

QUALITY TWELVE-MONTH AGRICULTURAL EDUCATION PROGRAM MANUAL



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION

Division of Career and Technical Education

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DEPARTMENT OF EDUCATION
Division of Career and Technical Education

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PROGRAM MANUAL**

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INTRODUCTION

Pursuant to Tenn. Code Ann. § 49-5-416 (b), all Tennessee secondary agricultural education programs that were twelve-month programs for the 1992-1993 fiscal year, or any fiscal year thereafter, shall be maintained as twelve-month programs by the local board of education, so long as a Quality Agricultural Education Program as determined by criteria established by the Career and Technical Education Division, Agricultural Education Program, of the Department of Education is maintained. Pursuant to Attorney General opinion, Tenn. Op. Gen. No. 05-137, “Under Tenn. Code Ann. § 49-5-416(b), the only way a school system may maintain a twelve-month agricultural program is if the program is a “quality agricultural education program” under criteria adopted by the Department of Education.” This manual defines a “quality twelve-month agricultural education program” in Tennessee and lists required criteria to be implemented by local education agencies in Tennessee to maintain a true quality twelve-month agriculture program.

THE IMPORTANCE OF TWELVE-MONTH AGRICULTURAL EDUCATION PROGRAMS

Quality twelve-month agricultural education programs enable students to participate in comprehensive learning environments that enhance the knowledge and skills of students. Students are then able to make more informed career decisions and perform at higher skill levels in the total agricultural industry.

Due to the year-round nature of Supervised Agricultural Experience (SAE) programs, continued supervision through the summer months is required. SAE programs are an integral part of the total school-based agricultural education program. Example of SAE programs are employment or placement, entrepreneurship, research, home and farm improvements, and skills. Teachers are required to visit students’ SAE programs to evaluate progress and supervise students for successful school-to-work transitions.

To enable agriculture students to take full advantage of opportunities afforded them through the intracurricular National FFA Organization, agriculture teachers are available year-round. Many FFA career development events and leadership conferences occur during the summer months to avoid conflict during class time. These activities ensure personal growth and development, along with technical competence of agricultural education students.

Because of the dynamic nature of the agriculture industry, it is crucial for teachers to keep abreast of new technology. Many industry-sponsored workshops and conferences occur in June, July, and August. Furthermore, during the summer months, agricultural related industries hold professional development workshops and seminars to provide up-to-date curricular materials and delivery systems.

Agricultural education facilities require extensive upkeep. Many schools have animal laboratories and/or greenhouses that must be managed on a daily basis. Timely renovation and maintenance of facilities are necessary in maintaining a quality program in serving students.

DEFINING QUALITY TWELVE-MONTH AGRICULTURE PROGRAMS

The State of Tennessee has defined Quality Career and Technical Education Programs using quality program indicators for all programs with an agreement through Carl Perkins funding. These indicators for any Career and Technical Education program are as follows:

- A. Programs of such size that offer a sequence of three or more earned credits;
- B. Programs of such scope that are aligned with a state approved program of study within career clusters;
- C. Programs having a certified and appropriately endorsed teacher (Note: A teacher who teaches a CTE course that substitutes for a core academic course must be highly qualified);
- D. Programs teaching the state approved curriculum standards;
- E. Programs having a state approved articulation agreement for a program of study or an approved articulation agreement approved by the lead administrators of secondary and post-secondary institutions, where available;
- F. Programs being supported by current labor market data to support high skill, high wage or high demand jobs;
- G. Programs that teach all aspects of an industry;
- H. Programs having an active advisory panel;
- I. Programs having a career and technical student organization as an integral part of the instructional program; and
- J. Programs promoting CTE and academic curriculum integration with academic teachers.

A Quality Twelve-Month Agricultural Education Program is one that equally maximizes the following three critical components of the educational instructional procedure that shall take place during the regular school time (180 days) and during the extended program time.

- **Instructional** - contextual academic and technical
This component is accomplished through effective classroom and laboratory instruction which prepares qualified employees for the food, fiber and natural resources industry.
- **SAE** - field experience of concepts and principles learned in the classroom
This component is accomplished by teaching students practical skills by providing hands-on, real-world experiences which will help them be successful in today's work world.

- **FFA** – co-curricular student organization

This component is accomplished by encouraging and assisting students to participate in FFA. FFA builds leadership skills for life, reinforces instruction, recognizes excellence, and gives students opportunities to make a positive difference in their schools and communities.

To ensure that all quality twelve-month agricultural education programs incorporate and maximize the three critical components listed above, programs shall implement at a minimum, 12 of the 16 items or 75% of the items listed in Attachment A (*Quality Twelve-Month Agricultural Education Program Criteria Report*) beginning with the 2006-2007 fiscal year. Furthermore, all programs shall strive to attain high quality standards.

COMPLIANCE MONITORING AND THE STATE DEPARTMENT OF EDUCATION

- The local Career and Technical Education Director or designee shall evaluate the agricultural education program annually, including all certificated staff. A copy of Attachments A, B and E (*Quality Twelve-Month Agricultural Education Program Criteria Report, Evaluation Form and Final Report*) shall be sent to the State Agricultural Education Consultant on or before August 1. The Preliminary Report (Attachment D) shall be sent to the State Agricultural Education Consultant on or before June 1.
- After the implementation year, twelve month program approval shall be based on the criteria achieved during the previous year with the exception of new programs. New programs shall be evaluated based upon the program's progress in meeting the indicators during the first year. The Department of Education recommends that new programs meet the criteria for a Quality Twelve-Month Agricultural Education Program to ensure a quality education for students.
- A Quality Twelve-Month Agricultural Education Criteria Committee appointed by the Agricultural Education Program Consultant of the Division Career and Technical Education shall review this document annually and make recommendations to the Assistant Commissioner of Career and Technical Education.
- Agriculture teacher(s) must complete activities outlined in Attachment C, complete and submit Attachment D (*Agricultural Education Program Preliminary Report*) by the required deadline, maintain documentation files as outlined in Attachment A (*Quality Twelve-Month Agricultural Education Program Criteria Report*), and complete Attachment E (*Agricultural Education Program Final Report*) by the required deadline.

CORRECTIVE ACTION

Any program not meeting the criteria for a Quality Twelve-Month Agricultural Education Program must file an improvement plan. This plan must be submitted thirty days after completing the Quality Twelve-Month

Agricultural Education Program Criteria Report or no later than the beginning of the next school year. The improvement plan should directly address each of the deficiencies and must be approved by the Director of Schools, –Career and Technical Education Director, Principal, and the Agricultural Education Program Consultant of the Division of Career and Technical Education. Any deficiency shall be completed within the designated time period to be determined on a case-by-case basis.

Any deviation from the plan must have prior written approval by the Agricultural Education Program Consultant or designee, Division of Career and Technical Education of the Department of Education; and be signed by the teacher, principal, career and technical education director and director of schools.

CONSEQUENCES

Any program and/or school system that does not comply with the criteria outlined in this manual for a Quality Twelve-Month Agricultural Education Program or deviates from an approved improvement plan shall not continue a twelve-month agriculture program and the school system will be out of compliance with the Department of Education’s Office of School Approval.

APPEALS

In the event of a dispute of corrective action or consequences associated with the Quality Twelve-Month Agricultural Education Program Criteria Indicator Manual, an appeal in writing must be received by the Assistant Commissioner of Career and Technical Education or his/her designee within 30 days from the date the corrective action notification was issued.

DEFINITIONS

Quality Twelve-Month Agricultural Education Program – A quality twelve-month Agricultural Education program is one that equally maximizes three critical components of the educational instructional procedure: Instructional - (contextual academic and technical); Supervised Agricultural Experience Programs (SAE) – (the actual, hands-on field experience of concepts and principles learned in the agricultural classroom); and FFA – (co-curricular student organization providing leadership development).

Intersession – Any time-period during the school year that students are not actively engaged in classes (i.e. Spring Break and weekends).

Non-Duplicated – The number of individual students enrolled in the program. (i.e. a student taking more than one agriculture course during the school year would count only once).

Proficiency Award -The Agricultural Proficiency Awards program rewards FFA members at the local, state and national levels for exceptional accomplishments and excellence in a Supervised Agricultural Experience (SAE) program.

SAE - An SAE (Supervised Agricultural Experience) is a practical application of classroom concepts designed to provide “real world” experiences and develop skills in agriculturally related career areas.

Types of SAE's

- Exploratory-experiencing the “big picture” of agriculture and its many related careers. This type of program is great for beginning students and those who are uncertain about their interest, but others can also benefit.
- Research/Experimentation - an SAE where you conduct research using the scientific process. Agriculture is a science-based industry and there are limitless opportunities for research-based SAEs.
- Placement - (in some states called internships) in this SAE you work for someone, either for pay or for the experience. These SAEs may be located in agribusinesses, school labs, farms and ranches or in community facilities.
- Ownership/Entrepreneurship - this type of SAE makes you a business owner. You plan and operate an agriculturally related enterprise or business. Examples include producing and marketing livestock, crops, nursery plants or forest products, providing a service such as lawn care, processing agricultural products, repair, design or fabricating agriculturally related equipment.

State FFA Degree – is the third level of active FFA membership. It is the highest level that the state association can bestow upon a member for exceptional accomplishments and excellence in a Supervised Agricultural Experience (SAE) program.

ATTACHMENT A

Quality Twelve-Month Agricultural Education Program Criteria Report

System Name: _____ School Name: _____

Name of Teacher: _____ School Year: _____

Directions: Check each item as either met or not met in the space provided next to each criterion listed. Use a separate report for each certificated staff member in the Agricultural Education program. Mail completed form to the Agricultural Education Program Consultant in the Division of Career and Technical Education.

*Required Activity

Met Not Met

___ ___ *A. Do at least 50% of students enrolled in agricultural education and /or those on a planned course of study (agricultural sub cluster) have in place an approved Supervised Agricultural Experience Program? These students are to be reported on the Annual SAEP Report.

Please complete chart below:

	Total Number of Students Enrolled	Number of Non-Duplicated Students	Number of Students with SAEPs	Total Percentage of students with SAEPs
Example – Teacher	100	85	80	94%
This Teacher				
Program (All Ag Teachers in this School)				

An approved Supervised Agricultural Experience Program is one that is conducted beyond the regular classroom instructional time.) Documentation: Copy of the SAEP Report(s) submitted to the State Department of Education and a copy of the student’s Annual SAEP Summary Report. (These shall be kept on file until four years after the student graduates or leaves the program.)

___ ___ *B. Are student’s SAE summaries kept on file in the agricultural department for four years after the student completes the program or graduates from high school? Documentation: Student records in department files.

- _____ *C. Did the teacher devote the minimum 20 days supervising his/her students' SAE in the summer between school years? (Notes: 1. A maximum of 10 supervision days can be used during intersession days; 2. Each teacher in a multi-teacher program) Documentation: Agricultural Education Program Final Report submitted to the State Agricultural Education Program Consultant, SAEP Report, Travel Claims, and/or reports submitted to school administration verifying visits
- _____ *D. Did the teacher supervise each student during the summer that received Supervised Agricultural Experience credit as outlined in the course code correlations? If the school or school system does not offer Supervised Agricultural Experience (SAE) credit, please check below.
_____ SAE Credit is not offered. Note: Item E does not count as a deficiency if SAE credit is not offered. Documentation: Teachers Grade Book, Program Files, Student's Cumulative Record
- _____ *E. Was the Quality Twelve-Month Agricultural Education Extended Program Criteria Report submitted to Agricultural Education Program Consultant in the Division of Career and Technical Education by the state deadline? Documentation: Copy of Criteria Report and Evaluation (Attachments A and B) and verification from the Agricultural Education Program Consultant's Office
- _____ *F. Was the Quality Twelve-Month Agricultural Education Program Preliminary Report (Attachment D) submitted to the Agricultural Education Program Consultant in the Division of Career and Technical Education by the deadline? Documentation: Copy of Preliminary Report (Attachment D) and verification from the Agricultural Education Program Consultant's Office
- _____ *G. Was the Quality Twelve-Month Agricultural Education Program Final Report (Attachment E) submitted to the Agricultural Education Program Consultant in the Division of Career and Technical Education by the determined deadline? Documentation: Copy of Final Report (Attachment E) and verification from the Agricultural Education Program Consultant's Office
- _____ H. Did the teacher attend the Career and Technical Education Summer Conference? Documentation: Travel claims, meeting agendas, verification of attendance from the conference web site and/or other supporting materials.
- _____ I. Did the teacher submit intersession activities? (To be included in the program calendar of activities) Documentation: Agricultural Education Program Final Report submitted to the State Agricultural Education Program Consultant, SAEP Report, Travel Claims, and/or reports submitted to school administration verifying visits

_____ J. Did the teacher attend a minimum of one professional development activity conducted by Agriculture Education or other organizations approved by the Agricultural Education Program Consultant? The Division of Career and Technical Education will furnish guidelines for approved activities. (Excluding Summer Conference and Regional Teachers Meetings.)

Documentation: Attendance list, travel claims, and/or agendas

_____ K. Did the program (each teacher in multi-teacher program) direct and submit one or more proficiency award applications for regional consideration? Documentation: Summary of

Proficiency Awards submitted for regional consideration.

_____ L. Did the program (each teacher in multi-teacher program) direct and submit one or more State FFA Degree applicants based on the student's SAE program to the State FFA Office? (Newly established departments shall have three (3) years to fulfill this requirement.)

Documentation: Copy of application on file in the department or student file or state degree approval list for the State FFA Office.

_____ M. Most agricultural education facilities require extensive upkeep. Many schools have animal laboratories and/or greenhouses that must be managed on a daily basis. Was the program and facilities (each teacher in multi-teacher program) maintained and managed during intersessions and the summer that directly relates to students Supervised Agricultural Experience program? Documentation: Agricultural Education Program reports and/ or Teacher activity log.

_____ N. Were funds provided to support required extended program activities? Examples: Teacher's Salary, Travel Reimbursement, School Farm/ Laboratory Maintenance, Professional Development, Leadership Activities, etc. Documentation: Travel Claims, Purchase Orders, etc.

_____ O. Are appropriate facilities available and safe to compliment or facilitate school-provided Supervised Agricultural Experience Programs? A sample list of facilities follows:

(Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Greenhouse and/or Nursery/Shade House | <input type="checkbox"/> Food Processing Center/Meats Laboratory |
| <input type="checkbox"/> School Forest/Forestry Plot | <input type="checkbox"/> Hydroponics Lab |
| <input type="checkbox"/> Ag Mechanics Laboratory | <input type="checkbox"/> Aquaculture Lab |
| <input type="checkbox"/> Livestock Facility | <input type="checkbox"/> Small Animal Care Lab |
| <input type="checkbox"/> School Farm/Land Laboratory | <input type="checkbox"/> Other _____ |

Documentation: Visual inspection

Note: Attachment B: Evaluation – Program Criteria for Quality Twelve-Month Agricultural Education Programs must accompany this report.

Attachment B

Evaluation –Program Criteria for Quality Twelve-Month Agricultural Education Programs

Name of School System: _____

Name of School: _____

Name of Agriculture Teacher: _____

Name of Evaluator: _____

Evaluation Period: _____ to _____

Performance Indicators met by the program (all required activities shall be met by each teacher in the program)

(11 of 15 or 75% minimum.): Number met _____ : Percentage met: _____%

Note: Indicators A - H are required activities.

Signature of Teacher

Date

Career and Technical Director's Signature

Date

Director of Schools' Signature

Date

Signature of Evaluator
(If not the Career and Technical Director)

Position

Date

Attachment C

Approved Activities for a Quality Twelve-Month Agricultural Education Program with Minimum and Maximum Days

In order to maintain a high quality local program of Agricultural Education, it is essential that the following activities be implemented:

Part A – Full-Time Positions+

		Maximum Days	Minimum Days
<i>Required Supervised Agricultural Experience (SAE) Activities</i>		37	20
Supervision of Students SAEP - including school labs		25	20
Select balance of required days from the following activities:			
	Fairs, Livestock/Dairy Shows at County, District, Regional, State or other levels	5	0
	Processing and Evaluating Student SAE Records	2	0
	Professional Development workshops dealing with SAEP related issues	5	0
<i>Other Approved Supervised Agricultural Experience (SAE) Activities*[Select from the list below]</i>		20	3
	Career and Technical Education Conference – Agricultural Education Section	5	0
	Cooperative Activities with Other Agencies** (Extension, NRCS, CO-OP, Farm Bureau, FCS, Dept. of Agriculture, USDA, Others)	2	0
	Facilities ** (Operation/Maintenance – Greenhouse, Ag. Mechanics Lab, School Farm, Aquaculture Lab, etc.)	5	0
	FFA Leadership Camp	5	0
	Washington Leadership Conference	5	0
	Forestry Camp	2-6***	0
	Direct instruction to student in Agricultural technology and related academic activity.** (Small Group Demonstrations, Mini, Local, State, National Career Development Event Practice and/or participation)	5	0

Part B – Part-Time Positions+

	Maximum Days	Minimum Days
<i>Required Supervised Agricultural Experience (SAE) Activities</i>	<i>17</i>	<i>10</i>
Supervision of Students SAEP - including school labs	14	10
Select balance of required days from the following activities:		
Fairs, Livestock/Dairy Shows at County, District, Regional, State or other levels	2	0
Processing and Evaluating Student SAE Records	1	0
Professional Development workshops dealing with SAEP related issues	<u>5</u>	<u>0</u>
<i>Other Approved Supervised Agricultural Experience (SAE) Activities*[Select from the list below]</i>	<i>10</i>	<i>3</i>
Career and Technical Education Conference – Agricultural Education Section	5	0
Professional Development workshops dealing with SAEP related issues	5	0
Cooperative Activities with Other Agencies** (Extension, NRCS, CO-OP, Farm Bureau, FCS, Dept. of Agriculture, USDA, Others)	1	0
Facilities ** (Operation/Maintenance – Greenhouse, Ag. Mechanics Lab, School Farm, Aquaculture Lab, etc.)	3	0
FFA Leadership Camp	5	0
Washington Leadership Conference	5	0
Forestry Camp	2-6***	0
Direct instruction to student in Agricultural technology and related academic activity.** (Small Group Demonstrations, Mini, Local, State, National Career Development Event Practice and/or participation)+	3	0

+ A full-time position is defined as a minimum of 40 working days beyond the typical 200 school days that equals a minimum of 240 working days. A part-time position is defined as 20 working days beyond the typical 200 school days that equals a minimum of 220 working days.

* Denotes approved activities that can be used to best meet the needs of the local Twelve-Month Agricultural Education Program.

** Attendance and or participation log for these activities must be on file in the Agricultural Education Program files.

*** Only teachers who serve as Camp Counselor and were approved by the Agricultural Education Program Consultant in the Division of Career and Technical Education or designee are eligible for the maximum days.

Other activities not on the above list may be carried out with prior approval from the local school system and the Agricultural Education Program Consultant in the Division of Career and Technical Education. Scheduling Agricultural Extended Program dates are flexible depending upon the type of school year calendar.

The final report must show completed activities, list of persons contacted, purpose of visits, month, day, and miles devoted to each activity. A copy of the Quality Agricultural Education Extended Program Activities Preliminary (Attachment B) and Final Reports (Attachment C) shall be filed with the Director of Schools, Career and Technical Education Director, and the Agricultural Education Program Consultant in the Division of Career and Technical Education. Each teacher should- keep a copy of these forms for his or her records.

Attachment E

Quality Twelve-Month Agricultural Education Program Final Report Form

Attachment D and E Term and Code Definitions

Term

SU	=	Summer Session
IS	=	Intersession (Anytime school is not in session during the normal school year)

Code

S	=	SAEP Visits
FA	=	Fair & Shows
SR	=	Processing SAE Records
WS	=	Workshop w/SAEP
CONF	=	CTE Conference
CA	=	Cooperative Activities
F	=	Facilities
C	=	FFA Leadership Camp
WLC	=	Washington Leadership Conf
FC	=	Forestry Camp
DI	=	Direct Instruction

Attachment D and E New Submission Options Starting May 4, 2009

Note: New submission options

- Option 1** **Mail or fax a copy with the above signatures to:**
Steven Gass
Agricultural Education Program Consultant
4th Floor Andrew Johnson Tower
Nashville, TN 37243
fax: 615-532-8226
- Option 2** **Electronic Submission: Must be e-mailed by the CTE Director or Director of Schools to steven.gass@tn.gov. This will count as an electronic signature of approval.**

Attachment F

Quality Twelve-Month Agricultural Education Program Planned Weekly Agenda Form – Optional for LEA Use-file locally

Year _____ Month _____ _____
School System

Week of _____ to _____ _____
County

Planned Daily Activities for Next Week _____
Daily Activities Completed Last Week _____ _____
School

Total Days Completed _____ _____
Teacher

Note: All activities must be between July 1 and June 30.

Days	Time of Activity	Approved Activities
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

_____ _____ _____ _____
School Administrator Date Agriculture Teacher Date

ED-5243

Attachment G

**Quality Twelve-Month Agricultural Education Program Completed Weekly Activity Form –
Optional for LEA Use-file locally**

Year _____ Month _____

_____ School System

List date, places visited, people contacted
and purpose.

_____ County

Total Days Completed _____

_____ School

_____ Teacher

Note: All activities must be between July 1 and June 30.

Days	Time of Activity	Approved Activities
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

_____ School Administrator

_____ Date

_____ Agriculture Teacher

_____ Date