1	Student Data Sheets	
2	Student File	
3	Course Outlines	
4	Daily Grade Sheets	
5	SAE Forms	
6	SAE in Syllabus/Board Approved Policy	
7	FFA in Syllabus/Board Approved Policy	
8	FFA Program of Activities	,
9	Recruitment Program	
10	FFA Chapter Scrapbook	
11	Summer Activities Calendar	
12	Grad Follow-up Survey	
13	Results of Grad Follow-up Survey	
14	Comprehensive Program Plan	
15	Advisory Committee Agendas	·
16	Advisory Committee Minutes	
17	Ag Advisory Constitution and By-Laws	
10 🔐	Proficiency Standards	
19	Credentials	
20	Calendar	
21	Professional Growth	
22	R-2 Report	
23	Travel Request	
24	CATA Membership	
25	Report after Professional Develop. Activity	
26	5 Year Acquisition List	
27	Operating Budget	
28	District/Dept. Budget Process	
29	Department Duties	
30	Chart of responsibilities	
31	Sub Procedure and Plans ——	
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- 32. Program Completer
- 33. Articulation 2+2 Agreements
- 34. Reimbursement Process

Addressed Quality Criteria

AGED 539

Amanda Gardner 2011

Quality Criteria One

Curriculum and Instruction

The curriculum that is taught at Sierra High School's Agriculture Department follows that of the California State Standards. Every student upon entering the Agriculture Department receives an Ag Class Pathway chart to follow while being an agriculture student. The Pathways are complete with SAE, leadership and personal development aspects, including CTE sectors with course sequencing. These Pathway charts are also given to school counselors to assist with determining and formulating student class schedules. The Pathway chart can also be found in the offices of our Administrators, thus allowing them to follow and use the Pathways chart as a guide when setting up the Master Schedules. All Ag courses have been submitted to meet high school graduation requirements and university A-G requirements. Floriculture is an Articulated course with Modesto Junior College.

Our Ag Dept. does not have their own set of student computers, but there are 2 computer labs on campus that the Ag dept. uses often. E-Record books, farm records and accounting, Job Resumes, Ag Science Fair Projects and other Ag related papers, are all taught using the school computers to the Ag students. Ag instructors also utilize modern technology in the Dept. (such as SMART board, LCD projectors) to instruct the students.

Record Keeping is taught in every Ag class at Sierra High School. Students are required to maintain up-to-date Record Books with either their official SAE projects, school greenhouse projects, or mock FFA projects. These Record Books are kept in two places in the dept. (some in room 52, and others in room 62).

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Quality Criteria Two

Leadership and Citizenship Development

Sierra-Manteca FFA Chapter is chartered by the State Association and annual dues are paid for student membership. Our chapter number is 477 and was established in November, 1994. We have about 240 students in the chapter, all of which are enrolled into Ag classes. The FFA POA (Program of Work) is updated every year and is submitted to the Regional Supervisor. Our chapter is very involved with many activities, often exceeding the required 12 activities as stated on the Ag Incentive Grant Checklist. Our students are very active and are all members of FFA. Students are given grades based on their FFA leadership participation. Most of our students compete in Public Speaking Contests, and Community Service projects, so it is very easy for them to obtain a grade for that portion of the course. Leadership components are very strong in our program. Our students like to compete and are also very good at it. We have had many students participate in many contests. As stated in the AIG checklist, we have a little over 80% of students who participate in contests and leadership activities. A few examples are:

BIG (Best Informed Greenhand) Contest

Creed Speaking

Opening and Closing Contest

Chapter meetings/activities

Parli Pro Contests

Prepared Speaking

I am the FFA Advisor for Sierra-Manteca FFA. I am a qualified instructor, employed by the district and I verify all program enrollments on the R-2 report.

Quality Criteria Three

Practical Application of Agriculture Skills

When it comes to projects, or SAE's, there are several options for a freshman student in the Sierra-Manteca FFA Chapter. Since student participation in an SAE is part of the grading system for every Ag student in the program, students are given several options. Students can either choose to raise and animal, Grow vegetables or flowers in the school greenhouse, or participate in metal shop projects. Most of our students live in town, so if they choose to raise an animal, this is usually done by utilizing the school farm facilities. We have a really nice school greenhouse area; most students take part in the greenhouse activities. We plant everything in the greenhouse by seeds; students learn to care for an transplant the plants as they grow. We have an outside area as well, with raised vegetable beds and students work on the vegetable crops as well. Ag mechanics is another area in which students can get involved with. We have two large metal shops and trained students are eligible to construct metal projects and have an SAE in that department as well....

Students are encouraged to maintain their projects and up-to-date record books, especially Business Agreements, Budgets and Journal Pages. Students with SAE projects are visited by their Ag instructors several times a year. If the projects are kept at the student's home, then home visits are conducted. If the projects are kept at the school farm, then school farm visits are conducted. If the Project is metal shop, then the metal shop teacher is present at all times when the students are working on their projects.

A school vehicle is available for Ag instructors to use at any time. The truck is used for everything FFA and SAE related. Instructors are encouraged to not use their personal vehicles for FFA and SAE visits, because the school truck is available and also a gas card is furnished.

Quality Criteria Four

Qualified and Professional Personnel

Every Ag teacher at Sierra High School is fully qualified and fully credentialed for teaching the subject(s) assigned. Copies of the teaching credentials can be found in the Comprehensive Program Plan. All of the teachers attend professional development activities and attend these activities throughout the school year. Summer Conference, offered at Cal Poly is the only even that we might not attend, due to financial issues. We attend every other event throughout the year and are both paid CATA members. Attending professional development activities are very important and vital when running an Ag program. Both teachers make every attempt to attend required events. Such events include CATA Sectional meeting, Fall and Spring Regional Meetings, and Summer Conference. Ag Teachers are also involved with Administrator's Night, Leadership Training Conferences, In-service Days and District Coloration Days.

The Ag teachers usually meet every Monday morning to discuss the week's events and activities. It is very nice being able to collaborate and meet on a weekly basis. It keeps a great amount of cohesiveness among the department. It makes for an easy flow for the week and makes sure we 'are on the same page" together. Often times, we discuss each other's teaching methods and share ideas on lesson plans.

Written records (hand written notes) are kept of all Ag Dept. Meetings. Once a month the Ag Dept meets with their full department (The Industrial Technology Dept) and collaborates with the other 2 teachers as well. The IT Dept. Head keeps all typed records of those meetings.

Upcoming "sub days," fieldtrips, and Conferences are discussed at our Dept. meetings.

Teachers are reimbursed for personal expenses they incur while participating in FFA, SAE and

CATA activities. In order to receive a reimbursement, the proper paperwork must be completed and submitted 2 weeks prior to the event or activity.

Quality Criteria Five

Facilities, Equipment and Materials

Sierra High School has done a great job with modifying facilities and equipment to benefit our students, including special populations. There are resources available for the student and teachers both, in regards to instruction and facilities alike. Handicap access is available around the campus and also the Ag dept. as well. Our facilities are kept very nice and are clean at all times. Our campus is beautiful and our campus custodians take pride in our campus. Our teachers, students, and all staff members take well care of the campus. Repairs are made as necessary and updates are also made as necessary. Storage space needs to be improved in the Agriculture Dept areas. I would like to see an additional storage shed added.

There is a School farm Laboratory provided to accommodate students who have no place for their SAE projects. The school farm is approximately 40 acres, which consists of Grape Vineyard, Almond Orchard, Hay Pasture, Beef Facilities, Hog Facilities, Turkey Barn, Poultry House, Goat and Sheep Barns, a Rabbit Barn, and several areas for Hay storage, and tack storage, Restroom and Classrooms. There is also a fully equipped Metal Shop and a fleet of tractors. Students are able to use this facility, with a MUSD School Farm Agreement Contract.

Students are encouraged to use the School farm. Students can make contact with their teacher's via e-mail, telephone, or text messaging. Teachers can also be contacted at School.

Quality Criteria Six

Community, Business and Industry Involvement

Sierra-Manteca FFA has both an on-site Advisory Committee as well as the MUSD (Manteca Unified School District) Advisory Committee. Both committees are functional, operational and reflect the committee membership as outlined in the committee by-laws and constitutions.

Both Advisory Committees meet twice a year, sometimes more often than that.

Agendas are passed out and minutes are kept on every meeting. Rosters and attendance records are also kept of every meeting. Both Advisory Committees make recommendations and suggestions on many topics. Several topics include:

County Fair issues Budgets Program Promotion

School Greenhouse Metal Shops School Farm issues

5 year plans SAE/FFA items Program Goals, ETC......

Advisory Committee recommendations and suggestions are not taken lightly. We value the opinions of our Advisory Committee members. The members of the committees have spoken on the Ag teacher's behalf at School Board meetings and these members have played a vital and key role in running our programs. Our members are very diverse and include parents, members of the community, industry related members, and other individuals who have an interest in Agriculture.

Quality Criteria Seven

Career Guidance

Students receive instruction, counseling and guidance with developing their individual career plans. Students fill out Student Data Sheets and return the sheets to their Ag teachers at the beginning of every year. Students can also visit the school Counseling Center or Career Center. I have made sure there are Ag related jobs and information in the Career Center available for students to take home. Ag Teachers work closely with the school Counselors and we meet often about students in our department. Students receive information about careers in Ag Science, Ag Business, and other Ag related fields. Students are made aware of the courses they need to take to complete their career pathways. Currently, Floriculture is articulated with MJC (Modesto Junior College) so that has benefited several students. I am currently working with MJC to Articulate the Animal Science courses...

Guest speakers are brought in throughout the year to speak to all Ag students. I have people from Industry, trade schools and colleges visit my students. This gives them exposure to many types of options they may choose after high school. I have had grad students speak to my classes as well as school administrators and other district personnel.

Quality Criteria Eight

Program Promotion

(See Project Binder for more information)

There is an Ag Brochure for our Dept that we print and give to every student. We encourage that the students take the brochures home to share with their families and parents.

Students are encouraged to have SAE projects, participate in FFA and Leadership activities.

Students have been given the opportunity to have alternative means of overcoming financial barriers to participate in our program. Students can apply for Project Grants with our department, or be part of the MUST Boosters Price Support System. Students do not have to be financially responsible for attending FFA meeting or community service events. Their time is on a volunteer basis, so again, no financial commitments are necessary.

The Ag Dept. conducts activities with local feeder schools. Our Administration has only allowed up to do Farm Days. We are only allowed to conduct these farm Days in the late spring time at the feeder schools.

The Ag Dept. holds their annual awards banquet every Spring and showcases our students and their achievements throughout the year. Parents, friends, families, and administrators all attend the awards banquets...

Quality Criteria Nine

Program Accountability and Planning

The Ag dept has a Comprehensive Program Plan on file with the Regional Supervisor and a copy is also retained in the dept. at school. Updates to the Program Plan are made every year and also as necessary. Updates include:

5 year plans

Staff Responsibilities/Duties

FFA POA

Advisory Committee Rosters

Advisory Committee Minutes

Information from Program Completers are gathered and compiled annually along with Graduate Follow-up reports. Online updates are made including R-2 updates, FFA roster updates, AIG expenditure reports, and all of these reports are submitted by the appropriate deadlines (usually Oct 15 deadlines). Our school district uses this information and the R-2 reports when applying for the Cal D. Perkins Funds...

Quality Criteria Ten

Student-Teacher Ratio

Shop and lab-based classes have more than 20 students enrolled. Classroom based classes have more than 25 students enrolled. We do not meet the Student-to-Teacher Ratio. We are far above the limits in our classrooms. Our shop classes average 27 students in each class and the classroom based class's average 35 in a class.

The total number of students enrolled in agriculture exceeds 75 students per teacher.

Quality Criteria Eleven

Full Year Employment

At Sierra High School the full-time Ag Teacher is compensated no less than \$2,000.

Teachers are given a prep period for class-time prep. Teachers can use this time to conduct SAE visits, make copies for their next class, lesson plan, or plan for SAE and FFA activities.

There is not a Supervision Period for the Ag Teacher.

Expected Supporting Completion Materials

AGED 539

Amanda Gardner

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AGRICULTURAL EDUCATION - STUDENT CAREER DATA SHEET

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AGRICULTURAL EDUCATION - STUDENT CAREER DATA SHEET

200	Street Address Man (Port of 9337) City. Zip Phone Number (209) 451-1342	Email Parent/Guardian Name (Print Full Name For Each) Mr. Miss/Mrs./Ms. VOSENORCA CAN POLO	J. Program of Instruction Being Pursued: (Select Only One) Plant & Soil Science (4010)	Animal Science (4020) Agricultural Mechanics (4040) Agricultural Business (4040) Ornamental Horticulture (4050)	Forestry & Natural Resources (4060) X Agriscience (4070)	K. Please indicate below your plans after graduation from high school:	1. Go to Work Full - Time	No Further Education Some College Later	2. Go to College	Community College Four Year College Full-Time Student Part-Time Student	Agriculture Major Non-Agriculture Major	3. Go Into Military Service
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FFA Record Books:

Currently, I use Student Notebooks to store FFA Record Books in. This system is not ideal, so I plan to improve this process. Future plans are to utilize a file cabinet with individual files for each student. I feel that having a file cabinet will allow for optimal storage space and enhanced organization.



Permanent Ag Student Files

There are two locations at Sierra High School Agriculture Department for the permanent student files. One location is in room 52 (classroom) and the other location is in Shop class room 62. All students who are enrolled in Floriculture, Ag Science 1, or 2, Biology or Ornamental Horticulture are all located in the Officer Cabinets next to the main entrance in room 52. All Record Books are kept in boxes, organized in Alphabetical order by last name.

All Student files and record books for students enrolled into metal shop are kept in room 62 (metal shop storage office). All files and books are kept boxes, organized by last names also....

General Rules for Sierra-Manteca FFA Fair Exhibitors-Ag Dept

- 1. Because of the importance of the scholastic achievement, the Sierra High School Ag Department requires its exhibitors to maintain a satisfactory scholastic record in his/her classes. Therefore, if any exhibitor fails to meet this requirement, he/she may loose their show privileges. Students must maintain at least a 2.0 (at least a C or better in their Agriculture Course) with no F's. FFA is an integral part of the Ag Program.
- 2. All exhibitors are to follow the directions and advice given to them by any district Ag Advisor. The advisor's directions are to be followed for the entire length of time the project is eligible for show and during the fairs when the project is being exhibited.
- 3. All rules and regulations of Sierra High School will apply to the students who participate at fairs since showing is a school activity.
- 4. All exhibitors are expected to haul their animals and tack to the fair unless other arrangements are made with the advisor.
- 5. Each exhibitor must read and understand the rules and regulations in the Fair's premium book. No project animal may be purchased without an advisors approval.
- 6. Each exhibitor is responsible for feeding, watering, grooming and keeping an eye on his/her animal(s) for the entire duration of the fair.
- 7. Each exhibitor is required to serve barn duties as assigned and specified by the project advisor.
- 8. Market animal exhibitors are required to write thank you letter to their buyer.
- 9. All exhibitors must attend assigned meetings by their project advisor unless prior arrangements have been made.
- 10. All advisors of any species will have the authority to take whatever disciplinary action necessary towards any student that fails to comply with the rules. Students will show respect towards each other, advisors, parents, and to the public.
- 11. All exhibitors (including livestock, dairy, poultry, mechanics, floriculture, etc.) must attend FFA Meetings.
- 12. All exhibitors are required to participate in the Mandatory Pre-Show on May 14th, 2011 at the School Farm. Students will be in FFA show uniform.
- 13. Students must help each other at the fair on show days. All students stay at the show until the entire group is done showing.
- 14. Students <u>must</u> attend 4 out of the 5 chapter meetings held from January through May 2011.

Your signature below verifies that you have read, discussed, understand, and agree to abide by these rules. Please
sign and return this form to the project advisor. If you have any questions at any time, please feel free to contact an
advisor at the Sierra High Agriculture Department at (209) 858-7410.

Parent Signature:		<u> </u>	` 'I	Date:
Student Signature			ī	Date:

Manteca Unified School District

AGRICULTURE DEPARTMENT

Agriculture Biology

Instructor: Mrs. Gardner

Grade Level: 10-12
Course Duration: 1 Year

Prerequisite: <u>Ag I and Teacher Permission, Algebra I</u>
Credits: <u>10</u> Elective/Req: <u>Life Science/Biology.</u>

Course Description:

Agriculture Biology is a one-year laboratory science course, designed for the college-bound student with a career interest in agriculture. Principles, concepts, and interrelationships of plant and animal growth, reproduction, cell biology, genetics, taxonomy, evolution, behavior, nutrition, health, diseases, ecology, and similarities between animal and humans are explored. The course is centered on the laboratory component linking life and biological science with agriculture applications. Earth, physical and general science principles will be used to link these applications. Written and oral reporting skills will be emphasized.

Required Materials:

- Pencil or Pen (blue or black only!)
- 2" Three Ring Binder (for this class only!)
- Dividers
- Lined Paper
- Colored Pencils

Materials of Instruction:

- Biology: Principals & Explorations. Holt and Reinhardt Publications
- Agriscience Fundamentals and Applications, Delmar, 2004

Grading System:

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•	Classroom and Benchmarks	80%	90-100	Α
•	Agriscience Fair Project	10%	89-80	В
	FFA Participation and SAE	<u>10%</u>	79-70	C
		100%	69-60	D
			59-lower	F

Class Assignments/Homework

Class assignments and homework will be assigned daily to reinforce classroom learning. I encourage each student to complete assignments in a timely fashion. Assignments will be due on the day they are assigned in class. Homework will be due the next class period unless you are told differently. Class assignments and homework will only be eligible for full points if they are turned in on time. Late assignments will NOT be accepted. If you are absent, your assignments are due the class period in which you return. You will be given 1 day to make up any assignments given during your absence. All assignments will be kept in your Ag Biology Notebook once they are returned.

Benchmarks and Tests

Benchmarks will be given every three weeks. Each benchmark will be based on material covered during the three-week interval. Tests will be given at the conclusion of each chapter. All information covered during the three-week interval will be eligible for benchmark testing. After your return from an absence, students should check for any tests or benchmarks that might have been missed. You will be required to take the make-up quiz/benchmark within a week of returning from your absence either before or after school.

FFA/SOEP Participation

Each student is required to participate in three (2) FFA activities per semester. FFA participation will count for 5% of your class grade! Each student will be required to have an SOE Project. We will cover a unit on appropriate SOE Projects. SOEP will count for 5% of your class grade! You will be required to complete an SOEP report on your project!

Notebook

Keeping records in an organized fashion is important in agriculture, as well as most other "real world" situations. To gain experience in record keeping, and to demonstrate improvement through the course of the class, each student will keep an *Agriculture Biology Notebook*. This notebook will consist of the following items:

- Class Notes
- Class Assignments/Homework
- Quizzes/Benchmarks

Portfolios should be organized, neat (no drawings), and kept up to date. Each chapter will need it's own divider. Portfolios will be checked for completeness throughout the semester and at the end of the semester. You will be graded on your notebook.

Agriscience Fair

You will be required to participate in an Agriscience fair project. This project will can be completed individually or with a partner. More information will be provided, during the semester. This will count for 10% of your grade!

NOTE: YOU WILL BE HELD RESPONSIBLE FOR YOURSELF AND YOUR ACTIONS. PLEASE CHECK WITH YOUR CLASSMATES FOR ANY WORK YOU MIGHT HAVE MISSED!

Classroom Rules:

- 1. Bring all needed materials to class.
- 2. Be in your seat and ready to begin before the bell rings.
- 3. Respect and be polite to all people.
- 4. Speak at appropriate times, using appropriate language.
- 5. Respect other people's property.
- 6. Turn all cell phones off before entering the classroom.
- 7. All safety guidelines will be followed when given.
- 8. Follow all school and farm rules.
- 9. No hats, beanies, or sweater hoods will be worn in the classroom.

Classroom Discipline:

- 1st offense-Teacher/Student Conference, Parent Contact
- 2nd offense- Teacher/Student Conference, Detention, and Parent Contact
- 3rd offense- Student/Parent/Teacher Conference, Detention
- 4th offense- Referral to Assistant Principal and Parent Contact
- 5th offense- Referral to Counselor for change of class

Manteca Unified School District AGRICULTURE DEPARTMENT

Agriculture Biology

I, have read the following course syllabus f my Agriculture Biology course. I have been informed of the course requirements, grading policy, rules, and consequences. By signing the following contract, I agree to obey the terms of this course.						
Student Signature	Date					
I have read and understand the course sy course. I also understand that 10% of m participation in FFA activities and partic	•					
Parent Signature	Date					

Ag Science I

Agriculture Science I is designed for the first year Agriculture student with a basic exploration of plant and animal functions. Identification of wormal versus abnormal behavior, basic anatomy and physiology, diseases, preventive medicine, fertilizers, notritive requirements of plants, basic understanding of soils and agriculture and its effect on the environment. Leadership development, business management through farm accounts and computers, basic animal and plant husbandry techniques will be taught

Instructional Strategies

This course is divided into two area of study:

- Individual, Cooperative, and Class activities: These activities include teacher demonstrations, lecture, oral discussions, videos, reading assignments, study guides, and reports related to the assignments.
- F. Laboratory activities: These activities include hands-on learning experiences using the greenhouse facility, school farm, and classroom.

Units of study within this course:

- California Agriculture
- · Agriculture & Society
- Agriculture Careers
- FFA and Leadership
- Agrisolence Kesearch Project
- Natural Resources Management