

# **Agricultural Education Department Policies and Procedures**

## **REQUIRED MATERIALS AND AVAILABLE RESOURCES**

Required materials:

- Spiral Notebook
- Folder (with prongs)
- Writing Utensil (pencil or pen)
- Textbooks (all are available through the Ag Department)

## **CLASSROOM METHODOLOGY**

Several instructional strategies are 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
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Course grades will be made up of the following areas:

- **Classroom (expectations on assignment) = 50%**
  - o Assignments
  - o Check for Understanding (assessments)
- **Summative (Final Semester Assessment) = 10%**
- **Leadership Development Activities = 20%**
  - o 3 FFA Activities (3 per semester = 6 events/activities per year)
    - FFA Fundraisers
    - Chapter Meetings
    - FFA Sponsored Community Service
    - Leadership Events (DLC, CDE and LDE)
- **Work Based Learning (rubric attached) = 20%**
  - o Supervised Agricultural Experience – project outside of classroom.
    - Foundational
    - Entrepreneurship
    - School Based Enterprises
    - Job Placement
    - Internships/Job Shadowing

## **ASSIGNMENT TURN-IN AND EXCUSED WORK**

All unit assignments are due no later than the dates provided below. Assignments will not be taken after these dates. If a student misses the day of a test – **then it is the responsibility of the student** to set up a time to take the test.

**Final Turn In Days (late assignments):**

☐ December 1st (1st Semester)

☐ May 3rd (2nd Semester)

## **UNIT RECOVERY**

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 their work ethic and grade in the class. Please ask for further information.

## **DISCIPLINARY**

The Student Handbook disciplinary plan will be referenced when a disciplinary concern arises at any point in time.

## **TARDY/CLASS ATTENDANCE POLICY**

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. If you show up to class and then leave for longer than 15 minutes you will be marked absent and an email will be sent to parent/guardian. **BE IN CLASS! 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 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 students will be provided with various opportunities to attend field trips. Eligibility requirements include:

- Students must have 5 passing grades, in order to attend a field trip.
- Permission forms will need to be turned in **2 days prior** to the field trip date.
- Students 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 a threat to the safety and rights of others.

### **ELECTRONIC USAGE**

Per school policy, electronics are not permitted during class (this includes earbuds). Occasionally students will be instructed to utilize electronics for the sake of research and other activities, otherwise they need to remain in pockets or backpacks during class. Students will have 3 chances to demonstrate correct electronic behavior. If student cannot show this – then their electronics will be locked up during class in a secure location.

### **Leadership Development Rubric – it is all about the EXPERIENCE!**

Areas of Improvement	<b>EXEMPLARY</b> Leadership	Area Met or Exceeded Expectation
	<u>Participation</u> Student attends 3 required FFA Activities and demonstrates leadership skills.  <u>Documentation</u> Activities updated on AET	
	Professionalism <input type="checkbox"/> Student shows up early to the event. <input type="checkbox"/> Has the proper attire (Official Dress or FFA Gear) <input type="checkbox"/> Has a positive attitude and willingness to engage in tasks. <input type="checkbox"/> Utilizes their electronic device at appropriate times.	

### **Experiential Learning Rubric – it is all about the CAREER!**

Areas of Improvement	<b>EXEMPLARY</b> Experience	Area Met or Exceeded Expectation
	<b>Foundational SAE</b> Student has completed all the Foundational SAE Sections. Allowing for continued growth towards an individual project.  Project is directly linked to his/her career goal.  <u>Documentation</u> Student has a minimum of 5 journals logged in AET.	
	<b>Immersion SAE</b> Student strategically plans an individual project. Project is directly related to their career goals.  <u>Documentation</u> Student has a minimum of 10 hours journaled in AET.	

## **PARENT/GUARDIAN INVOLVEMENT FORM**

Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

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:**

- ☐ Farm to Table Ticket Sales
- ☐ Silent Auction
- ☐ Plant Sale Cashier
- ☐ Garage Sale
- ☐ Potato Days
- ☐ BBQ Events

### **Donations:**

- ☐ Classroom Materials
- ☐ Financial Aid (for specific students)
- ☐ FFA Jackets
- ☐ FFA T-Shirts
- ☐ Registration Cost
- ☐ FFA Materials

### **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
- ☐ Chaperone Field Trips
  - ☐ Pro Green Expo
  - ☐ National Western Stock Show
  - ☐ Colorado Farm Show
  - ☐ State Convention

### **Supervised Agricultural Education Projects:**

- ☐ General Help
  - ☐ Project Set-Up
  - ☐ Project Assistance
- ☐ Placements (jobs)
- ☐ Job Shadow and Internships
- ☐ Schooled Enterprises
  - ☐ Greenhouse
  - ☐ Floral Shop
  - ☐ Broiler Pens
  - ☐ Co-op - Swine and Beef
- ☐ Livestock
  - ☐ Catch-It (Fair)
  - ☐ Heifer Wrangle (NWSS)
  - ☐ Breeding Grant (FFA)

### **Greeley West FFA Parent Group:**

- ☐ General Involvement
  - ☐ Technology Assistance
  - ☐ Classroom
  - ☐ Fundraising
  - ☐ Community Input
- ☐ Want more information on Parent Support Group (Ag Ed Council)

### **Career Development Event Sponsor/Coach:**

- ☐ Agricultural Business
- ☐ Agricultural Mechanics
- ☐ FFA Creed Speaking
- ☐ Prepared Public Speaking
- ☐ Extemporaneous Speaking
- ☐ Parliamentary Procedure
- ☐ Quiz Bowl (freshman)
- ☐ Conduct of a Meeting (freshman)
- ☐ Dairy Cattle Evaluation
- ☐ Livestock Evaluation
- ☐ Equine Evaluation
- ☐ Land Evaluation
- ☐ Nursery Landscape
- ☐ Employability Skills (Job Interview)
- ☐ Food Science & Technology
- ☐ Field Crops
- ☐ Floriculture
- ☐ Meats Evaluation
- ☐ Milk Products and Processing
- ☐ Vet Science

### **Speaking Judges for Contest:**

- ☐ Creed Speaking
- ☐ Prepared Public Speaking
- ☐ Extemporaneous Speaking

### **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.

## STUDENT/PARENT (OR GUARDIAN)/TEACHER CONTRACT

### Classroom Expectations

#### **I Agree To:**

1. Enter the classroom with a positive attitude towards all learning opportunities.
2. Not be afraid to ask questions. There is no such thing as a dumb question.
3. Utilize appropriate language. Profound, unprofessional language will not be tolerated.
4. 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 FFA Activities – NOT classroom field trips, per semester (see calendar for more details)
2. To have a Supervised Agricultural Experience project and an updated record book.
  - a. **Record at least 10 hours of work towards SAE.**
    - Planning, maintaining and creating towards the student's Foundation SAE
  - b. Have two (2) planning visits with my FFA Advisor. Must be scheduled.
    - After school
    - During homeroom

### 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, Ms. Pennock, Mrs. Grimes, my parents/guardian and myself.

\_\_\_\_\_  
Students PRINTED Name (First and Last)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date