



**Ferris ISD
Agricultural
Science
&
FFA Student
Handbook**



Agricultural Sciences and FFA Student Handbook 2019-2020

Table of Contents

Mission Statement	3
FFA Departmental Policy & Membership Information	4
FFA Official Dress	8
Chapter Officer Elections, Leadership Development and Career Development Events	9
Liabilities	9
Misconduct	10
Visitors	11
Problems and Chain of Command	11
Student Compulsory Attendance Laws	11
FISD Project Center Rules & Guidelines	12
Ferris ISD Livestock Show Rules & Guidelines	24
Parent Responsibility and Expectations	27
Terms, Conditions and Consequences	28
FISD Ag Science Teacher Guidelines and Expectations	29
AMENDMENTS	
<i>Appendix A</i> - Ferris FFA Chapter Constitution	33
Officer Elections	38
Officer Qualifications	38
Officer Duties	38
Term of Office	38
Removal from Office	39
General Provisions	39
Official FFA Clothing & Accessories	39
Official FFA Equipment	39
Public Relations	39
Ferris FFA Officer Contract	41
<i>Appendix B</i> – MS Hammack Project Center	42
General Rules and Regulations	42
Veterinary Care Procedures & Expectations	45
Cattle Pasture Use & Procedures	45
Special Circumstances – Ellis County Expo Entries stalled at MSHPC	46
FISD Student Co-Curricular / Extracurricular Form	47
Receipt of Ferris FFA Student Handbook	48
MS Hammack Project Center Agreement	49
VFD Addendum	

Agricultural Department Policy and FFA Membership Information

The following policies and guidelines apply to the Ferris ISD Agricultural Department and Ferris ISD FFA Chapter. As a leadership organization, students must be in good standing in and out of school and are subject to dismissal from the organization for problems in any of the following areas: insubordination, excessive ISS placement, AEP placement, suspension, expulsion, truancy, cheating, drinking, drugs (Ferris ISD students participating in the FFA are subject to drug testing), violations of the FISD Student Code of Conduct or major breaches of the FFA Code of Ethics.

The Ag Science teacher, the FHS principal and/or Director of Career and Technical Education reserve the right to add to or amend these guidelines and rules as deemed necessary. This document will be kept updated and located on the FISD district website. *It will be the responsibility of teachers, students and parents to utilize the district website to obtain and/or refer to the most current version of this document.*

All Ferris ISD FFA student activities are an extension of Ferris ISD; therefore, all rules and regulations found in the FISD student handbook, FISD Student Code of Conduct and Ferris ISD School Board Policy apply. In addition, students participating in FFA activities will be required to adhere to the FISD Student Co-Curricular/Extracurricular contract, and the contents of this document.

Mission of the National FFA Organization:

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through Agricultural education.

FFA Code of Ethics:

- FFA members conduct themselves at all times to be a credit to their organization, chapter, school, community and family.
- Develop my potential for premier leadership, personal growth, and career success.
- Make a positive difference in the lives of others.
- Dress neatly and appropriately for the occasion.
- Respect the rights of others and their property.
- Be courteous, honest and fair with others.
- Communicate in an appropriate, purposeful and positive manner.
- Demonstrate good sportsmanship by being modest in winning and generous in defeat.
- Make myself aware of FFA programs and activities and be an active participant.
- Conduct and value a Supervised Agricultural Experience Program.
- Strive to establish and enhance my skills through Agricultural Education in order to enter a successful career.
- Appreciate and promote diversity in our organization.

Ferris ISD FFA Membership

Ferris ISD adheres to guidelines and policies provided by the National FFA Organization & Texas FFA Association. Texas FFA allows local discretion of the school district to adopt more stringent membership guidelines as deemed necessary.

Texas FFA Association Policy Handbook

Section 1: Active Membership Eligibility

1.1 Operational Premises

(a) The FFA Organization is an integral part of Agricultural education, a leadership development program for students of Agriculture, food and natural resources programs. FFA programs are intended to be applied activities related to the classroom and laboratory instructional programs, individual supervised Agricultural experience programs and the leadership, personal and career development component of the Agricultural education delivery model. Thus, membership guidelines should reflect this philosophy and support enrollment in Agriculture, Food and Natural Resources courses.

1.2 Constitutional Authority

National FFA Constitution, Section C: To be eligible for active membership in a chartered FFA chapter, a student must be enrolled in a secondary Agricultural Science and Technology program. To retain membership, a student must:

- 1) Be enrolled in a least one Agricultural Science and Technology course during the school year and/or follow a planned course of study; either course must include a Supervised Agricultural Experience program, the objective of which is to gain experience in Agriculture related careers.
- 2) Show an interest in the affairs of the Association by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter.
- 3) Pay all current Districts, Area, State and National dues by the date determined by the chapter.
- 4) Display conduct consistent with the ideals and purposes of the Texas FFA Association/Texas Association of Future Farmers of America.

1.3 Membership Eligibility

(a) A student may establish initial membership by enrolling in an approved Agriculture, Food and Natural Resources (AFNR) course. An approved AFNR course shall be any course in the Agriculture Food and Natural Resources cluster, approved

innovative course taught by the AFNR instructor or any career and technical education course approved by the State Board of Education to be taught by an AFNR instructor. A course not considered part of the Agriculture, Food or Natural Resources cluster or one of the courses approved by the State Board of Education for delivery by Agriculture, Food and Natural Resources instructors, but part of a recognized Agriculture, Food and natural resources pathway shall be considered a qualified course for membership and participation provided that the pathway has been declared by the teacher upon the student's entry into the program and filed at that time via the state roster management system.

(b) After completing two consecutive semesters for high school credit, a student may maintain continuous membership for a maximum of one membership year while not enrolled in a course provided they maintain an approved supervised experience program which is documented in an approved Agriculture, Food and Natural Resources record book. Pursuant to state and national constitutions, the membership year shall begin September 1 and conclude the following August 31. For the purposes of this policy, two one-semester classes taken concurrently count as two consecutive class semesters. After re-enrolling and completing one AFNR course, a student will be eligible to maintain one more year of membership without reenrollment provided an approved, documented SAE is in place.

(c) Local departments may establish more stringent membership requirements. Districts and areas may also adopt enrollment guidelines applying to officers of those associations.

(d) More rigorous enrollment standards, which apply to competitive events, supersede this policy and are enumerated in the respective handbooks.

****FERRIS ISD will require students to be enrolled in an approved Agriculture, Food and Natural Resource course to participate in FFA events.****

1.4 Course Substitution for Active Membership

- (a) A local advisor may petition to substitute a non-AFNR class for an Agriculture, Food and Natural Resources course provided that:
- 1) the course is taught by the teacher recognized by the district as a certified Agriculture, Food and Natural Resources instructor.
 - 2) the student has an approved Supervised Agricultural Experience Program (SAEP) which correspond to instructional objectives of existing Agriculture, Food and Natural Resources coursework and aligned to the classroom curriculum.
 - 3) the local advisor completes all required paperwork at the time of roster submission.

(b) An Agriculture, Food and Natural Resources teacher may petition for a course substitution waiver at the time of roster submission by submitting the following documentation:

- 4) Verification by a campus or district administrator that the certified Agriculture, Food and Natural Resources instructor(s) is/are teaching the class.
- 5) A list of students who are in the class and desiring membership.
- 6) The approved SAE activities which are going to be used to document a supervised experience program which is required by the constitution. These activities shall closely match the TEKS for the course being taught.
- 7) A waiver shall be issued to verify approval of the substitution for participation, recognition and scholarship purposes. It shall be the responsibility of the local advisor to maintain records of such substitutions.

c) All such substitutions shall be reviewed by the Executive Director. The Texas FFA Association shall reserve all discretionary authority concerning the approval of any class substitution. Approval may be contingent on specified conditions or amendments to the request; all such conditions or amendments must be addressed for the substitution to remain valid.

Section 2: Junior Membership

2.1 Operational Premises

(a) The FFA Organization is an integral part of Agricultural education, a leadership development program for students of Agriculture, Food and Natural Resources instructional programs. FFA programs are intended to be applied activities related to the classroom and laboratory instructional programs. Thus, membership guidelines should reflect this philosophy and support enrollment in Agricultural science courses. The organization of a Junior FFA chapter is entirely optional, with the need of such an organization to be determined by the local FFA chapter.

2.2 Constitutional Authority

Texas FFA Constitution, Article V. Section B.- *Junior Membership* --Active chapters of the Texas FFA Association/Texas Association of Future Farmers of America may form Junior FFA Chapters for the purpose of enhancing and encouraging the education of younger students who are interested in the Agricultural industry. Membership in the Texas Junior FFA organization shall consist of students enrolled in public schools or accredited private schools who are in the third grade and eight years old and may continue until they become eligible to enroll in the Agriculture, Food and Natural Resources instructional program. Junior members must be affiliated with a chapter in the school district in which they are enrolled or with a duly chartered chapter in an accredited private school in which they are enrolled as a full-time student unless the school district approves a waiver for out of district students. School superintendents must approve and certify in writing out of district students to participate in the junior FFA program(s) of their district. Such waivers must be submitted annually. Each Junior FFA Chapter shall submit yearly a roster to the State FFA Association that includes the name, date of birth, age, grade, and

address. Each local chapter can set and collect dues. State dues in the same amount as active FFA membership dues shall be collected.

2.3 Membership Opportunities

- a) The membership year begins September 1 and ends August 31. Students initiate Junior membership by participating in whatever location function is designated by the local advisor as a qualifying activity or event to initiate membership. (Examples: attend meetings, validate livestock under auspices of chapter) Local chapters may develop requirements in excess of state requirements for students to remain in good standing with the local chapter. Once a student is eligible to enroll in an Agriculture, Food and Natural Resources class of any kind, he or she is not eligible for Junior membership. Middle school students enrolled in Agriculture, Food and Natural Resources classes must be submitted as active members (Discovery Degree members for local credit classes).
- b) Junior FFA is designed to encourage involvement in Agricultural Science education. To this end, chapters are encouraged to develop and participate in local activities that promote leadership development and Agricultural Education for its junior members.
- c) Junior FFA members are not eligible to participate in events in which Texas FFA Association has direct oversight including but not limited to leadership development events, career development events, speaking development events, state FFA rodeo, talent and AgriScience fair. Junior membership activities shall include exhibition of livestock and poultry projects. Local, county, regional and statewide shows and other Agricultural Education partners may include junior members in other events such but not limited to agricultural mechanics shows and judging competitions.
- d) Junior members are not eligible to cast a vote or participate in the discussion related to the official business of the Texas FFA Association or of any district, area association, do not count toward membership totals for delegate allocation and should not be listed on active membership rosters.

FFA Official Dress

Female Official Dress

- ☐ Black skirt. *Skirt is to be at least knee length, hemmed evenly across the bottom, with a slit no longer than 2 inches above the knee, excluding the kick pleat. Black slacks may be appropriate for traveling and outdoor activities.*
- ☐ White collared blouse and official FFA blue scarf.
- ☐ Black dress shoes with a closed heel and toe (No boots, sandals, open-toed shoes, or tennis shoes.)
- ☐ Black nylon hosiery.
- ☐ Official FFA jacket zipped to the top.

Male Official Dress

- ☒ Black dress pants. (No jeans - blue or black, leather, pleather, etc.)
- ☒ White dress shirt and official FFA tie
- ☒ Black dress shoes with a closed heel and toe or Black boots. (No sandals, open-toed shoes, tennis shoes.)
- ☒ Black socks
- ☒ Official FFA jacket zipped to the top.

How to Wear Awards

- ☒ Chapter degree, officer and award medals should be worn beneath the name on the right side of the jacket.
- ☒ State FFA Degree or American Degree keys should be worn above the name on the right side of the jacket or attached to a standard key chain.
- ☒ No more than three medals should be worn on the jacket. These should represent highest degree earned, highest office held and the highest award earned.

Proper Use of the FFA Jacket

1. The jacket is to be worn only by members.
2. The jacket should be kept clean and neat.
3. The back of the jacket should have only a large official FFA emblem, the name of the state and the name of the local chapter, region, district or area. The front of the jacket should have only a small official FFA emblem, the name of the individual, one office or honor and the year of that office or honor.
4. The jacket should be worn on official occasions with the zipper fastened to the top. The collar should be turned down and the cuffs buttoned.
5. Members and officers should wear the jacket on all official FFA occasions, as well as other occasions where the chapter or state association is represented. It may be worn to school and other appropriate places.
6. The jacket should only be worn to places that are appropriate for members to visit.
7. School letters and insignia of other organizations should not be attached to or worn on the jacket.
8. When the jacket becomes faded and worn, it should be discarded or the emblems and lettering removed.
9. The emblems and lettering should be removed if the jacket is given or sold to a nonmember.
10. A member should act professionally when wearing the FFA jacket.
11. Members should refrain from use of tobacco and alcohol when underage at all times when representing the FFA. In addition, members should exhibit their leadership qualities when they encounter substances including tobacco and alcohol and serve to discourage others from inappropriate behavior.
12. All chapter degree, officer and award medals should be worn beneath the name on the right side of the jacket, with the exception that a single State FFA Degree charm or American FFA Degree key should be worn above the name or attached to a standard key chain. No more than three medals should be worn on the jacket. These should

represent the highest degree earned, the highest office held and the highest award earned by the member. No more than three medals should be worn on the jacket.

Chapter Officer Elections, Leadership Development and Career Development Events

Chapter Officer Elections

Ferris ISD FFA Chapter Constitution will be used when selecting Chapter FFA Officers. Each FFA Chapter will adhere to the constitution set forth by each chapter.

Career Development Events and Leadership Development Events

Career Development Events and Leadership Development Events are the connection between high school and the real world. These events are truly competitions that teach students current trends in the AgriScience industries as well as critical thinking and communication.

Leadership Development Events are contests that occur during the fall semester. Career Development Events are contests that occur during the spring semester. Ferris ISD FFA Chapter will compete in contests that best fit the needs and interest of its FFA members. In addition, each Chapter member will adhere to the Ferris ISD compulsory attendance laws.

Liabilities

Animal Projects

- No animal, including but not limited to personally owned animals, consigned, loaned or leased animals, will be housed at the M S Hammack Project Center facility without a current signed receipt of this document and a signed "M S Hammack Project Center General Rules & Regulations" form on file with the Ag Science Teacher. Both required signed documents are located on the FISD website. All 4 documents attached to this handbook are required.
- All animal projects to be housed at the Project Center must be owned by or loaned to Ferris ISD enrolled students and must be exhibited as Ferris FFA exhibits.
- Ferris ISD, FISD AgriScience program, district employees, or volunteers will assume NO responsibility for accidents or injuries to students, parents, visitors, livestock, or personal property resulting from the use of the facilities or equipment, as well as livestock owned by other persons.
- Insurance for animals kept at the facility is not maintained by the school district, AgriScience departments or FFA Chapter. It is the responsibility of the student to provide any insurance coverage on his/her animal if deemed necessary. The loss of an animal, or expenses incurred as a result of loss, injury, illness, etc., including veterinary bills, is the sole responsibility of the student and will not be the responsibility of the Ferris Independent

School District, AgriScience department, AgriScience teachers, Career and Technical Education Department, or FFA Chapter.

Consignment and/or Leased Projects

- Consigned, loaned or leased animals are only allowed if the specific breed association and governing livestock association (TJLA or TLBAA) permits the exhibition of loaned/leased or consigned animals for Junior exhibitors.
- All animals or projects consigned, loaned or leased by Ferris FFA students are under the sole determination, approval, and supervision of the Ferris supervising Ag Science teacher. Texas Junior Livestock Association rules (breed-specific) will apply to ownership of animals exhibited by Junior exhibitors, as will ownership deadlines.
- Any leased or contracted animal will be under the written contract of the parent/student and owner and/or breeder of that animal. Ferris Independent School District and/or FISD Ag Science teacher will not be responsible for lease or consignment agreements. Once a student completes the contracted term, it is the parent's and student's responsibility to return the animal to the owner and/or breeder in a healthy condition that is satisfactory to the owner.
- All responsibilities for the maintenance and care of the animal are the responsibility of the student.
- All loaned Texas Longhorns cattle NOT kept at the FISD MSHPC facility will not be considered as a Ferris FFA contract animal and will not be hauled by Ferris ISD.
- A copy of all signed official agreements between student and breeder MUST be provided to the supervising Ag Science teacher and kept on file during the duration of the contract period.
- All leased/loaned animals will be kept under the direct supervision of the supervising Ag Science teacher and will not leave the MSHPC facility grounds without the supervising Ag Science teacher approval. (REMEMBER - these animals are housed at the MSHPC facility and must be under direct supervision of an FISD Ag teacher.) If a loaned/leased animal needs to leave the MSHPC facility, there must be specific permission from the supervising Ag Science teacher prior to leaving the facility.
- At the conclusion of the loan project term (last show sponsored by the supervising Ag Science teacher or removal of student from the program), the consignment animal will go back to the breeder/owner within 5 days. It is the responsibility of the student and parent(s) to make these arrangements.

Misconduct

- Any infraction of district rules, policies or guidelines as set forth in the FISD Student Code of Conduct, FISD Student Co-Curricular/Extracurricular Contract, and/or the FISD FFA Member Handbook will result in disciplinary action and may cause immediate removal

from the program. The Ag science teacher(s), in collaboration with campus administration, will have the authority to suspend or remove any member for any infractions. All contents of this document are at the discretionary interpretation of campus administration and the Director of CTE for determining consequences for inappropriate behavior.

Visitors

Any visitor accompanying a Ferris Independent School District FFA student and/or parent and attending a FISD sponsored event or activity, must adhere to appropriate conduct guidelines outlined in this document.

Problems and Chain of Command

When a problem or concern arises, the best way to achieve resolution is to follow a set “chain-of command.” Always begin with an Ag Science teacher. If a satisfactory resolution is not achieved, the following chain of command should be followed:

- Campus FFA Sponsor/Agricultural Science teacher(s)
- CTE Coordinator
- Secondary Curriculum Director
- Campus Principal
- Assistant Superintendent of Student Support

Student Compulsory Attendance Laws

Regular school attendance is essential for the student to make the most of his or her education - to benefit from teacher-led and school activities; to build each day's learning on the previous day's; and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for a student's final grade or course credit, are of special interest to students and parents. They are discussed in the following sections:

Compulsory Attendance

- State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction programs, extended year program, or tutorial session, unless excused from attendance or legally exempt.
- A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]
- A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards of the state assessment for his or her grade level and/or application subject area.

Exemptions to Compulsory Attendance

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted within 3 days of the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state, or Mental health or therapy appointments; or
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

In addition, a junior or senior student's absence of up to two days per school year related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed. Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the principal prior to the absence.

As listed in Section I at Accommodations for Children of Military Families, absences of up to five days will be excluded for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

Extracurricular Activity Absences allowed during the school year for extracurricular activities shall be limited to: ten absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition. Students participating in the Ferris FFA program only are allowed up to a maximum of 15 days absent from instruction to attend FFA competitions.

Ferris ISD Project Center Rules & Guidelines

The following guidelines are effective immediately. Notification of changes will be sent to campus administration and Ag Science Teachers (ASTs). All contents within this document are at the discretionary interpretation of Ferris ISD campus administration and the Director of CTE. This document will be kept updated and located on the FISSD district website. *It will be the responsibility of teachers, students and parents to utilize the district website to obtain and/or refer to the most current version of this document.*

The **M S Hammack Project Center (MSHPC)** is a classroom facility and ALL SCHOOL RULES will apply for students and adults, as well as approved visitors (refer to Ferris ISD Student Handbook). Only students exhibiting animals with Ferris FFA and their immediate family members are allowed on Project Center property. Only Ferris ISD students who are Ferris FFA members in good standing are eligible to stall animals at the project center. All projects housed at the project center MUST be part of an approved Supervised Agriculture Experience Program (SAEP), under the supervision of a FISSD AST. Ferris ISD and the Ferris AgriSciences Department and its teachers will not be held liable for injury to or death of any animal project housed at the project center.

In order for all parties to best utilize the MSHPC, there are rules and regulations which must be observed. This document outlines the expectations and rules that must be adhered to so that everyone involved can have a positive experience in the program. Everyone must do their part to see that the MSHPC facilities and projects are properly cared for and a positive image is portrayed to the public.

To ensure compliance, Ferris ISD employees including Agriculture Science teachers, facility managers, maintenance workers, and administrators will monitor and manage the facility (both physically and via security cameras).

The purpose of the M S Hammack Project Center is to provide an extension to classroom instruction, to maximize learning, and to allow FFA members to utilize the complex for their SAE project

This facility is to enhance the SAE projects of Ferris FFA members and to provide a stable and safe environment for such projects. The mindset of students and parents should be to make sure the entire facility is maintained properly, with the utmost importance placed on the welfare of the animal projects on site. Each animal is the sole responsibility of the FISSD student, and the student is the sole provider of food, shelter, safety, and proper care for that animal. The student will be held accountable for doing everything necessary for the animal project throughout the duration of the project period. The FISSD student will be held accountable by the Agricultural Sciences Teacher(s)/FFA Advisor(s) to remedy problems in a timely manner.

It will be considered a privilege to keep an animal project at the FISSD MS Hammack Project Center (MSHPC). Students and parents/guardians should understand that the privilege could be revoked when all policies set forth within this document and agreed upon by the student and his/her guardian(s) are not followed.

GENERAL EXPECTATIONS

Access to Ferris ISD M S Hammack Project Center (MSHPC): To protect the safety and security of FISSD students and animal projects, all individuals seeking access to the MSHPC will be required to have a security pass. Only individuals with direct connection (as detailed in the *M S Hammack Project Center Rules and Guidelines*) to a Ferris FFA student and who have passed the application process and criminal background check will be granted permission to access the facility.

- **Open Communication:** Please maintain open respectful communication with the Ag Science teacher regarding your participation in the program. Every effort will be made to ensure consistent communication with everyone in the program. First and foremost, the

goal is to make sure the students have a positive learning experience, and it is encouraged that you bring any situations or problems that are negatively impacting our students through the proper chain of command.

- Gossip, negative comments and conversation, and assumptions can be very detrimental to all will not be tolerated. Repeated incidents of discourse and negativity on the part of a student or parent will result in removal from the project center and/or the program.
- Facebook messenger is not a formal way of communication. If you need to communicate with ASTs you should contact them through email.
- Communication should be through email unless there is an emergency and then you may call an AST for assistance.
- Communication should be conducted from 7:00am to 5:00pm, Monday through Friday unless an emergency is present.

- **Social Media:** Any negative public comments (Facebook, Twitter, Instagram, etc.) posted by students or parents/guardians may result in removal from the barn and/or the program pending any possible disruption to school setting and program reputation. This decision shall be made by campus administration.

- **Conflict Resolution:** Personality conflicts and personal disagreements will arise, but we encourage adults to resolve their issues between themselves in a mature manner. Public arguments at Ferris ISD FFA functions and facilities (meetings, stock shows, Project Center, etc.) will not be tolerated. Such situations may result in one or both parties being ejected from the area and the future participation of that person and/or the student may be in jeopardy. Please refer to the Chain of Command when needing to address any conflicts that arise.

- **Respect ALL Ferris ISD Property and Project Center Facilities:** If you choose to keep your animal(s) at the Ferris ISD Project Center Facility or to use Ferris ISD equipment (clippers, pens, etc.), you will need to respect and take proper care. Persons responsible for damage and/or vandalism (to the property, equipment, or property belonging to others students) will be held financially responsible for repair of the damage, incur disciplinary actions, and may have their project removed from the barn.

- **FERRIS ISD Equipment:** Any equipment owned by Ferris ISD is to be used by FISSD Ag Science Teachers or under the direct supervision of an AST and is not to leave the Project Center facilities unless the AST(s) have granted student permission to remove the equipment. This may include but is not limited to show boxes, fans, stall set-ups, blowers, hoses, dividers, pig boards, etc.

- **Animal Selection:** All projects kept at the Ag Barn facility must be approved by the supervising AST. If a student wishes to select their own animal, they must receive pre-approval from the supervising AST. This will be allowed only under certain circumstances and is up to the supervising AST's discretion. If you wish to keep your project at an outside location, approval and a signed agreement between the parent/student and supervising AST must be made. NO PROJECT will be shown under any Ferris ISD FFA chapter without the consent of the supervising AST.

- **Number of Projects at FISH Ag Barn Facility:** When space is limited and conditions are warranted, students will be limited to a maximum number of animal projects that will be housed at the MSHPC Facility. Students may only house 3 animals total at the facility. Students will be allowed the following animals per species, subject to AST approval:
 - ☒ Cattle: Up to a maximum of 2 animals (head). This includes a cow-calf pair OR 2 heifers, subject to AST approval. Heifer projects will not exceed 2 animals total at the MSHPC facility.
 - ☒ Swine – up to a maximum of 2 projects subject to AST approval
 - ☒ Market Rabbits – up to a maximum of 3 projects subject to AST approval
 - ☒ Goats/Lambs - up to a maximum of 2 animals subject to AST approval
 - ☒

When space in the barn allows, we will conduct a lottery system for additional spaces.

- **Costs:** While showing animals is a positive experience, it is not a cheap one. You will incur costs for the animal, feed, entry fees, passes, transportation, hotels, vet bills, etc. Any expenses are to be paid at the time of service or deadline set forth for the event by the supervising AST. Students using the Project Center facilities will pay a rental fee at the beginning of each semester.
- A stall fee (barn rent) is assessed in order to provide equipment and cover miscellaneous expenses for the lessee to use while at the MSHPC. Fees will include Fall, Spring, and Summer rents. *Fees will not be prorated.*
 - ☐ **Cattle stalls-\$45.00/year**
 - ☐ **Swine, lamb & goat stalls - \$30.00/year**
 - ☒ Stall rental payments are due at the time of animal entry or before the first day of school if a breeding heifer from the previous year.

Payer should ALWAYS ask for a receipt. If fees are not paid on time, late fees will occur and stalls can be reassigned.

A \$50.00 pen cleanup fee will be assessed for students who have previously caused the MSHPC to be excessively dirty. Students will be notified in writing if they are to be assessed this fee.

- **Outstanding Debts:** All outstanding debts, i.e., vet bills, feed bills, stall rental, etc. incurred by the student in the raising of the project must be paid before the instructors can release payment from the sale of any project.
- **FISH Student Handbook and Student Code of Conduct:** The M S Hammack Project Center Facility is an extension of Ferris ISD; therefore, all rules and regulations found in the FISH Student Handbook, and the Student Code of Conduct apply. This includes during the summer months, holidays and weekends.
- **FISH Student Co-Curricular/Extracurricular Contract:** All students and parents will be required to read and sign this contract as a part of being a FISH FFA Member.

PROJECT MANAGEMENT

- The Supervised Ag Experience Project (SAEP) is the student's responsibility. This also applies to all required SAEP record keeping and documentation. All project management decisions will be made by the student/parent in cooperation with the supervising AST. The student & parent will closely monitor all show rules and will be responsible for compliance. Ethical treatment of projects is required at all times and rule violations will not be tolerated. Any unethical treatment of an animal will result in immediate removal of the student from the Ferris ISD FFA program.
- The student's AST must approve all projects **before** purchase, including personally owned animals, if the animal is to be shown as a Ferris FFA exhibit. The instructor must be *actively involved* in the selection process, or the project will not be eligible for the following:
 - ☐ to participate in livestock shows sponsored by Ferris ISD
 - ☐ to be housed at the MSHPC facility
 - ☐ to be affiliated with any Ferris ISD FFA program.

***Any requested exception to this rule will be considered on a case-by-case basis, and rare exceptions may only be granted with approval of the Campus Principal and the CTE Coordinator.**

- Any animal that is raised as a project at the MSHPC facility and enters a show under any group other than Ferris FFA will lose their facility privileges (unless special permission is granted and is issued in writing by the supervising AST). If a student wishes to attend a show without the FFA they must follow proper protocol.
- The supervising AST will provide the following for parents and students:
 - ☐ Lead the selection & purchasing process for student animal project.
 - ☐ Provide advice on feeding, grooming, equipment, and other necessary purchases.
 - ☐ Provide instruction and recommendations to help students properly groom animals for show, train their animals prior to show, learn animal anatomy and facts necessary for showmanship, and exhibit their animals successfully in the show ring.
 - ☐ Provide students with entry forms for all school sponsored livestock shows, unless forms are available online. The AST will provide information on how to access online forms.

FACILITIES USAGE

Without a signed copy of this handbook an FFA member may not use the facilities.

All FISH policies will be followed at all times. (See Student Code of Conduct and Student Handbook).

- No alcoholic beverages, tobacco products, or controlled substances will be allowed. No persons under the influence of alcohol, tobacco or other controlled substances will be allowed on the premises at any time. At stock shows there will be no alcoholic beverages, tobacco products, or controlled substances around the stall areas, including but not limited to inside coolers. **FAILURE TO ABIDE BY THESE RULES WILL RESULT IN IMMEDIATE EVICTION OF THE STUDENT'S ANIMAL(S) FROM THE MSHPC.**
- Safety for self and the project is the sole responsibility of the student. Any damage to the facility or injuries occurring at the facility should be reported to an AST immediately.
- *FISH will not be held liable for injury, loss or theft of a project.*
- Facility usage is limited to actively enrolled Ferris ISD agriculture students and/or paid members of the Ferris FFA program who own or lease an animal project. All projects housed at the FISH Project Center facility must be owned and cared for by actively enrolled Ferris ISD students.
- ASTs will make all stalling assignments. In the event of an emergency (pen flooding, sick animal or birthing calf), the AST may *temporarily* allow access to an additional stall.
- The supervising AST will make stall/pen assignments as well as storage area assignments for each student project. ***The assignments will not be changed without AST approval.***
- All animals occupying the facility must be entered and shown in at least one show throughout the project year (ECYE for market animals, any major or ECYE for breeding). Cattle must attend three shows (two major show and county show).
- Animal ownership may not change without teacher approval.
- No male breeding animals will be allowed at the facility.
- All market animals must be removed from project center at the end of the show season. No market animals will be allowed back at the MSHPC facility after the completion of the Ellis County Expo in March.
- Each student is responsible for the feeding and care of his/her project on his/her own time without assistance of anyone, other than the student's immediate family or the AST, unless prior approval is given by the AST. No visitor or guest of the student will be allowed at the FISH MSHPC Facility. Remember, the facility is strictly for Ferris ISD FFA students with animal project(s) and parents with an approved Volunteer Application on file at central office. If a breeder needs to come to the facility grounds, they must obtain approval from an AST.
- Students are expected to provide their own transportation to and from the center.

- For the safety of students, parents, and guardians, the MSHPC facilities hours are from 5:00 am to 11:00 pm. No unauthorized personnel shall feed or be at the Project Center facility for any reason before 5:00 am or after 11:00 pm without permission from an AST. Anyone present during closed hours will be considered trespassing. If there are extenuating circumstances, please contact the supervising AST, who will then inform the campus principal and Ferris Police Department.
- The Project Center facility is to be used only for feeding and caring for livestock projects. It is not a student hangout location, and loitering will result in a campus discipline referral.
- All vehicles must drive and park in the designated areas only.
- Drivers should drive slowly and with caution both inside and outside fenced areas. **DO NOT DRIVE IN PASTURE.** Consider roadways which lead to the project center an extension of the MSHPC. Avoid excessive noise, recklessness, littering, or other disruptive behavior on all roadways in and around the MSHPC.
- No unleashed pets are allowed on the MSHPC facility grounds for any reason. This is for the safety of pets, animal projects, and persons at the MSHPC facility.
- Gates should always be shut and locked, even when the facility is occupied. All facility gates should be closed at all times.
- No structural additions or changes will be allowed without Ferris ISD approval. Non-approved additions or changes will be removed immediately.
- Absolutely no chemicals, pesticides, sprays, etc. or other forms of pest removal products are allowed at the MSHPC facility. If there is a need to remove pests, ASTs need to report the issue to the FISD Director of Maintenance.
- Students should report any needed repairs to the AST immediately so that repairs can be done in a timely manner. It is not the students' or parents' responsibility to repair any area and/or equipment belonging to Ferris ISD.
- The appearance of the MSHPC facility is a priority; there will be two scheduled "Project Center Cleanups" which are mandatory for students with animal projects housed at the MSHPC facility. If a student is unable to attend for any reason, they are responsible for finding a suitable replacement or alternative assignment deemed appropriate by the supervising AST.
- Students housing animals at MSHPC facilities may be assigned duties or responsibilities for the care and maintenance of the facility as determined by the instructor and/or supervising AST. Failure to maintain Ferris ISD facilities in clean and proper order or complete assigned duties may result in the dismissal of the student and the removal of his/her animal from the facility.
- No additions, subtractions, modifications, or construction relating to electricity, carpentry, plumbing, or location may be made. The use of electrical devices or extension cords must meet NEC and UL electrical codes. No cords shall lie within reach of any animal and must be

properly secured. Animals can chew on the cord and be electrocuted. Use of any electrical devices and extension cords must be approved by supervising AST.

- Due to limited space, NO unauthorized trailers or other items will be allowed to be parked/stored at the MSHPC facility. **Vehicles not authorized by the instructor or the district are prohibited from entering the facility.**

Student Responsibilities

Feed/hay/water troughs will be provided by the student.

Hay/feed/tack is to be stored in student lockers and not in a public area.

Students must keep a project journal including, but not limited to the following*:

- Feed schedules and intake
- Medical expenses
- Show expenses
- Basic care

*Journals will be monitored by the species AST.

Students showing loaner projects will be responsible for invoicing breeder for all expenses.

Students and parents assume all risks and should consider insurance policies which cover animal projects and other property.

In the event of an emergency/evacuation the owner is responsible for the animal's welfare.

Project Care

All rules, care of projects and feeding procedures apply also to summer, holidays and weekends.

- Cruelty to animals will not be tolerated and is cause for immediate eviction of the animal as well as the student. The supervising AST will make the final decision. This includes but is not limited to: neglect, abusive training, malicious actions, using electronic devices without permission, or administering unapproved drugs. (See Animal Welfare Agreement).
- Animals must enter the facility only after visual inspection by the supervising AST as well as a veterinarian issued health check.
- AST's will assist students in administering medication(s) and/or advise the student to contact the veterinarian. Failure to follow instructions could affect health of other students' projects.
- All projects must be fed at least twice per day unless otherwise instructed by an AST.
- Hay bags are not permitted in stalls as they can pose a safety hazard to the animal.

- In the event a student must go out of town or have someone other than a family member feed the animal(s), the supervising AST must be notified as early as possible.
- Students or family members should not make it their business to discuss other students SAE projects. Repeated offense will result in disciplinary action. Students and family members may not feed, move, water, or provide any other care, regardless of the intent, to help another student's project(s) without permission from the owner or AST. Students and family members should focus on their individual SAE needs. Advisor(s) cannot assess the health and care of the individual animal if others are caring for it. Please do not make it your business to feed or care for another person's animal, or complain about the care of the project. **The supervising AST will monitor all projects.**
- Each animal must be cared for in a proper manner as approved or established by the instructor. The instructor is authorized to determine any necessary practices to ensure proper care of the student's project. This includes, but is not limited to, daily maintenance of pen/facility, feeding, hair care, showing techniques, exercise, etc. Students must adhere to practices set forth by the AST, and these practices may not be changed. This applies to all projects that are shown under the Ferris FFA Chapter, including owned animals.
- Projects without feed or water or with unsatisfactory pen/area conditions will result in **ONE WRITTEN WARNING**, and repeated offense will lead to removal of the project from the student/facilities.
- The student is responsible for proper care of his/her project. This includes adequate nutrition and hydration for proper growth, the development of the project, cleaning the pen and surrounding area. If any project is found to be in need of immediate emergency care, the ASTs reserve the right to seek treatment for that project at owner's expense, when owners are unable to be contacted. Once contacted, if owners do not follow the supervising AST's recommendations for emergency care and/or treatment, the animal must be removed immediately from the facilities by the owner.
- **PENS-** Wet sand or shavings and feces are to be removed **daily**. Sand and/or shavings are an expense of the student/parent.
- **AISLES-** The aisles are to remain clean and free of trash, hoses, carts, shovels, rakes, etc. This is the responsibility of all exhibitors. Tack is to be kept in designated areas and put up neatly each day. Hoses are to be rolled and hung properly. Hydrant handles are to be down in a locked position.
- **TRASH/DUMPING-** We have wheelbarrows and carts for all to use at the barn. When cleaning out pens, it is the responsibility of the student to take the cart to the back of the barn and dump it in the dump pile. If you see or notice dumping in inappropriate areas, please report it immediately to the supervising AST so appropriate actions can be taken. The dumpster is located in the front of the barn. Please make sure all personal and animal trash is disposed of properly and not left in barrels or in aisles. **The MSHPC dumpsters are NOT for personal use!**

- **FOOD-** Projects are to be fed as advised by supervising AST. BE CONSISTENT. It is recommended that feeding should be done before 8 am and 7pm.
- **WATER-** Fresh, clean water should be supplied daily to your project. Empty or dirty water buckets are unacceptable; they should be cleaned & filled every day. Water buckets must be dumped and cleaned outside of the stalling area and not in any aisle.
- **EXERCISE-** Exercise programs will be on a per-species basis and will be given to the student/parent from the species AST. Please note these programs can change as needed for the project.
- **WEATHER-** Exhibitors should check the weather each day. Regardless of the weather conditions, your animal(s) must be fed and given fresh water. In the event of extreme weather conditions, Ferris ISD reserves the right to shut off waterlines to the project facilities. In the event this occurs, students/parents are responsible for hauling water to the project facility for your animal. *Always seek supervising AST advice if there are questions regarding weather conditions and the daily care of your animal.*
- **EQUIPMENT-** Materials & equipment used daily by the student will be purchased at the exhibitors' expense. Please research the care, feeding and grooming needs of your animal **prior** to purchase. Items such as fans, clippers, halters, feed and water containers, etc. are all expenses for which the exhibitor is responsible.
- **SHAVINGS-** These are the students' responsibility and an expense you are expected to incur. Supervising AST will advise on type and when they are needed. Shavings are used in stalls, pens, and at various shows. This will be communicated through the supervising AST.

MEDICATION TO ANIMALS

- All projects and animals under the Ferris FFA are the responsibility of the supervising AST. ALL forms of medication or substances or any other treatment **MUST** be approved by the teacher.
- We will follow all major show rules regarding feed and drug residue restrictions. The supervising AST will not knowingly give animals any illegal drug or substance. The rules regarding substances change regularly, so do not depend upon what you could or could not do when you were showing previous to the current situation. If you have a question about anything that you may want to give your animal, please check with your supervising AST first. Successful programs will be tested, and if an exhibitor is found in violation, a stock show may ban them from ever participating again. Students and parents will be required to sign an affidavit stating you have not given anything not approved by the FDA or USDA for that particular animal. For more information, see **VFD Addendum**.
 - **NO** medication, including but not limited to, off-label or extra-label vaccine, medication, spray, feed additive, over counter medication and/or vaccinations or other substances will be given internally or externally to any livestock project

without approval of the species AST. All established withdrawal times for any administered product must be strictly followed.

- o The Ag science teacher will notify students and/or parents if medication must be administered to any animal.
 - o Ag science teachers will seek veterinarian assistance if any questions arise pertaining to administering medication.
 - o **In the event an animal tests positive before, during or after a major event, the student and/or parent must inform the supervising AST immediately.**
- All animals shown under the Ferris FFA Chapter or housed at the MSHPC facility must follow these guidelines regardless of whether they are owned, leased or consigned.

PEN ASSIGNMENTS

- Due to space restrictions and equipment costs, the number of animals a student may house at the MSHPC facility is limited to the available space. The supervising AST will assign a stall or pen where the project animal will be kept. Students and parents are not to move their project animals without permission from a supervising AST. In the event that more requests for stalls or pens have been made than we have spaces available, the supervising AST will devise an appropriate plan of action to best fit the needs of all students. Understand that there may be occasions when space simply cannot be provided.
- Pens are reserved for actively enrolled Ferris ISD FFA students only.
- No locks are allowed on any animal pens in case of fire or other emergencies. Failure to comply will result in lock being cut off and removed, and the lock will not be replaced.
- All animals housed at the MSHPC Facility must remain in the stalling area for their breed/species. Animals may not co mingle stalling with other breeds/species. Each animal category will have their own area for stalling.

SENIOR STUDENTS:

- No senior student may start a project that will not finish before the end of school year.
- Graduated seniors will not be allowed to utilize the MSHPC. Animals will be removed from the project center within 2 weeks of last show sponsored by the supervising AST.

REMOVAL OF PROJECTS

- The student is to remove all projects from the Ag Barn facility within two (2) weeks after the last sponsored show of that supervising AST. NO ANIMAL will be allowed to show after this deadline. If the project is not removed within the two-week period, the animal will be removed at the students'/parents' expense and sold at a local auction facility. The exhibitor will have to fill out a move out form in advance.

- Any student who is required to remove a project due to disciplinary actions will be required to do so within a 3-day period. In addition, departing student must clean stall or incur a stall cleaning fee of \$50.00.
- Graduating seniors and/or students not intending to feed a livestock project for the following school year must remove all personal belongings (feed, storage containers, etc.) from the MSHPC facility within one week of the last FISSD-sponsored livestock show of the supervising AST. Failure to comply will result in the forfeiture of personal belongings to the MSHPC facility.
- Purchasing and housing animals at the barn without prior permission from supervising AST is prohibited.
- Projects will be removed when students fail to comply with UIL eligibility during the school year. In addition, students are required to be paid FFA or Junior FFA members. Failure to do so will result in the student not being eligible to show and therefore the project must be removed immediately.

PROJECT DEATH

- If an animal project dies at the project center, it is the student's/parent's responsibility to contact the supervising AST immediately, or if he/she cannot be reached, contact should be made with another Ferris AST.
- The AST will provide information to students/parents about the removal process.
- It is the student's/parent's responsibility to remove the project within four hours of death.
- The removal of a deceased animal is at the expense of the student/parent.

SCRAMBLE ANIMALS

- Any Ferris ISD FFA student that wishes to participate in any calf scramble at any show or event must have approval and permission from the supervising AST **prior to** the student signing up to participate in the event.
- Scramble forms and certificates must be signed and approved by the AST who is overseeing the species being shown.
- Student and parents are responsible for reading and meeting the rules and expectations of the scramble shows. It will also be the responsibility of the student/parent to have the scramble student to the appropriate show, location, and time as required by show.

- All general rules and expectations apply to scramble animals. If a student does not meet Ferris FFA or the scramble show rules, Ferris FFA will drop sponsorship of the scramble animal.
- Scramble participants must meet all expectations as written out by the Scramble Office from the prospective show. If expectations are not met their sponsorship will be at jeopardy. Reports are the responsibility of the student. If reports are not kept as they should be the student will forfeit their animal.

The supervising AST reserves the right to make decisions concerning the project center rules/projects and barn in the best interest of the residents/livestock at any time. These rules will be assessed, reviewed, and amended by the AST and FISSD Administration as needed and written notification will be given to notify you of any changes made to this agreement.

Ferris Independent School District Livestock Show Rules & Guidelines

Membership on the Ferris ISD FFA Show Team is considered a privilege; therefore, the following rules must be followed. Any Ferris ISD FFA member is expected to follow the guidelines of this handbook, student code of conduct, and extracurricular guidelines. Any FFA event is considered an extension of the Ferris Independent School District and therefore all participating students must be actively enrolled in a FISSD school to participate.

Any AST who is supervising a species has sole discretion (with approval of campus administration) to adjust, amend or add additional expectations as deemed important for the success of his or her program.

The stock show experience is fast-paced and requires a lot of hard work on the part of everyone involved. To have a successful, positive experience, everyone must work as a team. Negative comments, gossip, and disrespectful communications (whether verbal, email, or social media) can result in removal from Show Program. This applies to both students and parents/guardians.

Ferris ISD SPONSORED LIVESTOCK SHOWS

- FISSD sponsored shows for 2019-2020 will be limited to no more than four major shows. But it is not a requirement to attend four. All of these are school sponsored and will be at the discretion of the supervising Ag Science teacher.
- For 2019-2020 school year, parents/students can attend additional "Jackpot Shows" on their own but will need to comply with the proper protocol as well as the following:
 - ☐ Gain permission from campus school administration and from supervising AST prior to entering the show.
 - ☐ If proper notice is not given, administration has the right to refuse to excuse the absence.
 - ☐ Supply your own means of transportation; truck, trailer, cage, etc.

- All entry forms for Major Shows will be filled out at the Parent/Exhibitor Show Meetings held by the ASTs.
- ASTs will not be responsible to hold original registration papers. Registration papers will be the sole responsibility of the exhibitor and their parents. If an exhibitor does not have papers present at a show, they will not be able to exhibit their animal.
- If a student wishes to house his or her animal project(s) at the MSHPC and haul his or her animal(s) in an FISS ag trailer, the student must collectively stall with the FISS FFA Show Team at all stock shows attended. The only exception to this may be the separation of species.
- The supervising and/or species AST reserves the right to deny stock show attendance and the showing of a project animal if that animal does not meet expectations. These expectations include but are not limited to: the animal is unsafe to handle, failing a visual inspection by an AST, being underweight, or showing symptoms of contagious illness/disease.
- The ASTs will not provide school transportation for students or animals to open shows. The only exception to this is the Fort Worth Stock Show Longhorn show. If a student wishes to participate in an open show, he or she must provide his or her own transportation to and from the show.

STUDENT ELIGIBILITY TO PARTICIPATE IN LIVESTOCK SHOWS

In order to be eligible to participate in any livestock show as a Ferris FFA member, students must meet the following requirements:

- Be actively enrolled at a Ferris ISD school.
- High school students must be enrolled in an approved Agriculture, Food and Natural Resources class to participate in Ferris ISD FFA activities, including livestock shows.
- UIL eligibility guidelines will be followed to determine eligibility.
- If a student is ineligible to show due to UIL ineligibility, the animal is ineligible. Another student may not show an animal that does not belong to them.
- ALL show team members must actively participate in FOUR (4) Ferris FFA sponsored Leadership activities each year. This includes Ferris FFA sponsored community service activities, Learning Development Events (LDE), Career Development Events (CDE), District, Area & State meeting and conventions, camps, etc. each year. Check with supervising AST for clarification.
- Comply with National FFA and Texas FFA member guidelines.
- Must be in compliance with Ferris ISD compulsory attendance (FEA Legal and FM Local).
- All FFA or Junior FFA membership dues are paid and student is in good standing with FISS FFA chapter.
- Students will be allowed to participate in only those shows approved by the supervising teacher.
- Attend all mandatory livestock meetings for the specific livestock project.
- Have paid entry fees on time and meet show requirements.

- Students will be responsible for all personal travel to and from all livestock shows.
- Substitute exhibitors for any animal species must be approved and coordinated by the supervising AST in conjunction with livestock show rules.

GENERAL EXPECTATIONS

- All students are expected to follow the Ferris ISD Student Code of Conduct and any extracurricular guidelines set forth by Ferris ISD.
- All students showing with the Ferris ISD FFA are expected to follow the rules and guidelines of the major stock shows. All shows provide a catalog/guidelines book via their website. All Ferris ISD policies regarding travel, transportation and student behavior will be enforced.
- Everyone is expected to work as a team to load animals, tear down pens, weigh animals, etc. Ferris FFA works as a team to encourage and help one another, which means you are expected to watch other students show, etc. We will travel as a group as much as possible and work together to make it a positive experience for all students involved.
- Behavior off campus at shows must comply with all expectations as if the students were on campus. No exceptions.
- Personal issues at shows need to be kept personal. A student or parent should not be spreading gossip, rumor, or taking things to the stock show committee or board that should be handled within the school program. This can result in dismissal from the program as you are there to represent Ferris ISD and Ferris FFA.
- All animals must be validated and all validation deadlines & rules must be followed. It is the responsibility of the student and/or parents to check the accuracy of the validation.
- All species will pen together at shows, specifically, your animal will be penned with Ferris FFA animals and are not allowed to be moved to another area of the show to be penned with others. This is to assist monitoring of animals at all times by Ferris FFA teachers and to present a united front.
- Animals should be clipped and groomed as much as possible before they leave for the shows. Each supervising AST will give instructions for their procedures.
- All families are expected to make their own hotel arrangements.
- Payment for stock show registration is expected at the time of entry. Your registration will not be submitted until payment is made. Ferris FFA will hold a Major Show meeting. This is a mandatory meeting and all payments and paper work is to be completed at this time or the student will not be entered for the show(s).
- If you are not present to assist with loading or unloading, or to show or sell your animal, then your animal will not be shown or sold. *The supervising AST must approve any exceptions.*

OTHER

- If an exhibitor is unable to be present for loading of tack and animals yet still wishes to show, they will be responsible for transporting their animals and tack using personal vehicles unless prior arrangements are made with the supervising AST.
- A student must be present the entirety of “show day” no one will prep your animal for you.
- Students are expected to perform duties for the livestock show. This includes but is not limited to setup, cleanup, etc. as set forth by supervising AST.

- Parents/students may be asked to leave any Ferris FFA sponsored event for any misconduct including but not limited to aggressive or disrespectful behavior towards advisors, other parents, or students, or any behavior that brings discredit to our organization. This includes negative or disrespectful comments to or about other team members, parents or FFA Advisors, negative posts on social media, or causing dissension in general.
- Students who choose to attend livestock shows outside of the designated school shows must follow all Ferris FFA and show team guidelines, as they still represent our organization.
- Any decisions or instructions made by the supervising Ag Science teacher at a school-sponsored show are final. Any concerns should be addressed through the chain of command prior to leaving for an event or upon immediate return following an event.

Parent Responsibility and Expectations

Ferris ISD and campus administration reserve the right for discretionary interpretation of contents in this guide. Any disciplinary action for violation of this document will be at the sole discretion of Ferris ISD campus administration.

Parent Responsibilities: To help promote teamwork, good showmanship, and success. Your assistance as a parent of the livestock show team is very important and valued.

Please remember:

- ☒ Review show team guidelines, show rules, and contents of the FISD FFA Handbook with your child frequently.
- ☒ Communicate in a respectful, professional manner to all parties at all times.
- ☒ Ensure your child accurately completes and turns in all registration paperwork and other required forms on time.
- ☒ Refrain from the use of tobacco, alcohol, and profanity at all FFA events.
- ☒ Support the decisions and instructions given by FFA advisors, show judges, and other officials at all FFA and livestock events.
- ☒ Refrain from negative attitudes, comments, gossip and arguments regarding Ferris ISD, Ferris AgriSciences & FFA, its employees, students and other parents/families. This includes the use of social media.
- ☒ Provide positive support of your child and the entire FFA organization.
- ☒ Ensure that your student is on time to all required meetings and that they follow all show team contract guidelines.

- ☒ Provide transportation and accommodations for your student at all stock shows.
- ☒ All animals must be validated and all validation rules must be followed. It is the responsibility of the parents to secure & submit all validations & check the accuracy of the validation.
- ☒ The use of alcoholic beverages and tobacco is forbidden on school property, including the Ferris project center facility. In addition, please remember that stock shows and other FFA events are family experiences and also an extension of school grounds when attending under Ferris FFA. Adults are not allowed to consume alcoholic beverages or have them in their possession while in or around the primary/general areas of the livestock show team, including animal pens.
- ☒ Parents/students may be asked to leave any Ferris FFA sponsored event for inappropriate misconduct, aggressive or disrespectful behavior towards advisors, other parents, students, or any behavior that brings discredit to our organization.
- ☒ Any decisions or instructions made by the supervising AST at a school-sponsored show are final. Any concerns should be addressed through the chain of command prior to leaving for an event or upon immediate return following an event.

Terms, Conditions And Consequences

REMINDER: Terms, conditions and rules are subject to change. All contents of this manual are at the sole discretion of the Ag science teachers, campus administration and the CTE Coordinator. This document will be kept updated and located on the FISD district website. *It will be the responsibility of students and parents to utilize the district website to obtain and/or refer to the most current version of this document.*

The Agriculture Program reserves the right to remove any animal from the facilities if any one of the following conditions exists, including but not limited to:

- Animal abuse or neglect in any form
- Diseased or infected animals
- Animals that are unsafe to handle
- Students and/or parents failing to observe rules
- Animals not being fed for show purposes as requested by the ASTs
- Student is no longer involved in the program
- Student has excessive disciplinary issues
- Student verified use or possession of drugs, alcohol, tobacco or any other controlled substance whether the offence occurs on or off campus
- Student has excessive ISS placement
- Student is expelled or withdrawn from FISD
- Student is placed in DAEP (Discipline Alternative Education Program)

If the student fails to abide by any of the above-mentioned rules or guidelines set forth in this document and other Ferris ISD district policy, actions can be taken to remove the animal and/or ban any future Agriculture facility privileges. The student is subject to disciplinary action for failure to comply with these rules/guidelines.

Failure to abide by all rules can result in the following consequences. Unless an offense is cause for immediate removal.

OFFENSE	CONSEQUENCE
1ST OFFENSE	Student will receive a verbal warning from the AST.
2ND OFFENSE	Student will receive a written warning and a detention to be served on the student's home campus.*
3RD OFFENSE	Student will receive a written warning and be placed on a growth plan. Growth plan will include additional barn duties as directed by the AST, as well as an essay assigned by the AST.
4TH OFFENSE	Student and animal(s) will be evicted from the barn and the program.

*If detention is not available at home campus, student will be required to serve detention with AST in the Ag Building at Ferris High School.

FISD Ag Science Teacher Guidelines And Expectations

All FISD Ag Science Teachers (ASTs) will be responsible for following all district policies, including expectations and guidelines listed in the FISD Employee Handbook, Career and Technical Education Employee Handbook, Ferris FFA Handbook, and policies and protocol listed in the Student Code of Conduct. All ASTs are under direct supervision of campus administration.

The following guidelines are currently in force. **Any new rules that may become necessary will be effective immediately** upon notification to campus administration and ASTs.

FFA COMPETITIONS AND TRAVEL GUIDELINES

- Each FISD AST will be responsible for sponsoring a FFA project. This includes horticulture events and/or livestock species, and shop projects.
- FISD does not currently have facilities to house poultry projects, therefore, Ferris ASTs will not be required to supervise poultry projects.
- The home campus AST will ensure all students participating in any FFA event are eligible to participate under the University Interscholastic League (UIL) Side by Side Eligibility Rules and district policy FM (Legal).
- The sponsoring AST must confirm all eligibility on all students prior to participating in any FFA competition and ensure all participating students are actively enrolled in a Ferris ISD school.

- ASTs will adhere to the maximum instructional days FISD will support for attending livestock and/or judging competitions. It will be the responsibility of the AST to inform parents of which shows the AST will sponsor to coordinate the purchasing of animals accordingly.
- District sponsored shows will be limited to four major shows.
- AST's will post the four shows they plan to sponsor, prior to purchasing projects for the school year.
- ASTs must ensure that only FISD enrolled students and FISD staff members accompany them in any FISD vehicle.
- Both the campus AST and the supervising AST must have on file in hard copy and electronic form, the following signed documents:
 - ☑ Receipt of this handbook
 - ☑ FISD Student Code of Conduct
 - ☑ FISD Student Co-Curricular/Extracurricular Contract
 - ☑ Field trip release form
 - ☑ Medical release form
- FISD monies expended for travel or property shall be for authorized use for FISD Personnel only and shall not be allowed for personal use or personal gain.
- Campus administration has the final approval for all FFA or Ag Science travel.

SELECTION OF PROJECTS AND LIVESTOCK SHOW RESPONSIBILITIES

- All decisions regarding selection of projects are at the discretion of the AST supervising the animal species.
- ASTs are responsible to manage and assign stalls or locations of all animal projects based on space and/or equipment available at MSHPC and to limit student projects to ensure compliance of attendance guidelines.
- The AST in charge of the species in question has final say as to whether an animal will be entered at livestock shows under the Ferris FFA Chapter. Campus administration will resolve any disagreements.
- The AST will be fully responsible for the species he or she is supervising. Under no circumstance shall a parent or a student seek advice from another AST or any other person without authorization from the supervising AST. Each AST will appoint another AST to answer questions in the event of absence.
- The AST will provide the following for parents and students:
 - ☐ Lead the selection & purchasing process for student animal project. The AST who sponsors that animal species **MUST** approve all projects **before purchase** and before student is eligible to move animal to the FISD MSHPC facility.
 - ☑ Provide advice on feeding, grooming, equipment, and other necessary purchases.
 - ☑ Provide instruction and recommendations to help students properly groom animals for show, train their animals prior to show, learn animal anatomy and facts necessary for showmanship, and exhibit their animals successfully in the show ring.
 - ☑ Provide students with entry forms for all school sponsored livestock shows or provide links for online entry.

- ☒ AST will provide guidance and help coordinate procedures to tag animals for state shows in accordance with State Validation Procedures (there are different guidelines depending on species).
 - ☒ Provide transportation for livestock to and from school-sponsored livestock shows decided by supervising AST based on FISD approval.
 - ☒ Ensure that Ferris FFA Ag students are stalled with Ferris FFA only.
 - ☒ Ensure that all students who are competing have followed the rules and guidelines set forth in the FISD FFA Handbook.
 - ☒ FISD ASTs reserve the right to dismiss any student from the show team on a per-show basis based on eligibility, disrespectful or inappropriate attitude or behavior, improper care of animal or any other violation of rules set forth in this handbook.
 - ☒ FISD AST will contact the campus principal upon any removal of a student or project from the show team or competition.
 - ☒ The AST reserves the right to deny his or her signature to any livestock show entry or transportation to livestock shows for violations of the FISD FFA Handbook, FISD Student Code of Conduct, or any other exhibition rule or ethics violation.
- If at any time a show project tests positive for a banned substance, the AST must report this immediately to the campus principal.
 - ASTs must collaborate and agree in writing to grant permission surrounding student participation in Calf Scramble competitions. Under no circumstance shall an AST grant permission for a student to participate in any scramble events without written notification to qualifying supervising AST sponsor. Students must have approval from the supervising AST prior to competing in any Calf Scramble.
 - AST will enforce rules and regulations set forth by the show committee and inform campus administration if any violations occur.

CONSIGNMENT ANIMALS AND/OR MONETARY RESPONSIBILITIES

- The purchase of animals for student projects is the responsibility of the parents and students. FISD personnel are not responsible for monetary transactions.
- Under no circumstance shall a FISD employee be in charge of or responsible for collecting money or providing monetary transactions between an owner and/or breeder and parent/student.
- The AST will recommend and provide parents and students contact information for breeders and will oversee project animal selection.
- FISD AST shall issue a receipt to a parent and/or student upon receiving any monies not associated with consigned or leased animals. This includes but is not limited to ear tags, medication, supplies, etc.
- No monies shall be funneled through FISD ASTs' personal financial accounts.
- For any purchase of an animal project with assistance by FISD AST, a receipt shall be delivered directly from the seller to the parent and student.
- The parents and students shall be given a receipt for any monies paid to any FISD affiliated programs or FISD personnel for purchase and/or care of an animal (such as medication needs, vet bills, etc.) as part of the FFA program.

- Any monies owed to FISD or the FISD FFA program by the parents and students will be detailed in a written invoice provided by the AST.
- Parents and students shall be notified in advance of any procedures required or suggested at animal shows, sales, and contests.
- Any AST engaged in business that may be perceived as a conflict of interest, shall complete the proper conflict of interest form and have it signed by their campus administrator and filed according to FISD policies. This includes sponsors who assist students in any way with the purchase of animals. No animals shall be purchased from relatives of FISD FFA sponsors.
- FISD financial assets or property including, but not limited to: trucks, trailers, equipment, gasoline, or tools shall not be used for personal use or personal gain.

USE OF THE M S HAMMACK PROJECT CENTER

- All ASTs are responsible for enforcing rules and guidelines set forth in the FISD FFA Handbook surrounding the use of the MSHPC. The guidelines pertain to students, parents, and teachers who are associated with the Ferris FFA program.
- Any maintenance or repairs needed must be reported to the FISD Director of Maintenance immediately.
- Due to safety concerns, the MSHPC facility will be open between the hours of 5:00 AM. and 11:00 PM. All ASTs will enforce facility hours of operation with students and parents.
- All ASTs have the authority to remove any parent or student who is in violation of the Student Code of Conduct or the FISD FFA Handbook at any time while at the MSHPC facility. The AST will report the incident immediately to his or her campus administration regardless of which school the student attends.
- Any student and/or parent removed from the facility due to any conduct violations will be considered permanently removed, pending campus administration investigation of the reported incident.
- ASTs must monitor proper care of all animals at all times. This includes, but not limited to, daily maintenance of pen/facility, feeding, watering, administration of medications or other practices set forth by the AST.
- It will be the responsibility of the AST to remove or discipline and report to campus principal any student or parent who is neglecting an animal or not properly caring for the project. Projects without feed and clean water or with unsatisfactory pen/area conditions for more than 24 hours will result in removal of the project from the student or removal of the animal from the MSHPC facility.
- AST will enforce and follow all guidelines and rules listed in the FISD FFA Handbook.

FISD CTE AG SCIENCE VEHICLE USEAGE

- The AST reserves the right to deny any transportation of students or animals if the assigned vehicle is deemed unsafe.

Amendments

Campus administration and the CTE Coordinator reserve the right to change or amend the contents of this document. All contents within this document are at the discretionary interpretation of Ferris

ISD campus administration and CTE Coordinator. This document will be kept updated and located on the FISD district website. *It will be the responsibility of teachers, students and parents to utilize the district website to obtain and/or refer to the most current version of this document.*

APPENDIX A- Ferris FFA Chapter Constitution

Last Revision: May 1, 2013

ARTICLE I - Name, Mission and Strategies

Section A. The name of this organization shall be the Ferris FFA Chapter of the National FFA Organization.

Section B. The mission and strategies for this chapter are as follows:

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through Agricultural education.

1. Develops competent and assertive Agricultural leadership.
2. Increases awareness of the global and technological importance of Agriculture and its contribution to our well-being.
3. Strengthens the confidence of Agriculture students in themselves and their work.
4. Promotes the intelligent choice and establishment of an Agricultural career.
5. Encourages achievement in supervised Agricultural experience programs.
6. Encourages wise management of economic, environmental and human resources of the community.
7. Develops interpersonal skills in teamwork, communications, human relations and social interaction.
8. Builds character and promote citizenship, volunteerism and patriotism.
9. Promotes cooperation and cooperative attitudes among all people.
10. Promotes healthy lifestyles.
11. Encourages excellence in scholarship.

ARTICLE II - Organization

Section A. The Ferris Chapter of FFA is a chartered local unit of the Texas Association of FFA, which is chartered by the National FFA Organization.

Section B. This chapter accepts in full the provisions in the constitution and bylaws of the Association of FFA as well as those of the National FFA Organization.

ARTICLE III - Membership

Section A. Membership in this chapter shall be of three kinds: (1) Active; (2) Alumni; and (3) Honorary, as defined by the National FFA Constitution.

Section B. The regular activities of this chapter shall be carried on by the active membership.

Section C. Honorary membership in this chapter shall be limited to the Honorary Chapter FFA Degree.

Section D. Active members in good standing may vote on all business brought before the chapter. An active member shall be considered in good standing when:

1. While in school, be enrolled in at least one Agricultural Sciences course during the school year and/or follow a planned course of study. Either course must include a Supervised Agricultural Experience Program, the objective of which is preparation for an Agricultural career.
2. Show an interest in the affairs of the organization by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter.
3. Pay all current chapter, district, area, state and national dues by the date determined by the chapter.
4. Display conduct consistent with the ideals and purposes of the National FFA Organization.

Section E. Names of applicants for membership shall be filed using the Texas FFA Roster Management system.

ARTICLE IV - Emblems

Section A. The emblem of the FFA shall be the emblem for the chapter.

Section B. Emblems used by the members shall be designated by the National FFA Organization.

ARTICLE V - Degrees and Privileges of Active Membership

Section A. There shall be five degrees of active membership based on individual achievement. These degrees are: (1) Junior FFA, (2) Greenhand FFA Degree, (3) Chapter FFA Degree, (4) State FFA Degree and (5) American FFA Degree. All Discovery FFA members are entitled to wear the regulation bronze and blue emblem pin. All "Greenhands" are entitled to wear the regulation bronze emblem pin. All members holding the Chapter FFA Degree are entitled to wear the regulation silver emblem pin. All members holding the State FFA Degree are entitled to wear the regulation gold emblem charm. All

members holding the American FFA Degree are entitled to wear the regulation gold emblem key.

Section B. Junior FFA Membership- *Minimum Qualifications for membership:*

1. Shall consist of students enrolled in Ferris ISD who are in the third grade and nine years old and may continue until they become eligible to enroll in Agricultural Science courses in the 8th grade.
2. Junior members must be affiliated with/enrolled in a school within Ferris ISD, or have a parent or guardian who is an employee of Ferris ISD.
3. Dues will be equivalent to that of an active member.

Section C. Greenhand FFA Degree. *Minimum qualifications for degree membership: (Refer to National Constitution.)*

1. Be enrolled in an Agricultural Science course and have satisfactory plans for a Supervised Agricultural Experience Program.
2. Learn and explain the meaning of the FFA Creed, Motto, and Salute.
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
5. Demonstrate knowledge of the history of the organization, the chapter constitution and bylaws, and the chapter Program of Activities.
6. Personally own or have access to the Official FFA Manual and the FFA Student Handbook.

Section D. Chapter FFA Degree. *Minimum qualifications for degree membership: (Refer to National Constitution.)*

1. Must have received the Greenhand FFA Degree.
2. Must have satisfactorily completed the equivalent of at least 180 hours of systematic school instruction in Agricultural Sciences at or above the ninth grade level, have in operation an approved Supervised Agricultural Experience Program and be enrolled in an Agricultural Sciences course.
3. Must have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
4. Must have earned and productively invested at least \$150 by the member's own efforts or worked at least forty-five hours in excess of scheduled class time, or a combination thereof, and have developed plans for continued growth and improvement in a Supervised Agricultural Experience Program.
5. Must have effectively led a group discussion for 15 minutes.
6. Must have demonstrated five procedures of parliamentary law.
7. Must show progress toward individual achievement in the FFA award programs.
8. Must have a satisfactory scholastic record.
9. Must submit a written application for the Chapter FFA Degree.

Section E. **State FFA Degree.** *Minimum qualifications for application:*

1. Qualifications for the State FFA Degree are those set forth in the constitution of the Texas FFA Association and National FFA Organization.
2. Applicant are responsible for timely completion of application and submission to AST for review.

Section F. **American FFA Degree.** *Minimum qualifications for application:*

1. Qualifications for the American FFA Degree are those set forth in the constitution of the National FFA Organization.
2. Applicants are responsible for timely completion of application and submission to AST for review.

ARTICLE VI - State and Chapter Officers

Section A. The offices of an FFA chapter shall be: President, Vice-President, Secretary, Treasurer, Reporter, Sentinel and Student Advisor. Other officers may be elected as deemed appropriate by the local advisor and/or governing body. The AST shall be the FFA advisor. Officers shall also perform the usual duties of the respective officers as listed in the Official FFA Manual.

Section B. Officers shall be elected annually.

Section C. The officers of the chapter together with the supervising AST's shall constitute the Chapter Executive Committee. The Executive Committee shall have full power to act as necessary for the Chapter in accordance with the actions taken at chapter meeting and various regulations or by-laws adopted from time to time.

Section D. Honorary and Alumni members shall not vote nor shall they hold any office in the chapter.

Section E. Chapter Officers must have satisfactory scholastic standing and a commendable citizenship and conduct record.

Section F. An active member may not be elected to an officer position if the student has been assigned or served time in AEP.

Section G. Officers will be selected based on the following criteria:

1. Officer elects shall be appointed an officer position from the combination of application score, 20 points; interview score, 20 points; and a score derived from the vote of the delegates present or in class vote, 30 points; Official Dress 10 points; and 10 points for election poster.

2. Positions will be determined by total score, highest number will receive highest position and so forth.

ARTICLE VII - Dues

- Section A.** Local dues in this chapter shall be fixed annually to be determined by the Chapter Executive Committee.
- Section B.** Full local, district, area, state and national dues shall be paid by all active members.
- Section C.** No member shall be considered as active and in good standing unless he/she pays full local, district, area, state and national FFA dues.

ARTICLE VIII - Meetings and Conventions

- Section A.** Regular Chapter meetings shall be held at least once a month during the school year at such time and place as is designated by the Chapter Executive Committee, and the Chapter may hold at least one regular meeting during the summer. Special meetings may be called at any time.
- Section B.** Standard meeting paraphernalia shall be used at each meeting. All regular meetings shall open and close with the official ceremonies. Parliamentary Procedure shall be used in transacting all business at each meeting.
- Section C.** Delegates, as specified by the state constitution, shall be appointed from active membership to represent the chapter at the state convention. Other delegates may be named as necessary in order to have proper representation at various other FFA meetings within the state.
- Section D.** A majority of active members listed on the secretary's membership roll shall constitute a quorum, and a quorum must be present at any meetings at which business is transacted or a vote taken committing the chapter to any proposal or action.

ARTICLE IX - Amendments

- Section A.** This constitution may be amended or changed at any regular chapter meeting by a two thirds vote of the active members present providing it is not in conflict with the state association constitution or that of the National FFA Organization.
- Section B.** Bylaws may be adopted to fit the needs of the chapter at any regular chapter meeting by a two-thirds vote of the active members present providing such

bylaws do not conflict in any way with the constitution and bylaws of either the state association or the national organization.

Ferris FFA Chapter By-Laws to Local Constitution

Officer Elections

Extensive detail on the officer election process, eligibility, and expectations can be found in the Ferris FFA Officer Contract and Handbook.

- A. The chapter officers will be composed active members and will carry out the official business of the chapter.
- B. Chapter officers must apply for the office they seek. The applications must be submitted by stated date.
- C. Officers will be interviewed by a committee and ranked.
- D. Officer elects shall be appointed an officer position from the combination of application score, interview score, and a score derived from the vote of the delegates present or in class vote.

Officer Qualifications

- A. All officer candidates are to know and agree to abide by the FFA Code of Ethics.
- B. All officer candidates are to have knowledge of The Mission and Strategies of the FFA Organization.
- C. All officer candidates are to have commendable citizenship and conduct records.
- D. All officer candidates shall have their official FFA dues paid.
- E. Officer candidates shall meet the following respective scholastic requirements
- F. All officers must agree to abide by the FFA Officer Handbook

Officer Duties

- A. Officers are to carry out their duties as outlined in the official FFA Manual, and as assigned by the President and approved by the Advisors. 4

Terms of Office

- A. The terms of office shall be for one year, ending after the newly elected officers are installed.

Removal from Office

- A. Officers may be removed from office for failing to meet the qualifications stated in the handbook.
- B. Officers must meet the same qualifications for holding office the second school semester as they did when elected, otherwise their term of office will expire.

General Provisions Concerning Officers and Members

- A. Membership may be temporarily or permanently denied for failure to abide by the FFA Code of Ethics.

Official FFA Clothing & Accessories

- A. Each individual member takes upon themselves the responsibility of wearing Official Dress and accessories with dignity and pride so as not to reflect any bad criticism upon him/herself, the school, the FFA Organization, or the Local chapter.

Official FFA and School Equipment

- A. All members will show pride in the FFA Organization in his/her school by properly caring for and using the facility, its equipment, and official paraphernalia in a proper, dignified manner.

Public Relations

- A. Each individual FFA member is to realize that they are a personal representative of their school and FFA Chapter. The image of their school and chapter are reflected through and by them as an individual. Aim for and achieve excellence.

APPENDIX B _ M. S. Hammack Project Center

Ferris FFA M.S. Hammack Project Center

*** General Rules & Regulations ***

- 1) The M.S. Hammack Project Center (MSHPC) is a classroom facility and *ALL SCHOOL RULES* will apply for students and adults, as well as approved visitors (refer to Ferris ISD Student Handbook). Only students exhibiting animals with Ferris FFA and their parents are allowed on MSHPC property. Only Ferris ISD students who are Ferris FFA members in good standing are eligible to stall animals at the project center. All projects housed at the project center **MUST** be part of an approved SAE, under the supervision of

an AST. Ferris ISD and the Ferris Ag Sciences Department and its teachers will not be held liable for injury to or death of any animal project housed at the project center.

- 2) All students using the Project Center facilities will pay a stall rental fee at the beginning of each semester.
 - Cattle/Longhorn stalls-\$45.00/year
 - Swine, lamb & goat stalls - \$30.00/year

Payer should ALWAYS ask for a receipt. If fees are not paid on time, stalls will be reassigned.

- 3) Students will dress appropriately at all times. No bathing suits, short shorts (must be knee length), camisoles, etc. No clothing with excessive rips or tears. Boys must wear shirts at all times.
- 4) Students, parents and guests will speak to and treat one another with courtesy and respect at all times. Disrespect, foul language, lying, gossip and/or rudeness will not be tolerated.
- 5) No animals will be brought onto the MSHPC property without the permission of the supervising AST. Each animal's source of origin must be identified and each animal must have vet health certificate or equivalent which includes documentation of all relevant vaccinations, etc. **Animals brought in without prior approval will be removed and will not be allowed back on the premises. Any animal carrying an infectious disease or parasitic organism is subject to reimbursement costs associated with the spread and removal of the disease/parasite to others affected*.**
- 6) Students will be allowed stalls as space is available. Multiple stalls will only be assigned after all students' stall needs have been met and the last chance to validate has passed.
- 7) Students will only use pens & storage rooms that are assigned to them by the supervising AST. Changes MUST be made through and approved by ASTs. The show arena is not to be used as a stall.
- 8) No locks, chains or other devices may be used on any Project Center animal pen.
- 9) Students are responsible for care & feeding of their animals **every day** at the required times.
- 10) Students will respect the rights and property of others and will NOT use feed, supplies or property of other students or handle other students' animals without direct permission.
- 11) Feed/Storage rooms will also be assigned & will be kept clean, organized & swept daily. All feed/supplements must be kept in rodent-proof containers. Do not purchase more feed than you can securely store.

- 12) Poisons, pesticides, etc. are only to be used under supervision of ASTs, with proper warnings posted. Dumpsters are for project center use only, never personal or home disposal.
- 13) Students will provide clean fresh feed, hay and water EVERY day. Old feed and hay must be removed prior to adding new. Never dump new feed on top of old.
- 14) Students will clean manure, hay and contaminated bedding from their pens each afternoon and dispose of it in the designated areas. Pens must be raked after removal of contaminants. Cleanliness of pens and barns is of utmost importance.
- 15) Wheelbarrows must be dumped in the appropriate area daily after each use.
- 16) Students who do not properly care for their animals and pens will be given one warning in writing. If, after written warning, violations continue to occur, the student will be required to remove the animal within three days.
- 17) Abuse of any animal will not be tolerated, and will result in disciplinary action, as well as removal of the animal from MSHPC facilities.
- 18) All cars and motor vehicles are to be parked in designated areas only. Do not park or drive on grass or in arena area. Any student driving recklessly/irresponsibly will be required to remove their animal from the facility and will no longer be permitted on MSHPC property.
- 19) If/when warranted, there will be a rotating weekly duty roster for each barn, with duties clearly posted. Students who do not perform their assigned duties will be required to remove their animals.
- 20) Defacing project facilities or equipment will result in the same disciplinary action as defacing any school property, as well as be required to remove their animal from the facilities.
- 21) All feed and equipment will be kept in storage areas at all times. No feed, hay, buckets, rakes, halters, etc. are to be kept/left in aisles or lying around.
- 22) Each pen is only allowed one feed pan and one water container. Water containers should be secured to pens to prevent animals from turning over water.
- 23) Water hoses are to be neatly rolled up and hung after each use.
- 24) A curfew will be in effect for the Project Center. The Project center currently opens at 5:00 AM and closes at 11:00 PM.
- 25) Parents are encouraged to spend as much time as possible with their students while they are at the Project Center. **ASTs have the authority to limit/restrict male & female students from spending unsupervised time at project center when warranted.**

- 26) Students will provide key copies to all locks placed on school facilities. If copies are not provided and access is needed, locks will be cut off and not replaced. Reminder: For the safety of the animals, locks cannot be placed on animal stalls or pens at any time.
- 27) All students will keep an up-to-date information form permanently attached to their assigned stall with all necessary emergency and contact information.
- 28) All dogs/pets of any kind MUST be leashed at all times while at the Project Center. Dogs are never allowed to run loose.

Veterinary Care Procedures and Expectations

All Project Center residents are responsible for any and all veterinary care for their animal project(s). This includes regular immunizations, hoof trimmings, castrations, dehorning, parasite control, medications necessary to treat illness, and emergency treatment deemed necessary by AST.

***PLEASE NOTE:** If, at any time, an AST believes an animal to be in such a state that emergency care is necessary, the owner must agree to remove said animal immediately and seek veterinary treatment. If the owner cannot be reached or the owner refuses to seek immediate veterinary treatment, the AST has the right to seek emergency treatment for the animal at the owner's expense. The owner has three days to pay all veterinary costs.

Cattle Pasture Use & Procedures

The pastures and turn-out pens are available to all cattle exhibitors. Pastures can be utilized according to the rotation schedule set forth by the ASTs for the school year

Turn-out animals are to be turned out in the morning and brought back in at night by 6:00pm.

Note CATTLE MUST CONTINUE TO BE FED SAME DAILY RATION WHILE OUT IN PASTURE! NO EXCEPTIONS!

At no time are beef cattle and longhorns allowed to be pastured together unless it is the same family.

Special Circumstances - Ellis County Expo Entries stalled at Project Center

There are instances when special circumstances will come into play:

- 1) All Ellis County Expo exhibitors agree to all terms and conditions set forth in the Ellis County Handbook (found online) when entry is made and fees are paid. In the event that a student does not fulfill the duties & obligations of the Ellis County Expo, the student will not be allowed to use the Project Center facilities again the following year. Clean-up, Concessions and Sale duties are the responsibilities of both the exhibitor and parent and are part of the requirements of Ellis County Expo participation, as well as Ferris FFA.

2) Transportation of students to and from the Ellis County Expo each day is the responsibility of the parent/guardian of the exhibitor. The supervising AST will transport all livestock entries housed at the MSHPC to the Expo, but the exhibitor is responsible for disposition/transportation of all market animals after the show. No market animals will be allowed to return to MSHPC after Expo unless prior arrangements have been made with AST for temporary (two weeks, MAX) housing (waiting for processing). Pen rent must be paid in full in advance. Exhibitor will have a maximum of two weeks to finish out the project and MUST leave facilities clean and in order. All facility equipment must be accounted for and in good working order, as it was originally found. Students should schedule a walk-through with supervising AST when vacating the facility.

It must be made perfectly clear that animals must be cared for EVERY DAY. This includes weekends, Thanksgiving & Christmas holiday breaks, spring break, summer and any other school vacation times. Regular supervision will continue during these times, as well. *

***PLEASE NOTE: Students are responsible for all health care maintenance issues related to their animals, including vaccinations, internal & external parasite control, treatment of any disease or injury that might arise, and proper sanitation practices to help reduce and eliminate sources of possible contamination or infection. Any issue identified by an AST must be dealt with immediately. Because of the number of animals maintained in such close proximity to one another, we must work diligently and cooperate to prevent an epidemic or spread of infection.**

Exhibitors are responsible for all costs associated with medical treatment of their animals, and the ASTs reserve the right to call for emergency veterinary assistance if they feel it necessary, with the exhibitor agreeing to pay all associated expenses.

PLEASE read this agreement thoroughly and carefully before signing. Be sure to ask for clarification of any issue in doubt. We want this to be a positive and rewarding experience for all involved.

Glossary of Terms

- **AST** – *Agricultural Sciences Teacher*
- **SAE** – *Supervised Agriculture Experience*
- **MSHPC** – *MS Hammack Project Center*

AST Assignments

- **Kirsten Chapman**
 - Beef Heifers
 - Beef Steers
- **Megan Dalton**
 - Rabbits
 - Swine
- **Jaymie Kendrick**
 - Longhorns
 - Lambs and Goats
- **David McGee**
 - *Agricultural Mech*

FISD STUDENT CO-CURRICULAR / EXTRACURRICULAR CONTRACT

FISD STUDENT CO-CURRICULAR / EXTRACURRICULAR CONTRACT

I, _____, understand that it is a privilege and honor, not a right, to be a member of a Ferris ISD Co-curricular / extracurricular activity.

I understand I must conduct myself with the utmost integrity and honesty as a student involved in co-curricular/extracurricular activities in Ferris ISD. I understand that my position as a student involved in co-curricular/extracurricular activities means that I am held to a higher standard of behavior, and therefore, may receive greater, different, and/or additional consequences than those outlined in the FISD Student Code of Conduct for conduct, regardless of whether such conduct occurs on or off school property, at a school sponsored or school related event, or involves social media on and/or off campus.

I understand and agree that consequences assigned under this Contract will be assigned at the discretion and determination of the sponsor/coach and/or the campus administration of the activity, in any hierarchy/order deemed appropriate by the sponsor/coach and/or campus administrator, and may include, but are not limited to, disciplinary consequences in, suspension from, removal from and/or prohibition from future participation in one and/or all co-curricular/extracurricular activities in Ferris ISD.

I understand and agree this contract is in force from the date of my signature through my graduation date from Ferris ISD, whichever occurs later. This contract includes summer, vacation, and holiday days. Disciplinary consequences may be assigned for Ferris ISD co-curricular / extracurricular activities occurring during summer, vacation, holiday days and after my graduation.

I have read this FISD CO-CURRICULAR / EXTRACURRICULAR contract, and I understand and agree to all of the terms, process, and consequences stated herein, including the discretion afforded the sponsor/coach and/or the campus administration in determining the consequences assigned under this Contract.

Student Signature

Date

Parent Signature

Date

Parent Signature

Date

RECEIPT OF FERRIS FFA STUDENT HANDBOOK

ACKNOWLEDGMENT OF 2019 - 2020 FERRIS ISD FFA STUDENT HANDBOOK

Student Name (please print)

FISD Student ID#

Student Signature

Campus

Parent Signature

Date

My student and I accept responsibility for accessing, reading and following the guidelines in the **Ferris ISD FFA Student Handbook** on the Ferris ISD website (www.ferrisisd.org). We further understand that a printed copy of the handbook may be requested from the AST, CTE Coordinator or Campus Principal. My student and I are fully aware *the Ferris ISD FFA Student Handbook* located on the Ferris ISD website is the most current and applicable document.

I understand that the **Ferris ISD FFA Student Handbook** and **Ferris ISD Student Code of Conduct** contain information that my student and I may need during the school year. All students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in both documents. If I have questions regarding the **Ferris ISD FFA Student Handbook**, or the **Student Code of Conduct**, I should direct those questions to the principal at my student's school.

Student signature

Date

Parent/guardian signature

Date

Ferris FFA
M.S. Hammack Project Center
General Rules & Regulations
2019-2020 Barn Agreement

My son/daughter and I have read the above rules and regulations and agree to abide by them at all times. We have been given a copy of these rules and regulations to refer to as needed. We understand that any/all issues with the Project Center facilities will go through the AgScience Teachers, and that we have been given contact information for all teachers. We understand that ONLY Project Center occupants and immediate family members are allowed on Project Center grounds. We also understand that violation of these rules and regulations will result in loss of Project Center use privileges. In the event that privileges are revoked, I will remove my animal within the required 3-day period.

Student's signature _____ Date _____

Student's address _____

Parent's signature _____ Date _____

Parent Cell _____ Student Cell _____

Other Emergency Contact #'s _____

Supervising AST _____

Date _____

Project Type _____

Barn / Stall Assignment _____

Barn / Stall Assignment _____

Barn / Stall Assignment _____

Feed Storage Room #/ Barrel # _____

Ferris ISD Agricultural Sciences

MS Hammack Project Center

Rules, Regulations, and Animal Welfare Agreement Signature Page

Please initial the following statements and sign where indicated.

____ As a student member of the Ferris FFA Chapter who is currently raising a project animal, I know the importance of the humane treatment of our animal projects.

____ I agree my project(s) must be fed on a daily basis on a consistent feeding schedule throughout the feeding period with a feed ration approved for my animal(s).

____ I agree the stall, pen or coop must be cleaned by me daily by removing any manure and any soiled bedding.

____ I agree the animals should be provided with fresh water daily in a clean container.

____ I agree my project(s) should be dewormed regularly and be provided veterinary attention when their health deems necessary.

____ I agree not to be abusive or use excessive force on my project, especially when training or exercising my animal.

____ I agree not to use any drugs (or unnatural alteration techniques) on my animal without the approval of a veterinarian and my supervising AST.

I know that failing to meet the standards set by my project AST will be grounds for removal of my project following the fourth warning from my AST. The animal(s) will then be sold at the current market value at a local livestock exchange if applicable.

Please print, sign, and date below. This document must be signed in blue or black ink.

_____ Student Name	_____ Student Signature	_____ Date
_____ Parent Name	_____ Parent Signature	_____ Date
_____ AST Name	_____ AST Signature	_____ Date
_____ CTE Coordinator Name	_____ CTE Coordinator Signature	_____ Date

VFD ADDENDUM

Drugs Transitioning from Over-the-Counter (OTC) to Veterinary Feed Directive (VFD) Status

Upon completion of their voluntary transition from OTC to VFD, all feed uses of the following drugs, alone and in a combination, will require a VFD as of January 1, 2017, except in cases where a sponsor chooses to voluntarily withdraw the drug application:

Drugs Transitioning From OTC to VFD Status

Established drug name	Examples of proprietary drug name(s) [§]
chlortetracycline (CTC)	Aureomycin, CLTC, CTC, Chloratet, Chlorachel, ChlorMax, Chlortetracycline, Deracin, Inchlor, Pennchlor, Pfichlor
chlortetracycline/sulfamethazine*	Aureo S, Aureomix S, Pennchlor S
chlortetracycline/sulfamethazine/penicillin*	Aureomix 500, Chlorachel/Pficlor SP, Pennchlor SP, ChlorMax SP
hygromycin B	Hygromix
lincomycin	Lincomix
oxytetracycline (OTC)	TM, OXTC, Oxytetracycline, Pennox, Terramycin
oxytetracycline/neomycin*	Neo-Oxy, Neo-Terramycin
penicillin [†]	Penicillin, Penicillin G Procaine
sulfadimethoxine/ormetoprim*	Rofenaïd, Romet
tylosin	Tylan, Tylosin, Tylovet
tylosin/sulfamethazine*	Tylan Sulfa G, Tylan Plus Sulfa G, Tylosin Plus Sulfamethazine
virginiamycin	Stafac, Virginiamycin, V-Max

Note: apramycin, erythromycin, neomycin (alone), oleandomycin[†], sulfamerazine, and sulfaquinoxaline are also approved for use in feed and are expected to transition to VFD status, but are not marketed at this time. If they return to the market after January 1, 2017, they will require a VFD.

[§]Type A medicated articles used to manufacture medicated feed, all products may not be marketed at this time

*Fixed-ratio, combination drug

[†]Currently only approved for production uses

Current VFD Drugs

Established drug name	Proprietary drug name(s) [§]
avilamycin	Kavault
florfenicol	Aquaflor, Nuflor
tilmicosin	Pulmotil, Tilmovet
tylvalosin	Aivlosin

[§]Type A medicated articles used to manufacture medicated feed

Online, please click on the hyperlink to read more about medication and the VFD.

This information is up-to-date as of August 8, 2016. As the industry transitions, CVM anticipates additional changes during the coming months to this information. Please check the link below for the most recent updates:

<http://www.fda.gov/AnimalVeterinary/DevelopmentApprovalProcess/ucm071807.htm>