

# **Vocational Agriculture Handbook**



## **Knox County R-I High School**

**2019-2020**

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Conference: 4th Hour

## **Program Introduction**

The agriculture education program is made up of three separate but connected parts: FFA, SAE, and Agriculture Education class. When a student enrolls in the Agricultural Education class, he or she is enrolling in all three segments of the program. Below, you will find a description of each part.

### **FFA**

FFA is a vital part of the Vocational Agriculture Program. FFA provides hands on competition and the chance for students to become leaders. This national organization is designed to provide students with training in leadership, citizenship, and cooperation. FFA also provides contests and award programs for students to display their skills in the area of agricultural education. As a senior, members are eligible to apply for various FFA sponsored scholarships.

Please understand that FFA is an intra-curricular activity which means it is part of the Agriculture Education curriculum. We will discuss it in every class. Every student who enrolls in an Agriculture course will be a member of the Knox County FFA.

**Points Chart:** I will keep a tally of events in my classroom. For each event that you attend, you will be assessed points. At the end of the year those students with 60 total points and met their goal for fundraising will have their portion of the trip paid for. This trip will be determined by the chapter, and if chapter finances allow.

Points Breakdown: Chapter events: 4 points

Area Events: 4 points

State Events: 6 points

National Events: 8 points

### **SAE**

SAE stands for Supervised Agriculture Experience. This part of the class is designed to give students experience other than that in the classroom. The experience is intended to be hands on so the student can apply and further develop skills learned in the classroom. Records are to be kept in the provided book. For those who have not studied SAEs, this will be discussed in class. Record books are a requirement in the Vocational Agriculture program. Your SAE will also be evaluated at least once per year by an instructor visit and once a quarter by accountability in the record book.

## **Relationship of Ag Ed to Other Courses**

The agriculture curriculum is deeply dependent on the other curriculums taught in the school district. One important subject is English because of the students need to be able to communicate effectively on paper with the teacher and perspective employers. Also, mathematics is a vital part of the agriculture curriculum, as it is used in every aspect of agriculture. Biology and the other sciences are becoming more and more important for the students to understand before they enter the agriculture classroom. Today's agriculture industry is becoming more dependent on biotechnology and for people that understand the complexities of the science. The 2016-17 courses will cover areas such as animal science, plant science, agriculture mechanics, agriculture management, agriculture sales, communication, leadership, careers, and business.

### **Provided Classroom & Shop Articles**

- 2” Notebook
- Record book
- Safety glasses

### **Classroom & Shop Needs**

- One package of three-ring notebook paper or the equivalent
- One pencil and one ink pen to be kept in notebook or brought to class each day
- Appropriate shop apparel (listing found in Shop Rules & Procedures)
- Great attitude! Come with an open mind, a willingness to cooperate, work hard, and learn!
- **Grading System**
- 96% - 100% A
- 90% - 95% A-
- 87% - 89% B+
- 83% - 86% B
- 80% - 82% B-
- 77% - 79% C+
- 73% - 76% C
- 70% - 72% C-
- 67% - 69% D+
- 63% - 66% D
- 60% - 62% D-
- 0% - 59% F

Your grade will be determined on 3 main things: Daily participation and cleanup (Shop classes), Tests and quizzes, and daily classroom work.

### **Assignments & Projects**

In-class activities, homework, record books, notebooks, and other special projects will be graded as an assignment, project or class work.

All assignments and projects are expected to be turned in on a certain calendar date given by the instructor.

There are a few mandatory activities that each student will participate in by joining FFA. These include: Official Dress Day during National FFA week, Chapter Banquet at the end of the year, and Greenhand Night (Freshman only). These events will be worth a class grade. Any student who chooses not participate in FFA will be given an alternative assignment.

### **Quizzes & Tests**

Announced quizzes and tests will be given throughout the year. Unit tests and safety tests for shop equipment will be administered throughout the year.

If you have questions concerning your grade please feel free to arrange a time to discuss the issue.

Attendance to a few elite FFA activities is dependent upon a student's grades and behavior in his or her classes. Activities such as, but not limited to, trapshooting, National Convention, State Convention, and any contests require extra time and are privileges of the FFA Program. The students will be subject to a grade check per Knox County R-I policy. For any student with an F in any class, they will not be allowed to go to these events. In addition, students should have exemplary behavior in the classroom. No student receiving OSS for behavior will be able to participate in the above-mentioned activities.

### **Absences and Tardies**

- The student is responsible for taking care of the missed work and contacting the teacher to make up missed in-class activities, quizzes, or tests.
- The student will receive an unexcused tardy if they are not in the room when the tardy bell rings.

## **Classroom Rules & Procedures**

### **General Classroom Rules**

1. Respect others and their property- Remember the Golden Rule!
2. Come to class with a positive attitude, ready to learn
3. Follow directions the first time they are given
4. Come to class prepared
5. Receive permission to leave the room
6. No cursing or profanity
7. Observe all school rules

**Consequences-** Should a student choose not to follow the rules the following consequences will be applied.

1. First offense- Warning
2. Second offense- Stay after class
3. Student will be sent to the office. Parents or guardian will be contacted, and a meeting will be set up with student, parent or guardian, and myself if needed. See Handbook for more Discipline Information.

**All appropriate school and classroom rules are applicable to all field trips and FFA activities!**

### **Trips**

Trips are a privilege! Appropriate behavior to, during, and from the event is expected and anything less will not be tolerated. Consequences for inappropriate behavior on trips will be more severe.

### Criteria for Attending Trips

#### National Convention:

Precedence will be as follows for attending National Convention: Senior officers, Seniors, Rest of the officer team, and then the rest of the chapter members. Students must fill out an application to be eligible, as well as met their fundraising goal, no discipline referrals, and at least a 2.0 GPA.

#### State Convention:

Freshman will take precedent for State Convention in Columbia. By filling out an application, any Freshman will be eligible to attend, as long as grades and discipline are not an issue.

### **Rewards for obeying the Rules and Procedures**

- ❖ Verbal Praise
- ❖ Positive Notes
- ❖ Special treats

### **Procedures for Agriculture Classroom**

1. Upon entering the classroom, retrieve your notebook and any other materials needed for class, and go directly to your proper seat.
2. Quietly raise your hand for help or to ask a question.
3. The bell will not dismiss the class, the instructor will.
4. Remain seated until you are dismissed.
5. All materials used during the class will be put away before dismissal.
6. If you complete your work early, work on other homework, read a magazine or book or work on your record book.
7. If the instructor has an unexpected visitor or phone call, you should sit quietly and work on an assignment or read.
8. To check out materials in the classroom, first obtain permission from the instructor and second, sign it out on the clip board. When you return it **the instructor** will cross it off the list.
9. If you have questions or need help, please come talk to me. You may do so during our planning periods (with permission from other teachers) or before or after school by appointment.

### **Shop Rules and Procedures**

#### **Specific Rules**

1. No horseplay of any kind!! This includes running, yelling, throwing objects, or any other behavior.
2. Students will be issued one pair of safety glasses to be used during their time in the agriculture mechanics laboratory.
3. Safety glasses are to be worn by students at ALL times when in the agriculture mechanics laboratory.
4. Sleeves and long pants or coveralls must be worn in the metal laboratory.
5. No open toed shoes allowed.
6. All accidents are to be reported to the instructor.

7. 100% mastery is required on all safety examinations.
8. **Do not touch anyone else's project with out their permission or permission from the instructor.**
9. Before operating power tools, examine possible flight paths of materials (sparks, sawdust, etc.) to ensure safety of others.
10. **The shop will be running on a "If you break it, you will replace it" motto. This means that is a student breaks any piece of equipment (by not using the equipment properly), that student will replace the piece of equipment they broke.**

### **Procedures**

1. Safety glasses and proper apparel must be worn while in the agriculture mechanics laboratory.
2. If equipment breaks during use or you discover a broken piece, report it immediately to the instructor.
3. Do not use any piece of equipment that is broken or has a "Do Not Use" sign on it.
4. Students are not allowed in the shop without the instructors' presence.
5. When passing through the mechanics laboratory area (when not participating) please stay inside the designated safety lanes.
6. **All** students will participate in clean up.

Students: I have read the Agriculture Department Handbook and understand it. I will honor it while I am enrolled in Agriculture Classes

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parents: My child has discussed the Agriculture Department Handbook with me. I understand it and will support it.

Parents: My conference hour is 4<sup>th</sup> hour each day. This is the best time to reach me if you have any questions or concerns. If that time does not work, please contact the office and leave a message with a time for me to call you or email at [rmallett@knoxr1.us](mailto:rmallett@knoxr1.us).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please list the best way to communicate with you about your student. This can be phone or email. If you choose to list a phone, please state the best time to call.  
Thank you!**

Contact Information: \_\_\_\_\_

2018-2019 FFA Events Permission slip

I give permission for my son/daughter \_\_\_\_\_ to attend the 2018-2019 FFA events. I understand that trips are a privilege, and given any inappropriate behavior, the student may not be able to participate/attend.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Agriculture Course Descriptions**

### Exploring Agriculture –

A general literacy course designed to introduce and apply life skills related to one of America's basic industries - agriculture. Units of instruction will be selected from Introduction to Agriculture, Plant Science, Animals in Society, Products from Agriculture, Natural Resources and Conservation, Leadership and Personal Development, and Basic Home and Farmstead Safety and Maintenance.

### Agricultural Science I

A course designed for instruction in animal science, agricultural mechanics, career exploration, leadership and personal development, and supervised agricultural experience. Units may include agribusiness, natural resources, and food science.

### Agricultural Science II

A course designed for instruction in plant and crop science, soils, entomology, horticulture, and forestry, and additional instruction in agricultural mechanics, career development, leadership, and supervised agricultural experience.

### Agricultural Structures

This course includes electrical wiring, electrical motors, concrete masonry, plumbing and sewage disposal, farm fences, product handling and processing equipment, and farm buildings.

### Animal Science

Advanced study in animal production, management, marketing, nutrition, breeding, production records, selection, animal health, waste management, and biotechnology may be included in this course.

### Agribusiness Sales and Marketing and Management

– This course includes human relations, personal inventory, careers in selling, and other experiences necessary for employment in agribusiness engaged in marketing, purchasing, storing, grading, and transporting supplies and products.

