Agricultural Education

Program Standards

Requirements for
Approval of
Agricultural Education Programs in
Secondary Schools in Kansas

Approved by the Kansas State Board of Education, July 1992

Revised August, 2004, 2014, 2018

Effective January 1, 2019

The following standards will be used to evaluate each local Agricultural Education program application in determining eligibility to participate and receive funding as approved in the 1992 legislative session for state board-approved career and technical education programs.

STANDARDS AND QUALITY INDICATORS IN
KANSAS SECONDARY AGRICULTURAL EDUCATION PROGRAMS

The Mission of Agricultural Education

Agricultural education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber, and natural resources systems.

To Accomplish this Mission:

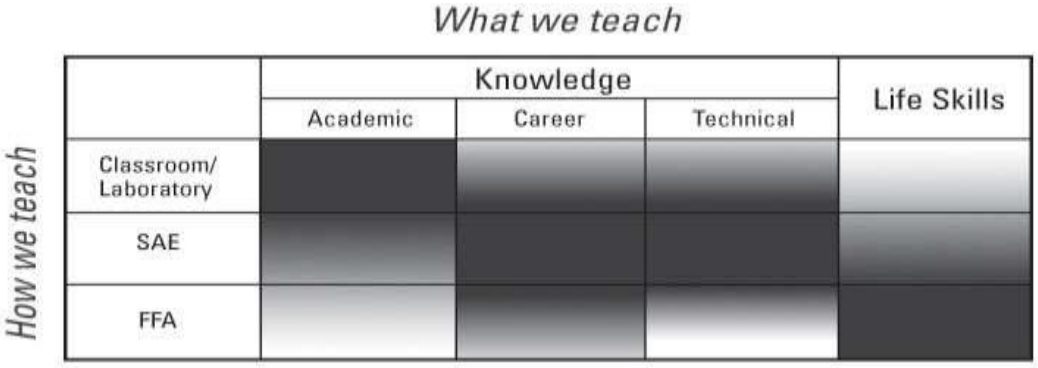
- **The complete agricultural education program will target students:**
  - **Through high quality classroom and laboratory instruction**
  - **Develop premier leadership, personal growth, and career success through FFA**
  - **Enhance career skills through Supervised Agricultural Experience (SAE) Programs.**

- **We aspire** for excellence as we recruit, prepare and encourage individuals to pursue agricultural careers in life skills through agricultural education.

- **We serve** the community and inform them about agriculture, its needs, opportunities and challenges, as well as provide life long career skills.

- **We endeavor** to respond to community needs and Kansas' agriculture needs, and prepare students to enter the workforce and to participate as leaders and managers in a global economy.

The chart below shows the correlation between what is taught and the delivery method, illustrating the need for the complete program as outlined above.



Agricultural Education offers pathways in the following areas: Agribusiness Systems, Animal Science, Biotechnology in Agriculture, Comprehensive Agriculture, Food Products & Processing Systems, Natural Resources & Environmental Systems, Plant Systems, and Power, Structural & Technical Systems.

ESSENTIAL PROGRAM STANDARDS:

1) A credentialed and licensed Agricultural Education instructor shall be employed in every approved program.
2) Interactive classroom and laboratory learning is offered through contextual, inquiry-based instruction.
3) Premier leadership, personal growth and career success are available through engagement in FFA activities and programs.
4) Experiential, service and/or work-based learning are offered through the implementation of a Supervised Agricultural Experience (SAE) program.
5) All approved programs must be operated under the auspices of a program advisory committee.
6) Approved programs must be offered in accordance with policies and requirements of the Kansas State Department of Education.

QUALITY INDICATORS

QUALITY INDICATOR #1 - INSTRUCTIONAL PROGRAM

Organization and content of instruction are based on an approved KSDE AFNR Cluster Pathway. The program is delivered through an organized program of study that includes the following:

A. Organization of Content of Study

1. Instructional plans will be based on validated competencies and outcomes will be developed, maintained, and utilized which clearly state objectives, activities, resources, and the assessments to be used during instruction.
2. Students enrolling in approved agricultural education programs must be at least in the seventh grade.
3. Career information, entrepreneurship, and college and career ready skills shall be integrated into the curriculum.
4. Leadership development activities will be an integral part of the instructional program.

B. Student Records and Evaluation

1. Records shall be maintained and include the following components:
    a. student long-term educational plans
    b. student occupational interest objective
    c. student safety tests
    d. FFA applications and awards
    e. SAE reports
    f. Course competency profiles
2. A criterion referenced assessment system (based on predetermined competencies/outcomes and/or objectives) will be used to measure student progress.

C. Secondary Instruction

1. The secondary instructional program will be a minimum of three (3) years in length and provide a minimum of three (3) credits (exception: The Comprehensive Agricultural Science Pathway will include four (4) credits) of course work. Specific time requirements for the instructional program(s) are not applicable if a competency based instructional format has been implemented. In such cases, the program advisory committee must verify that the length of instruction is adequate to assure the mastery of skills. Individual students may be awarded credit based upon demonstrated knowledge of the content of a course or subject, regardless of the amount of time spent by the student in the course or subject.
2. Multiple period classes in a day shall be offered consecutively with no interruptions.
3. The first-year instructional (introductory) course will be offered separately from all other agricultural instructional courses.

D. Supervised Agricultural Experience Programs (SAE) (Work-based Learning)

1. SAEs will be agriculture linked, supervised, experience centered, and individualized to a student's career plan. SAE programs will be classified as Foundational, Ownership/Entrepreneurship, Research, Placement/Internship, School-based Enterprise, or Service Learning that lead towards an agricultural career. Improvement activities will be encouraged in all SAE programs.
2. Approved curriculum will include instruction in and about supervised agricultural experience for all secondary agricultural education students.
3. Students will be engaged in SAE programs and the teacher/coordinator will maintain written records of the supervision and/or coordination performed with each student.
4. The students engaged in an SAE program will be under the supervision of the teacher/coordinator and will also be supervised by the parent, and/or person in charge of the experience.
5. The student's annual SAE program will encourage growth over time.
6. Students engaged in a SAE program will maintain accurate and up- to-date records including financial transactions and skills/competencies acquired during the program.
7. Instructors shall be compensated to conduct on-site supervisory visits of students' agricultural experience programs.

E. Leadership Development

1. All agricultural education programs shall provide appropriate leadership opportunities as an integral part of the total program through the National FFA Organization.
2. Approved curriculum will include instruction in leadership training and development for all secondary agricultural education students.
3. Agricultural education instructors will encourage and assist all students to participate in leadership activities and to obtain recognition beyond the local level.
4. The local FFA chapter must be advised by the licensed agricultural education instructor employed to administer the approved local program.

F. Program Instructors

1. In addition to the program instructor, a teacher aide is approved by KSDE and employed in agricultural education programs enrolling over 60 students.
2. A second program instructor should be considered for employment in agricultural education programs when program enrollment exceeds 80 students.
3. Secondary agricultural education instructors are to be compensated for a minimum of forty (40) days of employment beyond the regular teaching contract for nine-month teachers. An extended contract is not important, it is essential because overall academic ability improves when students are engaged year-round with their learning and experience the relationships among knowledge, application/skills, and desire. We do this through:

   Supervision of the Supervised Agricultural Experience Programs of students, student leadership activities, annual revision of the agricultural education course of study, program specific professional development, program maintenance and repair, and involvement in county and/or state fairs and shows.

4. The instructor will submit to the local school administration a planned calendar of activities and weekly reports of extended contract duties.
5. The instructor will be engaged in a continuing in-service and professional development program which is planned with the assistance of the local school administration and KSDE.
6. The program instructor will be actively involved in professional teacher organizations related to their teaching area, i.e. KAAE.

QUALITY INDICATOR # 2 - PROGRAM FACILITIES

The local education agency shall provide vocational programs with facilities to assure safe, orderly, and quality instruction to meet each program's objectives. Facilities are accessible to all populations, clean, attractive, safe, healthy, adequate, and appropriate for the instructional program being offered. The appropriate state supervisors shall be consulted regarding plans for new and remodeled facilities.

The instructional environment for agricultural education programs should duplicate or simulate the actual workplace environment in which the student may be employed. Equipment and supplies are to be comparable to that used in the workplace. Instruction must be characterized by teaching methods which stress "hands-on" learning. Effective housekeeping and safety practices will be an integral part of the training of each student.

A. Facilities

1. The classroom, shop, laboratory, office, and storage room(s) shall be a cohesive unit and be primarily dedicated to the operation of a quality agricultural education program.
2. Facilities will meet the required safety standards and will be maintained in an orderly, clean, safe, and attractive condition.
3. Specialized equipment to enhance technological advances in agriculture shall be made a part of the facilities and/or equipment.
4. The following are the minimum size standards for agricultural education facilities. (Based on Kansas Fire Marshall Recommendations)

Utilization	Minimum Space Requirements
Office	120 sq. feet
Classroom	900 sq. feet (*)
Classroom/Lab	1,300 sq. feet
Classroom Storage	120 sq. feet
Lab/Shop – Production Agriculture and Mechanics	3,000 sq. feet (**)
Lab/Shop – Storage	300 sq. feet
Lab/Greenhouse / Head House	1,800 sq. feet

(*) Based upon 45 sq. ft. per student
(**) Based upon 150 sq. ft. per student

B. Equipment and Supplies

Tools, equipment, and supplies will be modern and comparable to those currently used in the agricultural industry.

C. Safety and Housekeeping Practices

1. Instruction in safety and assessment of safe practices will be provided in advance of involvement in any shop or laboratory work or other hazardous activities.
2. All safety equipment will be accessible to students and operational. Students will be trained in the proper operation of all safety equipment.
3. Safety tests will be administered to all appropriate students and kept on file as part of the program records.

QUALITY INDICATOR # 3 - BUSINESS AND COMMUNITY PARTNERSHIPS

Agricultural education instructors will utilize program advisory committees to effectively establish, operate, and evaluate their agricultural programs. The business-industry-school linkages developed through program advisory committees are of paramount importance for effective programs. The program advisory committee will formulate recommendations to local school boards, administrators, and instructor(s).

A. The program advisory committee membership will be representative of a cross-section of the agricultural industry in the local community.

B. The program advisory committee will function under written guidelines and/or operating procedures approved by the local board of education which will specify the length of a member's term, responsibilities, and rules for conducting the business of the committee.

C. The program advisory committee will meet a minimum of two times per year. Advisory committee minutes will be recorded and kept on file and are to be distributed to the local school administration, board of education, and advisory committee members.

D. The program advisory committee will assist in establishing effective business/industry linkages for effective student placement.

QUALITY INDICATOR #4 – CAREER AND TECHNICAL EDUCATION GUIDANCE AND COUNSELING

The administration and staff have in place a guidance and counseling process which provides students with information to make career choices and information regarding available career and technical education programs at secondary and postsecondary levels.

A. All students and potential students have the assistance of qualified guidance and counseling staff as well as agricultural education instructors in making career choices.

B. All persons involved with career and technical education programs work with students to facilitate articulation and insure that prospective career and technical education students are aware of the benefits of enrolling in the programs.

QUALITY INDICATOR #5 - STUDENT PLACEMENT AND FOLLOW-UP

Effective placement of students in agricultural occupations for which they were trained is the result of combined efforts of the administration, faculty, and students. The program advisory committee will assist in establishing effective business/industry linkages for effective student placement. Effective student follow-up and accurate reporting of the results is important to program credibility and statewide reporting for which the program advisory committees play a vital role.

A. The instructor, in cooperation with counselors and administrators, provides assistance in the placement and follow-up of students who exit or complete the program including the development of job-seeking skills.

B. A file on student placement and employment records together with completed one-and five-year follow-ups is maintained in the department.

C. An accurate and documented one-and five-year record of student placement and follow-up information is submitted annually to the local administration and to KSDE.

QUALITY INDICATOR # 6 - ADMINISTRATIVE SUPPORT

The administration will support the program and promote efforts to enhance the instructional process. The instructor will be provided with adequate time for supervision of students, agricultural experience programs, student leadership training, and other related program activities.

A. The annual and three-year plans for the program, including goals/objectives and activities will be developed and approved by the local administration and KSDE.

B. Support recruitment activities and ensure class availability to all students.

C. The approved budget will contain, but will not be limited to, the following areas:
   1. Annual staff salary
   2. Staff compensation for duties performed beyond the standard teaching day and the standard teaching year
   3. Facility operation and maintenance
   4. Equipment and material purchase and replacement
   5. Consumable supplies
   6. Staff travel and per diem
   7. Transportation for student activities and field trips
   8. Student leadership development activities
   9. Staff in-service education

IMPLEMENTATION OF THE SPECIFIC PROGRAM CRITERIA

These secondary model standards in agricultural education are identified to assist in developing and maintaining high quality agricultural education programs. If one or more of these standards are not met and it is determined by KSDE that such non-compliance is jeopardizing the quality of the program, a plan for remedying the deficiency is required. The plan shall be developed by the instructor in cooperation with local administration and members of the local program advisory committee. This plan shall be submitted to KSDE for review and approval. Failure to submit a plan and/or failure to implement the plan shall be grounds for the withdrawal of state approval and/or funding for the program.