

**Fleming Schools
Agriculture Education/FFA Department**



Class Policies and Procedures

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I am excited that you have chosen to be a part of the Agriculture Education Program at Fleming Schools! I will be helping you navigate your way through the many aspects of agriculture education. Your enrollment in this program will require active participation in three areas: Instruction in the classroom and lab (shop), SAE and FFA.

Instruction: Like any class you will have the opportunity to learn. I will be teaching you many concepts that are applicable to the real world. As is necessary, classroom instruction will be supplemented with time spent in the shop, greenhouse, or hydroponics lab. All students that demonstrate a proficient understanding of shop safety will be working in the shop areas.

SAE: All students are required to have a Supervised Agriculture Experience program. This can be nearly anything, ranging from raising your own animals to volunteering in the community, as long as it has something to do with agriculture and can be tracked using *The AET* program. Don't worry, I will be telling you more about your SAE when the time comes.

FFA: Being enrolled in an agriculture education program allows you to be an FFA member, as FFA is an *intracurricular* aspect of this program. Through the FFA, you have opportunities to win awards and receive recognition, receive scholarships, gain lifelong friendships, travel the state and nation, and obtain many leadership skills that will help you during and after high school. Enrollment in FFA is concurrent with enrollment in all agriculture education classes. This is not an optional portion of the program.

MATERIALS

1. All textbook material will be provided. Students will utilize these text books in class only. If more time is needed with a book for homework, there will be an opportunity to check one out.
2. Shop Project materials and prices will be determined before a project using a bill of materials. Students will be required to pay this bill before any materials are worked with in the shop. Any materials used solely for instructional purposes will be paid for by the Ag Department.
3. Each student will be required to keep a detailed Ag Notebook. This binder, along with all of its contents, will be provided. This notebook will be kept in the classroom.

EXPECTATIONS

1. All Ag classes will begin each period in the ag classroom.
 - If we are planning to use the shop, greenhouse, or hydroponics lab that day, we will first meet in the classroom, enter the shop, greenhouse, or hydroponics lab together, and then end the period back in the classroom.
2. Upon entering the room for class, grab your Ag Notebook from the book shelf, take a seat, and begin on the board work provided.
3. Come to class prepared and ready to learn every day.

- Always bring a pencil or pen, any current assignments, and any homework that was assigned previously.
3. Respect Others.
 - This includes: ideas, personalities, opinions, cultures, and their overall well-being.
 4. Respect Facilities.
 - If an item does not belong to you, do not touch it!
 - Do not write on or damage school equipment in anyway-if you want to break it, then you can buy it!
 - Leaning in chairs and sitting on tables tends to damage them.
 - In order to keep the shop safe and organized always put tools and equipment away.
 - Always follow the **Barn Rules** posted in the Ag Classroom.
 5. Listen while others are talking.
 - This includes: the instructor, substitute teaches, guest speakers, and classmates.
 6. Because I choose to be professional around my students, I refrain from using cuss words-I expect you will do the same for me.
 - If you choose to use foul language, you will get one warning; after that it is the loss of all participation points for the day.
 7. In Ag Ed we work in the lab, which requires a great deal of attention to your surroundings. In order to keep everyone safe, please do not use personal electronic devices of any kind.
 - This includes: Cell phones, iPods, pagers, CD players, etc. If you choose to use any electronic device while in the lab, you will lose all participation points for the day.

POLICIES AND PROCEDURES

1. Agricultural Education, like any other class offered, will be operated according to all rules, regulations, and policies outlined by the school administration.
2. All safety rules must be followed to ensure the safety of everyone! If any of the top 10 safety rules (see attached) are broken while in the shop, all participation points for the day will be taken away from that student.
3. Students are welcome to come to the agriculture department any time before or after school with questions/problems.
4. Food, candy, and beverages will be allowed during class time. In some cases, the instructor will use food for a lesson. This is a privilege so be sure to clean up after yourself.
5. All students in an agricultural education class will be a member of the Fleming, Colorado, and National FFA organizations.
6. All FFA members are responsible for their Official Dress.
 - Boys – black slacks, white collared shirt, black shoes, black socks, Official FFA Jacket, Official FFA tie.
 - Girls – black skirt (knee length), white collared shirt, black closed toe/heel shoes, Official FFA Jacket, Official FFA scarf.

GRADING POLICY

Grades will be based on total points earned throughout the semester and year.

1. Daily participation grade (4 points per day).
 - Points will be awarded based on the student's participation, work ethic, attitude, and respect to classroom and lab policies and procedures.
 - Points will all be awarded at the beginning of the semester. That means each student will begin the class with a participation grade of 280/280. Any time points are lost, they will be deducted from this total, resulting in a negative effect on the overall course grade.
2. Ag Notebooks (25 pts) and AET record books (25 pts) will be graded 1 time each quarter. These two grades will attribute to 50 points per quarter (100 points per semester, 200 points for the year).

3. Each student will be required to participate and be sold at the FFA Hired Hand Auction and serve their hours for a participation grade.
4. Assignments, quizzes, and tests will range in point value. Point values will be disclosed when the assignment is first handed out.
5. Late work will not be accepted.
 - Communicate with Miss Cochran about late work if you are having problems or have questions.
6. For every Ag course there will be a final given at the end of each semester that is worth 15% of the total course grade. The final may be in the form of a project or test.

GRADE BREAKDOWN

A = 100 – 90
D = 69 – 60

B = 89 – 80
F = 59 – 0

C = 79 – 70

REQUIRED SHOP DRESS

1. Shop coats or long-sleeved non-insulated coveralls will be worn when working with metal. Coveralls and shop coats may be purchased by the student or borrowed through the Ag Department. If you have your own coveralls, they should be stored in a locker in the Ag Shop. If the student is wearing shorts, coveralls must be worn.
2. All students must be dressed in closed-toe and closed-heel shoes. Appropriate shoes may be stored in a locker in the Ag Shop.

**** If a student arrives with inappropriate clothing or footwear, they will lose all daily participation points and will not be allowed to participate in shop activities. ****
3. Students must enter the shop area with adequate and acceptable eye protection. Failure to wear eye protection in the shop:
 - 1st Offense will result in a loss of 25 points, an office visit with the principal, and loss of shop privileges for one week.
 - 2nd Offense will result in lowering the student's grade one letter, office visit with the principal, and loss of shop privileges for one week.
 - 3rd Offense removal from class and the student will receive an F for the semester.

COMMUNICATION

1. I strongly believe that communication is vital to be successful in any aspect of life, therefore:
 - If a student does not understand something, has questions, or needs more help, they must take the initiative to come and talk with me before school, during lunch, or after school. I will not speak to parents regarding issues unless the student has attempted to speak with me first.
 - The FFA Chapter and myself will be posting picture, updates, and reminders on the Fleming FFA Facebook page found at: <https://www.facebook.com/flemingffachapter>
 - Parents: If you have any questions or would like to help with the various FFA activities this year, please feel free to contact me directly.

Top 10 Shop Safety Rules

1. Wear safety glasses
2. Wear proper shop clothing
3. Properly use the correct tool for the job
4. No horseplay or messing around --->NO CELL PHONES
5. Keep hands away from moving parts
6. Unplug tools at end of class and when making any adjustments
7. Make sure tools are off before plugging in
8. If a machine or tool is broken, notify the instructor IMMEDIATELY
9. Shop must be clean before class is dismissed
10. Consider safety for others

****If any rules are broken while in the shop,
you will lose ALL participation points for the
day****

Fleming Ag Ed/FFA



General Permission Slip to Ride with Miss Cochran

I give my student, _____, permission to ride with Miss Cochran, the Ag Instructor/FFA Advisor, in the Ag Pickup. This includes, but is not limited to, class/day trips to events at Northeastern Junior College, local agriculture operations, local feed and hardware stores, and District FFA contests and events, for the 2015-2016 school year.

Guardian Printed Name: _____

Guardian Signature: _____

Date: _____

I have read and fully understand the following:

- **Class Policies and Procedures**
- **General Permission Slip to Ride with Miss Cochran**
- **Top 10 Shop Safety Rules**

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____