

FWISD - ARLINGTON HEIGHTS HIGH SCHOOL FFA STUDENT HANDBOOK



2023-2024

The Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: June Davis, 504 Coordinator, 100 N University Dr., NW 250, Fort Worth, TX 76107, 817-871-2803 or Rufino Mendoza, Title IX Coordinator, 100 N University Dr., NW 130-I, Fort Worth, TX 76107, 817-871-2580.

NOTICE

This **FWISD – Arlington Heights High School FFA Student Handbook** contains a general statement of the standards of behavior and procedures governing participation in the program. If any of the provisions of this handbook conflict with federal or state laws, rules, and regulations, or Board of Education policy, that provision is void. If any provisions are superseded by applicable law or Board policy, the most recently adopted statement of law or policy will control. The provisions of this handbook are severable, and the invalidity, illegality or unenforceability of any provision will not affect the validity, legality, or enforceability of the other provisions.

The FFA Handbook is considered a live document and is subject to change at any time as needed.

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GOALS AND OBJECTIVES

The FWISD - Arlington Heights High School Agriculture Sciences Program offers an opportunity for students to build character, practice leadership skills, develop personal growth, and to prepare for a successful career. The program consists of three parts:

- Classroom and Laboratory Instruction
- Membership in The Arlington Heights FFA Organization
- Supervised Agricultural Experiences (SAE's).

These three parts function collaboratively to provide every opportunity for the student to learn and grow.

Classroom and laboratory instruction are offered in several areas of the agriculture discipline in order to broaden the student's interest and knowledge. Subject areas include:

- Animal Science
- Career Exploration
- Leadership
- Agricultural Mechanics

The FFA organization is an extension of the Agriculture Sciences program, which allows students to apply skills taught in the classroom. FFA provides an opportunity for students to apply the knowledge and skill sets that have been taught in the classroom. FFA Members become involved in:

- Local and State-Wide Competitions
- Leadership Development Conferences
- Livestock Shows and Exhibitions
- Scholarship Opportunities and Awards
- State and National Conventions

PROGRAM GOALS

The FWISD - Arlington Heights High School Agriculture Sciences Program pursues the following goals through Agriculture Education and the FFA organization.

- To provide a strong and broad background of agriculture knowledge.
- To provide students both classroom and laboratory instruction in all areas of agriculture.
- To provide students positive reinforcement through involvement in agriculture education.
- To encourage FFA membership and involvement in all areas of the FFA organization.
- To develop and practice student leadership skills for career success.
- To promote excellence in academics as well as FFA activities and contests.

DISCIPLINE PLAN

The FWISD - Arlington Heights High School Agriculture Sciences Program and the FFA Organization demand strong leadership characteristics. In order for each student to take advantage of available learning opportunities and to be a productive member of our community, each student is expected to maintain outstanding conduct as a representative of the Fort Worth Independent School District and of Arlington Heights High School.

PROGRAM RULES AND PROCEDURES

1. Students will show respect to all adults; teachers, administrators and visitors (community members/guests) and their peers.
2. Students will show respect to personal and department property at all times.
3. Students will demonstrate courtesy and professionalism at all times.
4. Profanity has no place in a professional organization and will not be tolerated.
5. Students will practice self-discipline on a constant basis. Students will be held accountable for their actions.
6. Students will be on time to all classes and will be prepared by having all necessary and required class supplies. Regular and punctual class attendance is mandatory
7. Food and drink are NOT allowed in the Agriculture Sciences Classrooms. Medical exceptions must be authorized and approved by the school nurse or within a Section 504 (504 Plan), Individual Education (IEP), or Individual Health Plan (IHP).
8. Horseplay will not be tolerated.
9. Students will demonstrate and consistently maintain a positive attitude and a great work ethic.

CONSEQUENCES

Students who fail to abide by The FWISD - Arlington Heights High School Agriculture Sciences Discipline Policy will be subject to disciplinary action according to the Arlington Heights Student Handbook (**Pgs 17-18**) and Board Policy Student Code of Conduct (**Pg 1**).

1. Verbal Warning by way of Teacher – Student Conference.
2. Disciplinary Referral Form accompanied by a telephone conference with parent/guardian.
3. Disciplinary Referral to Principal/Assistant Principal for disciplinary action.
4. Dismissal from the FWISD – Arlington Heights Agriculture Sciences Program.

GENERAL INFORMATION ABOUT FFA

THE FFA MISSION

The National FFA Organization and the Arlington Heights FFA Chapter are dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agriculture education.

THE FFA MOTTO

The FFA motto gives members twelve short words to live by as they experience the opportunities in the organization.

**Learning to Do – Doing to Learn
Earning to Live – And Living to Serve**

FFA STRUCTURE

FFA operates on local, state and national levels. Student members belong to chapters organized at the local school level. The Agriculture Science Teacher(s) serves as chapter advisor(s). Chapters are organized under state associations headed by an advisor executive secretary, often employees of the state department of education. States conduct programs and host annual conventions.

PROGRAMS AND ACTIVITIES

The FFA programs and activities help members develop public speaking skills, conduct and participate in meetings, manage financial matters, strengthen problem-solving abilities and assume civic responsibility. Degrees earned at local, state and national levels recognize members' increasing accomplishments.

OFFICIAL DRESS

As FFA members, we have the opportunity to impact many people who may or may not be familiar with the organization: Community residents, businessmen and women, FFA sponsors, guests, parents, etc. Therefore, first impressions are crucial, and that involves the way we dress. ALL FFA members are required to wear an official dress code while participating in official activities.

OFFICIAL DRESS CODE CHECKLIST:

- Official FFA jacket zipped to the top
- Official FFA tie or scarf
- Correct number of pins displayed
- Skirts of appropriate length
- Appropriate footwear

FEMALE OFFICIAL DRESS CODE

- 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 – at advisor's discretion
- White collared blouse & official FFA blue scarf
- Black dress shoes with closed heel and toe.
- Black nylon hosiery
- Official FFA jacket zipped to the top

MALE OFFICIAL DRESS CODE

- Black dress pants (no jeans – blue or black, leather, pleather, etc.)
- White dress shirt & Official FFA tie
- Black dress shoes with closed heel and toe.
- Black socks
- Official FFA jacket zipped to the top

*****Note: Sandals, open-toed shoes, and / or athletic shoes are NOT allowed!**

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 key should be worn above the name or attached to a standard key chain. ***No more than 3 medals are to be worn on the FFA Jacket.*** The medals must represent the highest degree earned, office held and/or the highest award earned.

WHAT IS AGRICULTURE SCIENCE EDUCATION?

The FWISD - Arlington Heights High School Agriculture Sciences Program is built on the three core areas of classroom/laboratory instruction, supervised agricultural experience programs and FFA student organization activities/opportunities. The program is designed for delivery through the three components as follows:

1. **CLASSROOM/LABORATORY INSTRUCTION**
Students will receive quality instruction about the agriculture industry that utilizes a “learning by doing” philosophy.
2. **SUPERVISED AGRICULTURE EXPERIENCE (SAE) PROGRAMS**
All students are expected to have an agriculturally related work-based learning experience while enrolled in agriculture education courses. Livestock projects are NOT a requirement.
3. **FFA STUDENT ORGANIZATION ACTIVITIES / OPPORTUNITIES**
FFA activities are an integral part of the agricultural education program that all agricultural education students should participate in if they are to fully benefit from their enrollment in the program.

OPPORTUNITIES FOR STUDENTS IN FFA

- **CAREER ADVICE AND HANDS-ON TRAINING**

Do you know what you want to do after you finish school? FFA can help you develop the skills you need to get there. Don't have a clue? FFA can help you figure out which of agriculture's 300 exciting career options match your interests and skills. If you're like the 73 percent of FFA members who already plan to pursue a career in agriculture, you know that there are options for almost any interest, whether you want to work indoors or outside, at a desk, or in the lab, in the city or on a farm, with other people or on your own. Even if you don't choose a career in agriculture, the skills and training you gain through FFA will lead to success in any industry.

- **LEADERSHIP**

Leadership . . . Many are not born natural leaders, but FFA can help you become one. FFA members strengthen their personal skills, learn to manage their time, and discover how to respect themselves and gain respect from others. Leadership skills are developed throughout the FFA program including: campus and neighborhood chapter activities; local, state and national projects; leadership conferences and workshops; and career development events. The Arlington Heights FFA Chapter prides itself in developing student leadership through community service.

- **COMPETITIONS**

FFA offers a variety of opportunities for recognition at the local, state and national competitive levels. The Arlington Heights Chapter of FFA offers opportunities to gain understanding through knowledge based and skill based learning. You may experience the satisfaction of presenting what you have learned in front of judges on local, state and national competitive levels. Some of the possible rewards for your efforts, besides personal knowledge gained are: potential scholarships to continue your education, cash prizes, field trips, plaques, ribbons and trophies.

- **MONEY FOR COLLEGE**

The National FFA Organization awards more than \$1 million in scholarships to over 800 FFA members each year. Many local and state industry partners also offer FFA scholarships. Plus, the experience and skill offered to an individual by means of the FFA Organization provides a competitive edge when applying for scholarships.

LEADERSHIP DEVELOPMENT EVENTS (LDE's)

Leadership Development Events (LDE's) focus on creating situations for members to demonstrate their abilities in public speaking, decision making, communication as well as their knowledge of agriculture and the FFA organization. Team and individual events are used to reinforce what is taught in agriculture sciences classrooms. In the fall, teams are trained to compete at the district leadership contest in several events.

Some competitions are team based that require practicing with members and some events require solo practice preparation and practice.

- **JR. AND SR. CHAPTER CONDUCTING**

A team of 6 to 10 members work to conduct a mock meeting using parliamentary procedure. Students are required to display debate skills, teamwork, and be able to think quickly. This competition may be both fun and challenging as you work with your team to memorize FFA's Opening and Closing Ceremonies.

- **JR. AND SR. SKILLS**

A team of 4 students memorize a how-to script over a certain Agriculture Sciences skill, and then perform the skill in front of a panel of judges. This contest may be perfect for students who memorize information easily and who like to work with their hands.

- **JR. AND SR. CREED SPEAKING**

A member presents the FFA Creed from memory and answers questions about its meaning and purpose. This event may offer an opportunity to boost self-confidence, earn recognition, and develop powerful, organized and professional communication skills.

- **JR. FFA QUIZ**

Students prepare for and take an exam over Grays Guide to Parliamentary Procedure for FFA and general FFA information i.e. history, facts, business structure, leadership and programs. Quiz teams may be made of 3 or 4 members.

- **SR. FFA QUIZ**

Students prepare for and take an exam to determine their knowledge of FFA including: agricultural education, current agricultural events and parliamentary procedure. Quiz teams may be made of 3 or 4 members.

- **FFA RADIO**

A team of 3 members presents an informative radio program covering one or more agricultural topics which are current in nature and local in content. The competition assumes that the chapter has a regularly scheduled non-commercial radio program once each month over a local station.

- **AGRICULTURAL ISSUES FORUM**

A team of 3 to 7 students research and analyze a current agricultural issue. They then create a portfolio, develop and deliver a presentation that stresses both the pros and the cons of their selected agricultural issue. Members have the opportunity to utilize verbal skills and presentation abilities to defend their findings and answer judges' questions.

- **PUBLIC RELATIONS**

A team develops and presents a 5 – 8-minute presentation that provides information on Texas FFA and what it represents. The presentation is developed with the assumption that the judges have no prior knowledge of the FFA Organization. Team members are asked questions and have the opportunity to respond following their presentation.

- **JOB INTERVIEW**

Job interview is a solo event that allows one member per chapter to actively participate in the interview process. Competitors will: prepare a resume, interview for an agricultural position of their choice, compete in application skills judging and will participate in a 3-minute telephone interview. This competition also provides an opportunity for a 10-minute personal interview and the preparation of a follow-up letter after the interview is completed.

CAREER DEVELOPMENT EVENTS (CDE's)

Career Development Events build on what is learned in agricultural classes and encourage members to put their knowledge into practice. These events are designed to help a member prepare for a career in agriculture by testing and challenging the student's technical, leadership, interpersonal and teamwork skills as well as their knowledge of the subject matter.

Many CDEs are qualifying events for the National FFA CDE competition and/or offer scholarship opportunities. We participate in several practice contests across the state as well as the Area and State CDE's. There are 25 Career Development Events that the FFA offers, but we usually train teams; Floriculture, Vet-Med, Cotton, Forage, Entomology, Poultry, Plant ID, Farm Business Management, Horse judging, and Wildlife. The chapter is open to competing in other events if there is student interest.

SPEAKING COMPETITIONS

Speaking Development Events are designed to develop the ability of FFA members to express themselves on any given subject. Students are encouraged to develop their communication skills and learn to formulate their remarks for presentation in a variety of situations. The state finals of the speaking development events are held in conjunction with the Texas FFA convention.

- **EXTEMPORANEOUS PUBLIC SPEAKING**
Members learn how to think and prepare an argument quickly and persuasively. Competitors have 30 minutes to prepare a presentation on one of three randomly selected agricultural topics. After delivering the oration, contestants may be asked questions about their presented topic.
- **SENIOR PREPARED PUBLIC SPEAKING**
Each competitor will write and deliver a 6 – 8-minute presentation about a current agricultural topic of their choice. Participants are judged based on written notes, presentation delivery and for adequately answering questions from the judges.
- **JUNIOR PREPARED PUBLIC SPEAKING**
Each competitor will write and deliver a 4 – 6-minute presentation about a current agricultural topic of their choice. Participants are judged based on written notes, presentation delivery and for adequately answering questions from the judges.
- **SOIL STEWARDSHIP PREPARED PUBLIC SPEAKING**
Contestants prepare and deliver a 6 – 8-minute presentation based on the current year's theme as established by the Texas State Soil and Water Conservation Board. Prior to competition, presentations must be presented to members of the local chapter and to at least one civic or school group.
- **AGRISCIENCE FAIR**
Students use the scientific process as they reinforce skills and principles they have learned in agriscience courses. They conduct research projects and prepare a scientific report and display for judging at the state level.

SUPERVISED AGRICULTURAL EXPERIENCES (SAE's)

The Supervised Agricultural Experience (SAE) program is education. SAE offers an opportunity for hands-on, real-life agricultural career preparation. SAE relates to the agricultural science curriculum including student aptitude assessments, agricultural interests, career choices and educational goals of the industry. SAE's tie together the entire agricultural education experience. Every student of the Agricultural Science discipline is offered the opportunity to experience an SAE. SAE's require documentation logged in an approved record book. A majority of the Arlington Heights FFA Student SAE's result in the production type category and are pursued through the means of preparing animals for show and/or youth fair projects.

- **PRODUCTION ENTREPRENEURSHIP**

Production-oriented entrepreneurial enterprises may include breeding or market animals, crops, and youth fair projects.

- **AGRIBUSINESS**

Entrepreneurial projects that focus on agricultural sales, services or other entrepreneurial endeavors. Horticultural production enterprises fall under the agribusiness category.

LIVESTOCK PROJECT INFORMATION

- **RECORD KEEPING REQUIREMENTS**

All students exhibiting an animal MUST keep an approved record book through the Agriculture Experience Tracker (www.theaet.com).

- **ANIMAL VALIDATIONS**

All animal projects are subject to validation by county and/or state guidelines. All animals shown at major stock shows (Fort Worth, Houston, etc.) must be state validated. State Validation dates vary by species. Dates will be announced by the Agriculture Sciences Teacher as soon as formal notification has been received from the venues. The following information is being offered based on historical data:

- Heifers: June or October. Heifers must be registered and correspond with show ownership dates.
- Steers: Mid – June
- Sheep & Goats: October

- **TARRANT COUNTY VALIDATION**

Market animals that are not state validated must be county validated prior to showing at the Tarrant County Junior Livestock Show. The validation dates are set by the Livestock Board and can be found in the Tarrant County Junior Livestock Association (TCJLA) handbook.

- **QUALITY COUNTS**

Students are required to complete the Quality Counts program and pass the certification test before entering any major show. There is no cost involved and students may repeat the examination process as necessary. For more information visit: <http://qualitycounts.tamu.edu/>

- **MAJOR STOCK SHOWS**

Arlington Heights FFA generally participates in the following major stock shows:

- Heart of Texas Fair and Rodeo
- Fort Worth Livestock Show

- **MAJOR SHOW ENTRIES**

All major shows must be registered for as a group by the Agriculture Sciences Teacher. The following is required in order for the process to be successful: entries must be completely filled out in advance, all signatures attained, social security numbers recorded, "Quality Counts" certification number documented and all fees paid in advance. "Major Show Sign-up Night" is scheduled for the first of November. **The final entry deadline will be set by the Agriculture Sciences Teachers within 2 school days following the "Sign-up Night". Entries not received by 4:00 pm of the final entry deadline day will not qualify for entry.**

- **MAJOR SHOW TRANSPORTATION**

All Arlington Heights FFA Show Team Projects will be transported by the Agriculture Sciences Teacher(s) or a FWISD Career and Technical Education (CTE) designee employed by Fort Worth ISD. Drivers of any and all FWISD vehicles must be approved by the CTE Office and

complete the necessary paperwork. Livestock must be clean prior to departure from The FWISD - Arlington Heights High School Agriculture Sciences Facility.

● **TARRANT COUNTY JUNIOR LIVESTOCK SHOW**

The Tarrant County Livestock Show is held at the Fort Worth Stock Show grounds in Fort Worth. This show will be held in February. Students are responsible for knowing the General Rules pertaining to their species of animal. General Rules for this show will be given to students with county show entries in November. For more information, visit: www.tcjls.org

LIVESTOCK CODE OF ETHICS

The following is a list of rules and guidelines established by The FWISD - Arlington Heights High School Agriculture Sciences Program regarding livestock exhibition. It is mandatory that each FFA member be familiar with and put into constant practice the Livestock Code of Ethics.

1. The livestock exhibitor must be a paid member of the Arlington Heights FFA Chapter in order to exhibit a project under the Arlington Heights FFA.
2. The livestock project will be under the **direct care and ownership** of the exhibitor. The livestock project will be under **direct supervision** of the agriculture sciences teachers.
3. The livestock project will be worked with daily. This includes being properly fed/watered on a regular schedule as determined by the student, parent/guardian, and the Agriculture Sciences Teacher. The livestock exhibitor will be responsible for maintaining good health and nutrition of their livestock project.
4. The livestock project will be kept in the appropriate pen which must remain clean at all times.
5. The livestock exhibitor will demonstrate good sportsmanship at all times. This includes at Stock Shows as well as at The FWISD - Arlington Heights High School Agriculture Sciences Facility.
6. The use of illegal drugs on livestock is NOT permitted under any circumstances. Animals under the influence of illegal substances are banned from being shown as an FWISD - Arlington Heights FFA Project.
7. Students will follow all rules of each and every livestock show and event attended as a member of the Arlington Heights FFA Organization.
8. Mistreatment of animals will not be tolerated (SEE: Page 19).
9. While at the stock show, ALL students will follow a schedule designated by the Agriculture Teacher for feeding, watering, washing, walking, and cleaning stalls/pens. Failure to do so will result in consequences (SEE: Page 5).
10. Students are responsible for getting the animal show ready and knowing what class their animal will be participating in.

The above rules apply to all projects for show utilizing the FWISD – Arlington Heights High School FFA name and likeness. An infraction of any of the above rules will result in immediate removal of student and animal from the FFA Show Team. Livestock projects will be immediately removed from the premises at the owner's expense. Arlington Heights FFA members who exhibit a livestock project must sign a contract agreeing to the Livestock Code of Ethics. Violations of this code will result in contract termination (SEE: Page 12).

FWISD – ARLINGTON HEIGHTS AGRICULTURE SCIENCES FACILITY

RULES, FEES AND GUIDELINES CONTRACTUAL AGREEMENT

1. SCOPE

The FWISD - Arlington Heights High School Agriculture Sciences Facility is a part of the FWISD and therefore, all rules and regulations found in the student handbook and code of conduct apply.

2. LIABILITY DISCLAIMER

FWISD, Arlington Heights High Schools, its employees, volunteers, and/or the FFA Organization cannot be held responsible for damages including loss of personal property, injury, illness and/or death to members, guests or animals.

3. ELIGIBILITY

Only FFA members in good standing with FWISD, Arlington Heights High School, and the FFA Organization will be allowed to utilize the FWISD - Arlington Heights High School Agriculture Sciences Facility

4. GUESTS

Only one guest, i.e. sibling, relative or friend, under 18 years of age is allowed to accompany a student to the facility to care for an animal project, unless a parent or legal guardian of the student is present at the facility.

5. SEQUENCE OF EVENTS

A student must meet the following criteria prior to bringing an animal onto FWISD - Arlington Heights High School Agriculture Sciences Facility grounds:

- Obtain permission from the Agriculture Sciences Teacher
- Attend a meeting with parents/guardians and Agriculture Sciences Teacher
- Read, understand and sign the facility agreement
- Pay, in advance, all associated fees (FFA dues & Pen Rent)

Note: Adherence to this sequence of events is mandatory for all students. Non-compliance will result in student and animal removal from the program.

6. FACILITY HOURS

Gates and doors will remain closed and locked at all times. No unauthorized person(s) are allowed to be present on facility grounds for any reason during hours of non-operation without the express knowledge and permission of an Agriculture Sciences Teacher and/or a campus or district administrator. The FWISD - Arlington Heights High School Agriculture Sciences Facility hours of operation are as follows:

- Weekdays: 5am-10pm
- Weekends: 5am- 10pm

7. **GATE ACCESS**

Students with one or more animals at the Agriculture Sciences Facility will be issued a gate code for the gate (limit one per family). This code should not be given out to parties that do not have a need to be at the barn.

Never force the gate open. If force has been applied to open the gate, the cost for repairs will be the responsibility of the person(s) involved as determined by security cameras. In the event the gate will not open, contact one of the Agriculture Sciences Teachers for further directions. They may provide a combination code for the pedestrian gate to access entry to the facility.

8. **NEW INCOMING ANIMAL PROJECTS**

Animal projects being brought in for the upcoming school year will NOT be allowed in the Agriculture Science Facility until four weeks after the conclusion of the last show AHHS FFA participates in. Animals MUST be up to date on all vaccinations before entering the barn. Unless Prior Approval is Made by AG. Teacher.

9. **ANIMAL EXPENSES**

The exhibitor is responsible for all expenses incurred for or by the animal(s). Expenses incurred may include but are not limited to initial purchase, regular feeding, pen bedding, everyday care and grooming, exhibition costs/fees, health papers, major and minor medical expenses (i.e. surgery, veterinarian bills, etc). In the event that expenses are incurred on behalf of an exhibitor in order to prevent animal neglect, the expenses will be forwarded immediately to the exhibitor for reimbursement.

10. **ANIMAL CARE**

The exhibitor is responsible for the proper animal care including adequate nutrition and hydration for proper growth, show ring development of the animal(s), cleaning of pen(s) and maintenance of the surrounding area of the facility. Animals may only be washed in designated areas of the facility.

No one is ever allowed to feed another person's animal, unless doing so with the express request of the project owner and with the permission and notification of the Agriculture Sciences Teacher. Animals may be under special diets. Any and all concerns about animal care (or lack thereof) must be brought to the attention of an Agriculture Sciences Teacher.

11. **FACILITY CARE OF STALLS AND PENS**

Students are responsible for supplying and maintaining pens with adequate and approved bedding. The bedding must be changed on a regular basis for the health and well being of the animal. Soiled bedding must be promptly and properly disposed of in designated areas. Wheelbarrows must be emptied by student(s)/parent(s) after every use. Failure to clean and maintain pens will result in disciplinary actions and/or loss of privileges (SEE: Page 20).

12. **SUMMER OCCUPATION OF PENS**

Animal projects are not allowed to occupy facility pens and stalls during the summer break months without the direct consent and express permission of the Agriculture Sciences Teacher(s). This facility is operated and provided by FWISD and Arlington Heights Agriculture Science Programs and is NOT intended for use during the summer months.

13. **EXHIBITOR ANIMAL CAPACITY**

Exhibitors will be limited to 2 heads of cattle, sheep, goats and/or swine. Exhibitors' with 2 of the same species will be stalled together in the same pen. Stalling changes will be at the Agriculture Science Teachers discretion. Due to facility size pigs will be allowed to stall separately in smaller stalls.

14. PEN ASSIGNMENTS

Only members of Arlington Heights High School FFA Chapter may utilize this facility for their animal projects. Pens will be assigned as projects are brought to the facility. Animals must be kept to their designated and assigned pens. Only the Agriculture Sciences Teachers are authorized to make necessary changes to original assignments. Student(s)/parents(s) are not authorized to move, modify, or expand pens for any reason without the written approval of the Agriculture Sciences Teacher. No mechanical, wooden, electrical, metal structures or additions may be placed in pens without the written approval from the Agriculture Sciences Teachers. In the event that a student has multiple animals of the same species, sharing pens may become necessary.

15. ANIMAL DEATH

In the event of an animal project death at the facility, it is the exhibitor's responsibility to remove the animal within two hours of notification. If the animal cannot be removed, this service will be provided at the request of the facility at the expense of the animal projects owner.

16. PROJECT RESPONSIBILITY

Animal projects are the responsibility of the owner. Management decisions for the animal projects will be made by the student/parent owner. The Agriculture Sciences Teacher is available to assist and aid a student requesting assistance in the decision making process.

Animal project owners and the Agriculture Sciences Teacher are jointly responsible for the close monitoring of ALL show rules. Ethical treatment of animals is required at all times and rule violations will not be tolerated.

17. RECORD KEEPING

All students with animal projects are required to maintain an active record book through the Agriculture Experience Tracker or AET. The AET can be accessed from a computer or an app on the phone. This will also be how teachers communicate with each student about their projects during barn walkthroughs. (theaet.com)

18. STUDENT BEHAVIOR

Students will act in a mature, professional manner while at the Agriculture Sciences Facility. Primary responsibility over behavior, discipline and supervision rests on the student's parent/guardian when the Agriculture Sciences Teacher (or designee) is not present at the facility during early morning and after school hours. Loitering at the facility will not be tolerated.

Students and visitors/guests alike will be held financially and legally accountable for destruction and vandalism to any portion of the facility. Glass containers are NOT allowed at the facility for the safety of the animals. Activity or behavior that may endanger the health and/or physical well being of students, parents, teachers, visitors or animals, will not be tolerated.

19. FEED AND TACK AREAS

The safety, sanitation and the appearance of The FWISD - Arlington Heights High School Agriculture Sciences Facility are a priority.

- Feed and tack areas are to be clean and free of loose hay and open feed. A lockable container with lid is required to be used by each student to store feed and hay.
- No show boxes are allowed without permission.
- Valuables should be brought to and from home, not remaining at the project center.
- FWISD and its employees are not responsible for the theft or damage of any personal items.

- Feed and tack areas are to be kept clean and neat.
- Students will not be permitted to bring in tack not approved by the agriculture teacher.
- No feed barrels or tack is permitted in the aisles.
- If not kept in the feed/tack area the student must keep it in the pen with their animal.

20. MANDATORY FACILITY CLEAN - UPS

The appearance of The FWISD - Arlington Heights High School Agriculture Sciences Facility is a top priority. Periodic “facility clean-ups” will be held and attendance is mandatory for all students with animal projects housed at The FWISD - Arlington Heights High School Agriculture Sciences Facility. In the event of an absence, the student is responsible for finding a replacement to stand-in i.e. parent or sibling. Failing to attend, sending a proxy or Failure to Notify Advisor no less than a week in advance will result in discipline management policy set forth in the Agriculture Sciences Facility Agreement. **(See page 20)**. You must e-mail all five Agricultural Science Teachers no less than one week prior to the mandatory barn clean up with why you will not be attending and who your proxy will be.

21. AGRICULTURE SCIENCES TEACHER USE OF ANIMALS

The Agriculture Sciences Teacher may utilize a student’s animal project for teaching purposes i.e. practice in livestock judging and livestock management skills such as weighing, leading, or vaccination.

22. STUDENT ELIGIBILITY FOR LIVESTOCK SHOWS

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

- Be enrolled in an agriculture science class.
- Have approval of the supervising teacher.
- Be a member in good standing of the Arlington Heights’ FFA Chapter.
- Attend all mandatory livestock meetings for the specific livestock project.
- Be passing ALL subjects at the time of show determined per UIL guidelines. If a student is ineligible to show due to grades, the animal is also ineligible to show.
- Have paid entry fees on time and meet show requirements.

23. Grade Policy

Students who fail more than 1 grading period throughout the duration of their projects will be removed from the fwisd ag facility within 1 week of notice.

24. PROBLEMS AND CHAIN OF COMMAND

When a problem or concern arises, the best way to resolve it is by following the established “chain-of-command.” Always begin with the agriculture science teacher.

- Agriculture Science Teachers: Mr. Davenport /Mr. Mitchell/
Ms. Green/ Mrs.Shands/Mrs. Hubbard
- AHHS Assistant Principal: Ms. Alzubi
- AHHS Principal: Mrs. Weeks
- CTE: Tim Rogers
- CTE Central Office: Daphne Rickard

25. TERMS, CONDITIONS, CONSEQUENCES

The FWISD – Arlington Heights Agriculture Sciences Facility reserves the right to refuse facility access and use for any of the following reasons:

- Animal abuse or neglect in any form

- Animals with disease or infection
- Animals that are dangerous and/or unsafe to handle
- Animals not being fed for show purposes
- Non – FFA Show Animals being kept at the facility
- Students failing to observe rules
- Students no longer involved in program
- Parents/Guardians confronting other adults or student in an unprofessional manner

If the student fails to abide by any of the above-mentioned rules or guidelines, actions can be taken to remove the animal or/ban any future agriculture facility privileges. The student is subject to disciplinary action or fines for failure to comply with these rules/guidelines. (SEE: **Board Policy Education Code and Arlington Heights Student Handbook**)

26. NOTICE OF EVICTION WILL PROCEED AS FOLLOWS

- **First Offense:** Written notice of failure to appropriately care for the animal and phone call to parents.
- **Second Offense:** Written notice of failure to appropriately care for the animal, discipline referral, and conference with student, parent, AST, and school administrator.
- **Third Offense:** Written notice of failure to appropriately care for the animal, discipline referral, removal-warning letter to parents.
- **Fourth Offense:** Removal of project animal to market auction, forfeiture of all project center fees and banning from future project center privileges.

27. TRANSPORTATION

Students and parents must arrange transportation to and from the barn.

28. PROHIBITED SUBSTANCES (SEE: **BOARD POLICY EDUCATION CODE 38.007(A) STUDENT HANDBOOK P.19**)

Alcoholic beverages and tobacco use are prohibited on the premises at all times.

29. TRESPASSING (SEE: **BOARD POLICY EDUCATION CODE 37.107 AND 37.107**)

A student shall not be in another student's pen unless the agriculture teacher, responsible parent or student whose project is to be looked after gives permission.

30. FIREARMS (SEE: **BOARD POLICY EDUCATION CODE 37.007(A)(1) / STUDENT HANDBOOK P. 19**)

NO FIREARMS will be allowed on the premises of the project center at any time.

31. PETS (SEE: **BOARD POLICY AND FEDERAL LAW 28 CFR 35.136(g)**)

No pets, dogs, or other domestic non-farm animals will be allowed on the premises of the project center unless such animals are service animals needed by individuals with disabilities.

32. FACILITY CONSUMABLE FEES

Facility consumable fees are due at the beginning of the feeding period. Facility consumable fees per head will be assessed at the following rates:

- | | |
|---------------------------|--------------------|
| • Goat, Sheep and Swine: | \$63.00 per animal |
| • Steer & Heifer: | \$99.00 Animal |
| • Fancy Poultry/ Rabbits: | \$6.00 per bird |
| • Broilers: | \$11.00 per pen |
| • Turkeys: | \$32.00 per pen |

33. REMOVAL OF PROJECTS

In the event that it becomes necessary to remove an animal from the Agriculture Science Facility, the owner will have a **three-day** window in which to accomplish this task. If the animal is not removed within the three-day window, the animal will be taken by an authorized agent of the FWISD administration and marketed at the owner's expense. Proceeds from the sale of the animal will be sent to the owner after allowable deductions and any outstanding balance due to the AHHS – FFA chapter.

34. REMOVAL OF MARKET ANIMALS AFTER SHOWS

The exhibitor **MUST** remove all market animal projects from the facility within the 24 hours following the final show that the Arlington Heights FFA is involved in for the current school year. (See below for Breeding Animals.)

35. BREEDING ANIMALS

No male breeding animals are allowed at the FWISD - Arlington Heights High School Agriculture Sciences Facility. Breeding animals no longer eligible to compete at approved shows must be removed from the FWISD - Arlington Heights High School Agriculture Sciences Facility within two weeks after the final show that the Arlington Heights FFA is involved in for the current school year. It is the responsibility of the exhibitor to have their animal removed by the deadline set forth by the Agriculture Science Teachers. Breeding projects that extend into another show season must receive a written directive which may only be issued by the Agriculture Sciences Teacher.

36. VANDALISM (SEE: BOARD POLICY FAMILY CODE 41.001)

The student is expected to respect the value of the FWISD - Arlington Heights High School Agriculture Sciences Facility. Any defacing of property or equipment will result in dismissal from the facility **IMMEDIATELY**. Students will be held financially accountable for willful vandalism or destruction of any property on the part of the student(s) who commits the act.

37. EQUIPMENT

Livestock management equipment (clippers, blowers, etc.) will be provided for students' use but must be treated with care and respect. Any broken or stolen equipment is to be reported immediately. All equipment is to be cleaned and returned to the proper storage area after each use. Willful misuse or damage may result in disciplinary action or loss of use privileges as well as replacement of broken equipment.

38. PENALTIES

Students who fail to abide by the above guidelines, or fail to maintain their pens may forfeit the privilege of keeping projects at the project center in the future and possible disciplinary action.

THE FWISD - ARLINGTON HEIGHTS HIGH SCHOOL AGRICULTURE SCIENCES FACILITY AGREEMENT – PART I

The purpose of The FWISD - Arlington Heights High School Agriculture Sciences Facility is to provide an extension to the classroom instruction and maximize learning for FFA members who utilize the facility for their Supervised Agricultural Experience Programs (SAEP's) or animal project.

In order for all parties to best utilize the barn, there are rules and guidelines, which must be observed and complied with. To ensure compliance, FWISD employees, including the agriculture science teacher and administrators, will monitor and manage the facility.

Due to the uniqueness of the needs of the individual students, the Agriculture Science teacher may make decisions based on the best interests of the District, the school, the student and the animal(s).

Directions for Agriculture Science Rules, Fees and Guidelines Agreement

1. Read the entire agreement completely for comprehension.
2. Completely fill out the cover sheet.
3. Sign and date the Facility Usage Agreement on the last page.
4. Turn in the signed facility agreement and all fees to an Agriculture Science teacher.
5. Students will receive a copy of the completed agreement.

Student Name: _____ Grade: _____

Mother/Legal Guardian Name: _____

Father/Legal Guardian Name: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Emergency Contact: _____

Emergency Contact Phone Number: _____

Animal Project(s): Write number of animals that will be housed

Steer _____ Heifer _____ Lamb\Goat _____ Swine _____ Poultry _____

THE FWISD - ARLINGTON HEIGHTS HIGH SCHOOL **AGRICULTURE SCIENCES FACILITY AGREEMENT – PART II**

- I have read and agree to abide by The FWISD - Arlington Heights High School Agriculture Sciences Facility Use Agreement.
- I have read and understand the Project Commitment Guidelines for my livestock project.
- I agree to pay a pen rental fee; this rental fee must be paid in advance for the expected duration of the project. Pen rental fees are as follows: sheep ,goats and swine are **\$63.00** per head and steers and heifers are **\$99.00** per head, poultry and rabbits are **\$6.00** per head, market broilers **\$11.00** per pen and market Turkeys are **\$32.00** dollars a pen.
- I agree to comply with all posted project center hours of operations.
- I agree to attend and participate at all announced FWISD - Arlington Heights High School Agriculture Sciences Facility workdays. In the event that I cannot attend, I must notify the agriculture science teacher in a timely manner (SEE: Page 16).
- I agree to the following discipline management policy:
 - **First Offense:** Written notice of failure to appropriately care for the animal and phone call to parents.
 - **Second Offense:** Written notice of failure to appropriately care for the animal, discipline referral, and conference with student, parent, AST, and school administrator.
 - **Third Offense:** Written notice of failure to appropriately care for the animal, discipline referral, removal-warning letter to parents.
 - **Fourth Offense:** Removal of project animal to market auction, forfeiture of all project center fees and banning from future project center privileges.

NOTE: Only those students who are actively enrolled in Agriculture Science classes and/or members of the Arlington Heights' FFA are permitted to use the barn.

Parent Email Address	Student Email Address	
Parent/Guardian Signature	Phone Number	Date
Student Signature	Phone Number	Date
Advisor Signature	Date	

.....

FOR FWISD USE ONLY

Project Animal Type: _____ Number of Animals: _____

Rental Payment Received _____ Amount Received: \$ _____

The Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: June Davis, 504 Coordinator, 100 N University Dr., NW 250, Fort Worth, TX 76107, 817-871-2803 or Rufino Mendoza, Title IX Coordinator, 100 N University Dr., NW 130-I, Fort Worth, TX 76107, 817-871-2580.

HANDBOOK ACKNOWLEDGEMENT STUDENT/PARENT/GUARDIAN COPY

I have received a copy of The FWISD – Arlington Heights high School FFA Student Handbook and The FWISD - Arlington Heights High School Agriculture Sciences Facility Agreement. I understand the rules and guidelines set forth by the Fort Worth Independent School District and The Arlington Heights High School Agriculture Sciences Department and The Arlington Heights FFA organization.

Student Signature

Date

Parent/Guardian Signature

Date

Agriculture Science Teacher Signature

Date

.....

Note: The bottom half of this form must be submitted to the Agriculture Sciences Teacher

HANDBOOK ACKNOWLEDGEMENT AGRICULTURE SCIENCES TEACHER COPY

I have received a copy of The FWISD – Arlington Heights high School FFA Student Handbook and The FWISD - Arlington Heights High School Agriculture Sciences Facility Agreement. I understand the rules and guidelines set forth by the Fort Worth Independent School District and The Arlington Heights High School Agriculture Sciences Department and The Arlington Heights FFA organization.

Student Signature

Date

Parent/Guardian Signature

Date

Agriculture Science Teacher Signature

Date