

Agricultural Education Department Policies and Procedures

REQUIRED MATERIALS AND AVAILABLE RESOURCES

Required materials:

- Pencils and Pens
- Glue Stick (pack of 3)
- Colored Pencils or Markers
- Highlighters
- Interactive Notebook **(provided by teacher)**
- Textbooks (all are available in the Ag Room)

CLASSROOM METHODOLOGY

Several instructional strategies 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 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 WEEKLY GRADE** – totaling 20 points per month.
- Assignments
 - In Person Learning
 - All students need to participate and complete.
 - Remote Learning
 - All students are to login during appropriate class time and complete assignments in Schoology.
- Assessments and/or Check for Understandings
 - Knowledge and Skill Based
- Leadership Development (rubric attached)
 - FFA Meeting will be held on Wednesday's during class
- Experiential Learning (rubric attached)
 - Supervise Agricultural Experience – project outside of classroom and entered on AET.
 - Reviewed on remote Wednesday's

FINAL EXAMS

Final exams will be in three separate parts. This allows students to display their ability in the three specific areas of Agricultural Education.

Part One – Classroom Content

- Digital Portfolio(combination of podcasts, blogs, videos, reflections)

Part Two – Leadership and Experiential Learning

- AET Record Book
- Reflection of Events on Meetings and Events



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Work Ethic Rubric - it is all about CHOICES!

	Exemplary Professionalism 2 points	Professionalism 1 point	Slight Professionalism .5 point	No Professionalism 0
Behavior	Shows a respect of the classroom and materials needed to complete tasks. Adheres to ALL school rules.	Needs to be redirected once or twice. Changes behavior to be successful.	Needs to be asked to maintain professionalism – lacks ability to adhere to school rules without being told. Doesn't adhere to safety rules.	Has zero respect for classroom, peers, instructor and the materials. Is continuously being unsafe and dangerous.
Attitude	Has a continuously positive attitude towards peers, instructor, guests and content.	Has a slightly negative attitude, shows respect to guests and peers.	Has a negative attitude – attempts a change but continues to be a distraction and complain about the class.	Do not choose to be actively involved with the content. Chooses to have a negative attitude and/or be disrespectful.
Language	Does not use inappropriate language in the classroom or work spaces - utilizes the correct content vocabulary.	Needs to be told twice to clean up their language in the classroom and work areas.	Needs to be asked 3 times to clean up their language in the classroom and work areas.	Does not provide professional dialogue and continues to be a distraction with language.
Time Management	Arrives on time. Complete tasks in a timely manner – does not typically need additional time to complete.	Needs to be warned about the timing of the assignment and redirected to the tasks.	Does not finish the task for the day and needs additional time to complete. Turns in items late. *homeroom is available if needed.	Does not turn in assignments. Does not complete outside tasks in the allocated time. No points available.
Technology Use	Does not utilize cell phone during the class time, unless specified by the instructor. Provided with one warning.	Is provided with two warnings	Is provided with 3 warnings.	No longer going to be warned. Points are taken away.

Leadership Development Rubric – it is all about the EXPERIENCE!

	Exemplary 100	Proficient 80	Developing 40
Participation	Student attends more than the 6 required FFA activities and demonstrates leadership skills. Showcases the following qualities: Attitude	Student attends 6 FFA activities and demonstrates leadership skills. Showcases the following qualities: Attitude	Student attends less than 4 activities and slightly demonstrates leadership (i.e. sitting around, not helping with the event).
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.)	Shows up on time to the event. Has some (more than 50%) of the appropriate attire. Has a positive attitude and asked for tasks that need to be completes. Occasionally utilizes their cell phone at inappropriate times (in front of customers, guests or in the middle of the event.)	Shows up LATE to the event. Does not wear neat and clean attire for an event. Has a poor attitude (continuously complaining and being rude). Utilized cell phone throughout the entire event.
Reflection	Experiences are documented with explicit details and has added pictures (highlighting WORK – not selfies) in the students AET Record Book.	All experiences are logged in their AET Record Book. With more than 5 sentences. Using correct grammar and sentence structure.	Experiences are documented but not explained in detail. Grammar mistakes are found.

Experiential Learning Rubric – it is all about the CAREER!

	Exemplary	Proficient	Developing	Basic
Experiential Learning	Student strategically plans a project that will allow for continued growth. Project is also directly linked to their career goals. Student calculates that they will learn roughly 10 new skills through the experience.	Student strategically plans a project. Project is also directly linked to their career goals. Student calculates that they will learn roughly 8 new skills through the experience.	Student has a beginning plan of a project, which is slightly related to their career choice. Student calculated that they will learn roughly 4 skills through the experience.	A short term plan – appears to be created solely for the grade in the class. Students do not calculate skills to be learned through the experience.
Documentation (resumes, business letters and record book completed)	Student creates a set of professional documents to accompany their project.	Student creates less than professional documents to attach to project.	Student turns in draft versions of documents for project	Provides no documentation

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ASSIGNMENT TURN-IN AND EXCUSED WORK

If a student misses the day – **then it is the responsibility of the student** to set up a time to take the assignment. Make-up assignments need to be taken no later than 7 school days after the missed date. All assignments will be accessible via Schoology.

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 for full credit. Anything turned in more than a week late is a **10% reduction** in the grade.

If absent, all documents can be found in Schoology. It is the student's responsibility to print off the assignment and add it into their notebook.

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 for Supervised Agricultural Experience opportunities. 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 3 passing grades, in order to attend a field trip.
- Permission forms will need to be turned in **14 days prior** to the field trip date.
- Student may not have any **disciplinary issues**. This is at the instructor's discretion.

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, like cell phones, are not permitted during class. Students will be instructed to utilize electronics for the sake of research and other activities.

FOOD AND DRINK

Per School Policy:

- Before eating meals, students will clean desks with a spray bottle/paper towels and either use hand sanitizer or wash hands. They will only be served meals once these things have occurred.
- Once students are seated, they should not leave their seats (unless to go wash hands) and should not congregate inside the classroom.
- Once meals are delivered, teacher will put on gloves, and begin to serve meals from the bin.
- Teachers (preferably in homeroom pairs) will place each student meal on the desk. Students should not take meals from teacher, but wait for teacher to place and walk away before they start eating.
- Students may take off masks to eat meals, but must immediately put mask back on when meal is done. To prevent the spread of saliva and germs, students should not speak to each other during lunch without masks on.
- Similarly, teachers should not speak to students when student masks are off. Due to the spread of saliva that may occur, and students being unmasked to eat, we want to ensure that safety guidelines are followed at all times and that lunch remain safe for students and teachers.
- When students are done eating, they should silently raise their hand, and the teacher will roll the garbage over to them. They should throw out their garbage, and then clean their desks.
- Students must then go to the bathroom to wash their hands or use hand sanitizer.
- When the 30-minute lunch block is over, teachers will place garbage can and all leftover lunches outside of classrooms.

CODE OF THE WEST

1. Live each day with courage.
2. Take pride in your work.
3. Always finish what you start.
4. Do what has to be done.
5. Be tough, but fair.
6. When you make a promise – keep it.
7. Represent the Spartan Aggies with pride.
8. Talk less and say more.

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COMMUNICATIONS and RESOURCE INFO

Teacher Contact Information –

- Classroom – Room 611 and Greenhouses
- Email – spierce2@greeleyschools.org
- Phone – (970)302-6827

Schoology Classroom – ONLINE

- If a student is absent for an assignment – they are responsible for printing it out and getting it in.
- Some assignment will need to be submitted online – not all

FFA Connection –

- Facebook Page: Greeley West FFA
- Herd Groups: Chapter Officer communication with members to provide updates on activities

The AET (Agricultural Experience Tracker) – ONLINE

- www.theaet.com
- Chapter ID: CO0023
- Username: first initial, last name (i.e. pierce2)
- Password: school identification number (i.e. 12323)

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STUDENT/PARENT/TEACHER CONTRACT

Classroom Expectations

I Agree To:

1. ALWAYS FOLLOW THE CODE OF THE WEST.
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. Assist with FFA Fundraisers (asking the community, sharing on FB, selling items, mailing letters etc.)
 - b. 2 FFA Activities (all Fall events will be hosted online and in the classroom when possible – some virtual workshops are available as well).
 - c. Attend FFA Meetings once a month – during Wednesday Remote Learning time.
2. To have a Supervised Agricultural Experience project and an updated record book.
 - a. **Record at least 10 hours of work towards SAE.**
 - i. Planning, maintaining and creating towards the goal of exploring a career.
 - b. Have two (1) planning visits with my FFA Advisor. Must be scheduled.
 - i. After school during virtual office hours.

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.