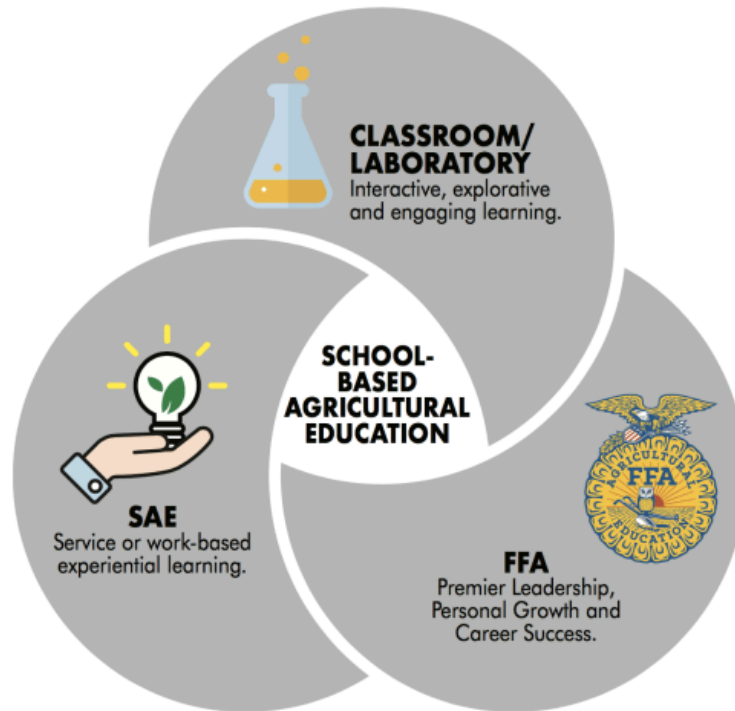


Oak Ridge Agriculture Department



Student Handbook for August-December 2024

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Welcome to the Agriculture Education Department at Oak Ridge High School. This year you **are expected** to achieve great things in the classroom, with your SAE, and in FFA. This guide will guide you through what is expected of you and the procedures you will follow while in the Agriculture Education Program.

The following items are procedures on how we will do things in the Agriculture Education Department. A procedure is the way that things are done in the workplace. This class is your workplace.

To do things right, we must follow some simple procedures, for example:

- To unlock a phone, you must select your combination in the correct order/pattern.

- To cook a delicious meal, you need to follow the steps in the recipe.
- To get your driver's license, you have to have paperwork, take a written test, practice driving and pass a driving test.

So, to be successful in learning, you need to follow some simple procedures.

1. Entering the Room

1. Bring a pencil or pen to write with.
2. Get your numbers notebook.
3. Gather any needed materials.
4. Sit in your assigned seat.
5. Begin work on the Math Sheet/Question of the Day.

2. Critical Thinking/Problem Solving/Notebook Data

1. Each day you will have a Math Problem/Question of the Day.
2. Show all work to receive full credit.
3. Each math problem will be worth 15 points (weekly total of 75 points).
4. Some math problems will be completed in groups or on the whiteboard.
5. Each notebook entry will be used for an open-book 50-point test (bi-weekly).

3. Daily Agenda

1. The daily agenda will be posted on the board in front of the classroom.
2. Refer to the daily agenda instead of asking "What are we doing today?"

4. Notes

1. Have a way to take and keep notes.
2. Your notebook can be kept in the room on the bookshelf or with you.

5. Leaving the Room

1. Mr. Thomas will dismiss you.
2. Pick up your things.
3. Push in your chair.
4. Return your materials.

6. Working in Cooperative Groups

1. You are responsible for your own work.
2. You are to ask a "buddy" for help if you have a question.
3. You must help if you are asked for help.
4. You may ask for help from me only when the entire group agrees on the same question.

7. Turning in Work/Math

1. Make sure your name is on your work.
2. If your name is not on your work you will receive zero credit.
 - a. You can redo the work for full credit (not just put your name on it).
3. Before you leave, give it to Mr. Thomas or turn work into the basket.

8. Purchasing Food/Drink

1. You can only purchase food/drink when you enter the classroom (first 5 minutes of the class period, no food/drink will be sold after 5 minutes).
2. Food/Drink privileges can be revoked.
3. Hold all trash until the end of the hour!

9. Restroom Use

1. Students should use the restroom prior to class starting.
2. If you need to use the restroom during the class period you will be given a tardy.

10. Cell Phone Use

1. You should not need to use your cell phone.
2. If you are caught using your cell phone you will be sent to the office.

11. Traveling Outside/Greenhouse/Shop

1. From time to time, you will need to be out of the classroom:

When this occurs: Follow directions given, Keep track of time to prevent being late to your next class.

12. Taking Notes

1. You will be asked to take notes.
2. Summarize each statement in your own words.

13. During the Lesson

1. Listen to the teacher.
2. Do not talk unless you are asking a question adding to the lesson.
3. Take notes.

14. Teacher's Signals

1. If the teacher raises his hand: a. Stop what you are doing. b. Attention given to the teacher. c. Notify classmates that have not noticed. d. No talking.

15. Turning in Work

1. Hold on to it until the end of the hour.
2. Make sure your name is on your work.
3. Turn it into the correct basket as you leave the classroom.

16. Chromebook Use

1. You will be using your chromebook.
2. Make sure you have charged your chromebook.
3. Be respectful of your classmates working, use earbuds, cords not across the room.

17. Late to Class

1. Knock on the door.
2. Wait for the door to open.
3. Give a pass or say "I'm late."
4. Follow the procedure to enter the room.

18. Absence Procedures

1. You are responsible for missing work/assignments.
2. Make sure to complete the daily math problem and notebook data.
3. Ask a classmate what was done the day before.
4. Work to complete the assignment.

19. Classroom Rules/Expectations

1. I will be respectful of others in the classroom.
2. I will have a good attitude.
3. Listen to instructions.
4. I will work hard to meet expectations.

20. Make-Up Work

1. You can complete any missing assignments for half credit up to the last week of the quarter.
2. Additional work can be given to improve a grade up to a half letter grade.

21. Field Trips

1. You must have your dues paid to belong to FFA.
2. You have to be approved by all your teachers.
3. You must have a travel release signed by a parent by the due date.
4. You have to be passing all classes.
5. FFA is permitted to have 4 trips a quarter during the school day.

22. National Convention

1. Dues must be paid, \$30.
2. Must have paid for the Convention prior to travel.
3. Must have attended three prior meetings/activities.
4. The chapter will pay part of the expense based on funds available.
5. The student will have official dress.

23. State Convention

1. Can be attended by all who want to attend (9-12), up to one bus load.
2. Must have paid for the Convention prior to travel.
3. The Chapter will pay part of the expense of those who compete at state (based on funds).
4. The Chapter will pay the cost of registration (\$400.00).
5. The student will have official dress.

24. Area FFA Officer

1. One student will represent Area 15 as an Area FFA Officer.

25. Fundraisers/Concession Stand Workers

1. All students are encouraged to participate.
2. Funds allow us to learn, go places, and do things.

3. Concession stand work can reduce your dues by \$10 each night you work.

26. Oak Ridge FFA Organization

1. All students are expected to join FFA.
2. FFA Membership will be worth 100 points.
 - a. If you are concerned about receiving 100 points and don't want to join FFA you can still receive full credit (100 points) by working 3 concession stands (3 hours counts as one concession stand, 9 hours total for 100 points).
 - b. Each concession stand will be worth 33 points.
3. All students have access to Official Dress.
4. Dues are \$30/Spring Semester \$15.
 - a. The \$30 dues can be reduced by \$10 by working one night at a concession stand.

27. Grades

1. Grades may be checked at any time on SIS.
2. If you have concerns, ask prior to the end of the quarter/semester.
3. Opportunities will be given to make up work or improve grades by doing additional work.

28. FFA Grading

1. Additional points will be given for those who participate in FFA contests:

No Contest - 0 pts	Local Contest - 25 pts	Area Contest - 40 pts
District Contest - 100 pts	State Contest - 200 pts	
2. Points will be given for those who participate in FFA events:

FFA Meeting - 10 pts	FFA Trip - 10 pts	Service Project - 50 pts
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3. Points will be given for completion of monthly records:
AET - 80 pts (each month)
4. Points will be given for development of student SAE projects:
Presentation - 40 pts (maximum one time per month) The presentation/speech should be 3-5 minutes in length and should include pictures. This can be for bonus points if already given to the class.
5. Points for daily assignments will vary based on the assignment.
6. Students are expected to have at least three volunteer hours each calendar year (you are required to have 20 total hours of volunteer work to get a state degree). This can be an FFA event. Put on your AET Account.
1 hour or more per semester - 25 pts
0 hours completed - 0 pts
7. Students are expected to attend the banquet, if they cannot attend, an alternate option is offered. 100 pts

29. SAE-Supervised Agricultural Experience (your work)

1. Each student will have an SAE (production, placement, research, "SAE Central" web search).
 - a. Having an SAE is a requirement for the course
 - b. SAE is a graded item
 - c. Mr. Thomas will visit your SAE and take photos
2. Presentation over SAE
 - a. A rubric will be provided
 - b. Students are required to give a presentation over their SAE

30. Shop/Lab/Greenhouse Safety

1. You are expected to act safely at all times.
2. If in the shop, safety glasses are always required.
3. Safety is always the first priority.

31. Junior FFA Club/4-H Club/Junior Officers

1. Junior High (7/8th) can take part in the Junior FFA Club/4-H club.
2. Meetings will be held, and officers will be elected.
3. FFA Membership will be worth 100 points.
4. Members can travel to selected events.
5. If you are concerned about receiving 100 points and don't want to join FFA, you can still receive full credit (100 points) by working 3 concession stands (3 hours counts as one concession stand, 9 hours total for 100 points).
 - a. Each concession stand will be worth 33 points.
 - b. Official dress will be provided for those who need it.
 - c. Students can be billed for damaged official dress.
 - d. Dues are \$30/Spring Semester \$15.
 - i. The \$30 dues can be reduced to \$20 by working one night at a concession stand.
 - ii. The \$30 dues can be reduced to \$10 by working two nights at a concession stand.
 - iii. The \$30 dues can be reduced to \$0 by working three nights at a concession stand.

32. College Opportunities

My advice is to be as active as possible during your high school career. Take upper-level courses when possible and volunteer in the school/community. Make sure that you have developed an interest in things you like and plan to apply for additional funding. Take time to visit multiple schools to determine the best fit for you as an individual. Have funds available to apply to multiple schools.

33. Mr. Thomas's Office Hours

Daily (6th Hour)

I do not have a class for the sixth hour of the day and can meet if needed during this time. I also use this time for lunch and planning. I drive a bus before/after school.

34. The AET

We use "The AET" to keep track of all records and do this at least once a month. 100 points each month for fully completed records. It is important to keep up to date. The AET is used for all awards and applications.

<http://oakridgeffa.theaet.com/>