Livestock Evaluation
- Equine Evaluation
- Field Crops
- Floriculture
- Job Interview
- Meats Evaluation
- Milk Products and Processing
- Bison Judging (at NWSS)

Judges for Contest:

- Creed Speaking
- Prepared Public Speaking
- Record Books
- Notebooks

Sponsor for Awards and Scholarships:

- Banquet Awards
- Student Scholarships

Nondiscrimination Statement

Greeley-Evans School District 6 and the Board of Education commits itself to a policy of nondiscrimination and shall not discriminate in its educational, employment or hiring practices on the basis of race, color, national origin, ethnicity, religion, gender, sexual orientation, age, marital status or disability. Concern or complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as a compliance officer for District 6.

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STUDENT/PARENT/TEACHER CONTRACT

Classroom Expectations

I Agree To:

1. ALWAYS FOLLOW THE AGREEMENTS.
2. Enter the classroom with a positive attitude towards all learning opportunities.
3. Not be afraid to ask questions. There is no such thing as a dumb question.
4. Utilize appropriate language. Profound, unprofessional language will not be tolerated.
5. Respect all supervisors. Included but not limited to teachers, teacher assistants, student teachers, substitute teachers and guest speakers.

Personal Conduct and Dress

I Agree To:

1. Inform my teacher of any allergies or handicaps before conducting a skill, which may harm me.
2. Wear the appropriate safety gear at all times.
3. Practice general cleanliness and orderliness at all times.
4. Help with classroom and shop cleanup on a daily basis.

Leadership Development Responsibilities

I Agree To:

1. Attend and participate in the following opportunities that are provided to me as an FFA Member:
 - a. 3 Committee Meetings
 - b. 2 FFA Activities
 - c. Supervised Agricultural Experience – project outside of classroom.
2. To have a Supervised Agricultural Experience project and an updated record book.
 - a. **Record at least 20 hours of work towards SAE.**
 - i. Planning, maintaining and creating towards the goal of exploring a career.
 - b. Have two (2) planning visits with my FFA Advisor—Scheduled during class. If missed I will schedule a new time.

Classroom Safety Performance

I Agree To:

1. Never operate equipment unless specifically authorized.
2. Use all tools for the purpose intended and in the approved manner as taught by the instructor.
3. Avoid talking to or otherwise distracting others using the machines or doing hazardous activities.
4. Report to the teacher all tools and machinery in need of repair, and any hazards that I observe.
5. Handle, use, and store pesticides and other chemicals properly.
6. Lift or move objects in the approved manner only.

I have read the above policies and have discussed them with my instructor. I realize they are not only for my protection and leadership development, but also for the protection and development of those around me. I will do all I can to see that these policies are upheld. I will observe all precautions given by my instructor or others assigned to supervise my participation in school and co-curricular activities. Failure to do so will result in removal from the shop and/or classroom location.

I understand the **Policies and Procedures** and know that I will accept any consequences for not following the rules, as this is a contract for **expected responsibilities** between Mr. Longacre, Mrs. Pierce, my parent/guardian and myself.

Student Signature

Date

Parent/Guardian Signature

Date