Changes to the Vocational Handbook

The significant changes to the vocational handbook were personalizing the class information, rules, and procedures to meet the expectations of new staff.

All of the components of the old handbook were retained in the rewrite. The only added portion is where it discusses the use of the electronic record book.
Chapter Website:  https://sites.google.com/a/knoxr1.us/knox-county-ffa/

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. The FFA at Knox Co. has an officer team for 2013-2014 that consists of President, 3 Vice Presidents, Secretary, Treasurer, 2 Reporters, Sentinel, Chaplain, and 2 Historians. 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 various areas of agriculture. 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, it will be a part of many lessons, and there will be many events and activities that directly correlate with classroom discussion and/or activities. There will also be class points for many FFA events. Should a student choose not to join FFA, that student will be required to do an alternate assignment to make up those points. FFA members do not have the option of the activity or the assignment as they are required to participate in the activity. Further explanation is listed in sections to follow.

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 required to be kept in the students’ print-copy recordbook, or a new electronic record-keeping system provided by the state agricultural department. 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 as the students need to be able to communicate effectively verbally and through various mediums with the teacher and perspective employers. Mathematics is a vital part of the agriculture curriculum, as there are various calculations and formulas used in many aspects of agriculture. Biology and
the many other sciences are becoming more and more important for 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 2013-14 courses will cover areas such as animal science, plant science, agriculture mechanics, horticulture, agriculture power, hydroponics, aquaculture, farm management, agricultural communication, leadership, careers, and business.

**Technical Skill Assessment (TSA)**
Agriculture Science I and Agriculture Science II are the foundation courses of the Agriculture education program. After completing the foundation courses, students may choose an advanced course for their remaining high school years. Students who complete a program of studies, including Ag Science I and II with at least 1 full year of another advanced course, will be required to take the Technical Skill Assessment.

**Provided Classroom & Shop Articles**
- Record book (with the new electronic system, this will be provided free of charge and students may keep a copy on their own electronic device, however if a student would like to complete a print-version of the recordbook they will need to have a 1-1.5” 3-ring binder to bring to class which will last for all 4 years)
- Safety glasses

**Mrs. Hamlin’s Classroom - Supplies Needed**
- One 3-ring binder, no bigger than a 2.5” thickness
- One package of loose-leaf notebook paper or a notebook to put in their binder
- One package of pencils, any size or style, to be kept in the classroom
- Appropriate shop apparel (listing found in Shop Rules & Procedures)
- Great attitude! Come with an open mind, a willingness to cooperate, work hard and learn!

**Mr. Shively’s Classes/Shop – Supplies Needed**
- One 3-ring binder, no bigger than a 2.5” thickness
- One package of loose-leaf notebook paper or a notebook to put in their binder
- A pencil (If borrowed from Mr. Shively there will be a deposit required that will be returned when the pencil is returned)
- Appropriate shop apparel (listing found in Shop Rules & Procedures)

**Grading System**
The following grading scale will be used according to the school district.

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<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>100-96</td>
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<td>A-</td>
<td>95-91</td>
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<td>B+</td>
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<td>B</td>
<td>87-85</td>
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<td>D-</td>
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Grades will be based on your performance in 3 main areas: Daily Participation, Assignments and Projects, and Quizzes and Tests.
Daily Participation - Mrs. Hamlin
Each student can earn up to a maximum of 10 daily participation points. Points will be deducted for things such as but not limited to, lack of participation in class discussions and activities, lack of participation in clean up, disobeying rules, or disrupting the class.

Daily Participation - Mr. Shively
Each student can earn up to a maximum of 20 points each day; 10 points for participation in class and 10 points for clean up. Participation points are awarded on a per student basis and clean up points will be awarded on an entire class basis. (Example: 3rd hour did not put away extension cords; therefore each student loses 2 clean up points for that day.) Points will be deducted for things such as but not limited to, lack of participation in class discussions and activities, lack of participation in clean up, disobeying rules, or disrupting the class.

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

FFA is one of the three main components of the Agriculture Education program therefore any FFA activities may be given points. These activities include Official dress day during National FFA Week, Greenhand/Chapter Initiation Ceremony during National FFA Week, and the annual End of the Year Banquet in the spring.

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

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.

Grade Progress
If you have questions concerning your grade please feel free to arrange a time to discuss the issue with either instructor. Conference hours and contact information is listed at the top of this handbook for parent and student convenience.

FFA Special Activities
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, therefore these activities require members to attain a C in Ag class and may have no more than one D in another class as stated in the FFA Constitution, however may not have any F’s. The students will be subject to a grade check within two days of the activity. In addition, students should have exemplary behavior in the classroom as seen by daily points given by the instructor. 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 and seated when the tardy bell rings.

Seating
• Mrs. Hamlin will issue assigned seating for the beginning of each term, however they may be amended as deemed necessary.
• Students may not change seating assignments without instructor approval.
• Instructors will change seating assignments based on appropriate/inappropriate behavior.
• Disciplinary action will be taken for anyone who does not follow the seating chart when there is a substitute teacher.

Classroom Rules & Procedures

Mrs. Hamlin’s Classroom Guidelines – These will be posted and referred to throughout the year.
1. Respect everyone and their opinions and belongings.
2. Follow directions the first time they are given.
3. When the bell rings you are to be in your seat AND working.
4. Have ALL materials with you when you come to class, and take them with you when you leave. Mrs. Hamlin is not responsible for items left in the classroom unless approved ahead of time.
5. Follow ALL procedures and guidelines of the school and district, not just Mrs. Hamlin’s rules.
6. Profanity is inexcusable at all times, and will not be tolerated at any time.

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. Third offense- Student will be removed from the classroom.
   ** The severity of the offense will dictate where the student will be sent. **
   ** If problem persists parents or guardians will be notified. **
   ** Certain infractions are grounds for immediate removal, including – but not limited to – profanity, fighting, bullying, PDA, and severe disruptions. **

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.
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. There will be work on the board at the start of every class that you are to begin working on upon being seated.
3. Quietly raise your hand for help or to ask a question.
4. The bell will not dismiss the class, the instructor will.
5. Remain seated until you are dismissed.
6. All materials used during the class will be put away before dismissal.
7. If you complete your work early, you must work on other homework or work on a pre-approved activity as deemed appropriate by the instructor.
8. If the instructor has an unexpected visitor or phone call, you should sit quietly and work on an assignment or read.
9. If you have questions or need help, please advise your instructor. You may do so 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. No jewelry or loose clothes allowed in shop and long hair must be put up in some fashion.
3. Students will be issued one pair of safety glasses to be used during their time in the agriculture mechanics laboratory. A fee of $5 will be assessed for any additional pairs.
4. Safety glasses are to be worn by students at ALL times when in the agriculture mechanics laboratory.
5. Sleeves and long pants or coveralls must be worn in the metal laboratory.
6. No open toed shoes allowed.
7. Inform instructor immediately of any accidents or injuries no matter how small they may seem.
8. No student will be allowed to use a tool or piece of equipment until they have been trained by advisor and have passed safety test for that tool or equipment with 100% mastery.
9. Do not touch anyone else’s project without their permission or permission from the instructor.
10. Before operating power tools, examine possible flight paths of materials (sparks, sawdust, etc.) to ensure safety of others.

Procedures

1. Safety Glasses and all other PPE (Personal Protective Equipment) must be worn at all times when in shop.
2. Inform instructor immediately if any tool or piece of equipment is damaged, not running correctly, or if something simply doesn’t feel or sound right.
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.

**Shop Fee**

1. A materials fee will be assessed for each student’s project. The fee will cover materials used to build the project. Students will be allowed to choose a project based on their budget and time allotted in the agriculture mechanics laboratory. Should a student be unable to purchase the materials for a project, they will complete a project for an individual outside the agriculture department.

2. Mr. Shively - Every student will be required to assist/complete a project. Owners of the project are required to supply the materials for that project. If a student does not have a project to complete, one or more will be assigned.
(2013-2014 calendar dates will be updated and posted on the chapter website when received by the state department of agriculture.)

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: Mrs. Hamlin’s preparation time is 1st hour each day. Mr. Shively’s preparation time is 4th hour each day. The best time to reach the instructors if you have any questions or concerns is during their planning period, before school or after school. If those times do not work, please contact the office and leave a message with a time for us to call you or email at bhamlin@knoxr1.us or kshively@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: _____________________________________________