



**Agriculture Science Department
Student SAE
and
Project Center Guidelines**

2020-2021

Section A: The Project Center is an FISD instructional facility; all FISD rules, policies, practices, and procedures are enforced at all times. Only approved animal projects are permitted to be housed at the FISD Project Center.

Section B: All FISD FFA show projects shall be housed at the FISD Project Center. All animals housed at the FISD Project Center shall have the approval of an FISD Agriculture science teacher and species sponsor.

Section C: The following rules, in addition to those rules outlined in the FISD FFA Handbook, should be enforced at all times. Any new rules, in addition to those listed in the FISD FFA Handbook, that may become necessary will be approved by the CTE Coordinator and will be made effective immediately upon notification of the Agriculture Science students by the Agricultural Science teachers, and will be posted in all pertinent publications.

Section D: THESE RULES ARE TO BE FOLLOWED BY ALL INDIVIDUALS ENTERING THE FISD PROJECT CENTER

I. General Rules

- A. Only **current FFA** members are eligible to use the FISD Project Center. Students not enrolled in the program should not loiter at the center.
- B. In order to enter the Project Center, parents must complete a background check and acquire an access card. Species sponsors will share information regarding background checks and access cards with parents.
- C. In order to protect FISD students and SAE Projects, visitors are not permitted at the FISD Project Center. **No visitor or guest of a student will be permitted at the FISD Project Center. Reminder, this facility is strictly for Frisco ISD students with animal project(s) and parents with an approved Background Check on file at Central Office.**
- D. All students with animals housed at the FISD Project Center will be permitted to be at the facility during the **hours of 5:30 am and 10:30 pm**. Anyone present outside of these hours will be considered trespassing unless they have received prior permission from the species sponsor. It is highly recommended that a student be accompanied by a parent if they are at the Project Center after dark.
- E. No equipment can be used unless permission has been given by the Agriculture Science teacher or under the direct supervision of FISD Ag teachers.
- F. The FISD Project Center is not a permanent home for animals. **Family domestic animals do not meet the required project criteria.** The types of projects permitted to be housed at the project center are as follows: cattle, sheep, goats, and swine.

- G. Students are required to provide their own transportation to and from the Project Center.
- H. The primary responsibility for discipline and supervision rests with the student and/or parents when an instructor is not present after hours.
- I. Use or possession of tobacco, alcohol, or weapons by persons on the premises shall result in removal of student and project in addition to any other consequences.
- J. **No pets are allowed at the FISD Project Center for any reason.** This is for the safety of the pet, species projects, and persons at the facility.

II. FISD Livestock Supervised Agricultural Experiences

- A. Raising an animal SAE should be a learning experience for the student. The student showing the animal project is to be the primary care provider for the animal. If a student is unable to provide care for the animal, a parent may feed/provide care if the species sponsor is notified. This should not become a regular occurrence.
- B. Selection of animals for show within FISD will be conducted by the species sponsor(s). The species sponsor must approve all projects before they are purchased, this shall include any personally owned animals.
- C. Insurance for animals kept at the facility is not maintained by any entity of FISD, any of its personnel or affiliated organizations. The loss, injury, or illness of animals is not the responsibility of FISD, it's employees or any of its entities.
- D. The species sponsor will assign a stall or pen where the animal will be housed for the duration of the show season.
- E. High School students who will be enrolled in Agriculture Science classes during the Fall or Spring semester (or both) shall be given priority for a pen assignment, as determined by the species sponsor.
- F. Students will be limited to a maximum number of animal projects that will be housed at the FISD Project Center per approval by the species sponsors. The number of animals permitted will be determined yearly.
- G. Supplies/equipment to be used daily by the student will be purchased at the student's expense. A list will be provided and must be purchased prior to the project being purchased and entering the FISD facility.

III. Care of Animals

Each student is responsible for the medical and general care of their animal including the feeding of his/her project. Students shall not feed animals that do not belong to them unless prior arrangements have been with the owner and Agriculture teacher approval.

A. Feeding:

1. Each project must be cared for in a proper manner to include: twice daily and sufficient feeding and watering. In the event that an animal is not fed or watered while at the facility, the student faces disciplinary action and will be required to pay for all feed and other incidental items used for the animal's care during the time of neglect. Students shall be placed on their campus hold list until payment is made.
2. All rules and feeding procedures apply to holidays and weekends.
3. There will be a zero tolerance policy at the barn for spilled feed or feed not stored in a metal container. All metal containers must have properly fitting lids and be labeled with the student's name . Lids should be on at all times.
4. Students will be given a **30 minute allotment** of time to feed their animals. Further details regarding this rule for each species will be provided in the species contract. Residual feed not consumed by the animal should be taken to the outside dumpster or manure pit to be disposed of. Failure to do so will result in a written violation.
5. Consistency is very important for show animals. It is imperative that animals are fed twice per day on a twelve hour schedule unless otherwise advised by the species sponsor. It is recommended that feeding take place between 6 am and 8 am and again between the hours of 6 pm and 8 pm, keeping in mind that the animal should be fed every 12 hours.

B. Pens:

1. Students are responsible for keeping their individual project stall or pen clean at all times. Pens should be cleaned each day and should be free of moisture and manure.
2. In addition, it is the individual student's responsibility to keep his/her animal in the assigned pen. Animals may be turned out of their assigned pen for exercise provided someone is present at the facility to monitor the animal.
3. Shavings/sand for pens are the student's responsibility. Species sponsors will advise on type and when the purchase of these materials are necessary. Shavings are used at various shows. This will be communicated through the species sponsor.

C. Water:

1. Water buckets must be rinsed out and filled each and every day. Empty water buckets are unacceptable; they should be filled each day during feeding. Water buckets must be dumped, rinsed, and refilled in a designated area.

D. Medical Care:

1. The teacher may assist in giving medications when possible. The teacher will NOT be held liable for injury to livestock while assisting the student with their

project. This includes but is not limited to: giving medications, deworming, trimming hooves, or clipping.

2. No Medication included but not limited to: off-label or extra-label vaccine medication, spray, feed additive, over the counter medication and or vaccines should be given internally or externally to any livestock project without approval from the species sponsor. All established withdrawal periods for any administered product must be strictly adhered to.
3. The species sponsor will notify students and/or parents if medication must be administered to any animal.
4. Surgical procedures (ie dehorning, castrating, docking, etc) shall be completed by a licensed veterinarian at the expense of the student.
5. In order to maintain the integrity of the FISD sponsored program, any health concerns that could be in violation of any animal control regulations should be documented via FISD email. Animals experiencing dire health concerns should be removed from the facility.
6. If an animal dies at the project center, it is the responsibility of the student/parent to contact the species sponsor. The species sponsor will provide information to the students/parents about the removal process. **The species sponsor must notify the CTE Coordinator within 24 hours.**
7. The removal of a deceased animal is at the expense of the student/parent and should be done immediately.

E. Exercise:

1. Exercise programs should be under the advice of the species sponsor(s). It is imperative for the success of your animal that the advised regimen be adhered to on a daily basis.
2. **Students must exercise their animal inside the Project Center.**

F. Weather:

1. Exhibitors should check the weather each day. Regardless of the weather conditions, your animal(s) need to be fed and given fresh water. This includes rain, snow, ice, and extremely cold weather.
 - a) In the event of extreme weather conditions, Frisco ISD reserves the right to shut off water lines to the Project Center Facilities. In the event that this occurs students/parents are responsible for hauling water to the project center to care for the project.

G. Other:

1. The FISD Agriculture Science Department reserves the right to remove any animal from the FISD Project Center if any of the following conditions exist:
 - a) Animal abuse or neglect in any form

- b) Diseased or infected animals
- c) Animals that are unsafe to handle
- d) Students and/or parents who refuse to follow the guidelines set forth by this document
- e) Animals not being fed for show purposes
- f) Students no longer involved in the FFA Chapter
- g) Students expelled or withdrawn from FISH
- h) Students placed in SOC
- i) *If the student fails to abide by any of the above mentioned rules or guidelines set forth in this document or any other FISH policy, action can be taken to remove the animal and/or ban any further participation at the FISH Project Center. The student is subject to disciplinary action for failure to comply with these guidelines.***

Disciplinary action can include but is not limited to the following:

- 1. First offense a verbal warning from the species sponsor to the member of the infraction. The species sponsor will note the time of warning issued in the student's project file and the student will acknowledge the verbal warning with a signature.**
- 2. Second offense will be written with a signed copy issued to the student, parent and campus principal. Any written warning will be signed by the student, parent and campus principal and placed in the student's project file.**
- 3. Third offense will result in the member being sent to the home campus principal. The animal will be removed and/or sold at auction. Proceeds after deductions for expenses incurred during the time of neglect will be given to the member. Species sponsor reserves the right to pursue immediate eviction and/or other disciplinary action when warranted.**

Examples of discipline issues include but are not limited to: lack of feed and clean water, untimely feeding, unclean pen, and unclean area in and around pen, turnout without approval, theft, moving an animal to an unassigned pen or area, bringing an unauthorized animal into the barn, failing to comply with rules, and nonpayment, etc. Any abuse of an animal may result in an immediate removal of the animal.

2. If it becomes necessary to remove a student's animal from the barn, the owner will have five business days to remove the animal. If the animal is not removed at that time, it will be removed from the Project Center and sold through a livestock commission at the owner's expense. The remainder of the money from

the sale of the animal will be sent to the owner through a valid student activity account.

3. A student's animal may be removed from the project center after the third documented incident of neglect.
4. All students must remove all projects from the FISD Project Center within two weeks of the last stock show the student attends. NO ANIMAL will be allowed to show after this deadline. If the project is not removed by the two-week period, the animal will be removed and sold through a livestock commission at the owner's expense. The remainder of the money from the sale of the animal will be sent to the owner through a valid student activity account.

IV. Project Center Facilities and Equipment Usage

- A. Facility usage is for FISD students and staff members only. All projects housed at the FISD Project Center must be owned and cared for by students who are **currently** enrolled FISD Students.
- B. The FISD Project Center shall be clean, neat, and organized at all times. Specific areas must be cleaned regularly as deemed necessary by the species sponsors.
- C. Species sponsors will create a list of chores and a description of each chore to be completed by the students. This document will be posted at the barn and shared with parents, students, and the CTE Coordinator by **September 15** or once all animals are purchased and at the Project Center.
- D. Each student who uses the FISD Project Center is expected to attend all work days from start to finish. Failure to do so will result in a violation notice.
- E. **It is the expectation of the specific sponsor to demonstrate the correct way to complete each chore and set a standard by which each chore should be completed.** Students failing to complete their chores will be issued a written violation.
- F. Feed rooms, storerooms, wash racks, walkways, common areas, and any other facility grounds will be kept neat, clean, and organized by the students using the facility.
- G. Clean up days should occur no less than twice per semester for each species and should be mandated and organized by the species sponsors. Additional clean up days may be arranged by the CTE Coordinator as appropriate or by the specific sponsor responsible for their area of the project center. Dates of all clean up days should be established and communicated to parents, students, and the CTE Coordinator no later than **September 15th** of each school year.
- H. Any equipment owned by Frisco ISD is to be used by FISD ag teachers or under the direct supervision of FISD ag teachers. FISD equipment is not to leave the Project Center Facilities unless under guidance or supervision of an FISD agriculture science teacher. This may include but is not limited to: trailers, show boxes, fans, clippers, blowers, hoses, stall setups, dividers, etc.

- I. No structures or equipment should be placed at the Project Center or in the pens without the species sponsor's and CTE Coordinators approval.
- J. Persons responsible for intentional damage or vandalism to the property, equipment, or animals may be held financially responsible for repair of the damage and may have their project removed from the barn.
- K. Students will be held financially accountable for willful acts of vandalism.
- L. Storage may be provided by the student upon teacher's approval. Any equipment owned by the student should be locked. FSD or any of its personnel or entities are not responsible for any problems that may arise from the use of, or damages that may occur to any items belonging to the students.
- M. Animal waste must be disposed of properly and manure shall be placed in a manure pit.

Daily Barn Expectations

	Barn Cattle/Goat	Warning	Issue Rectified	Notify Campus Administrator	Comments
Aisles (swept twice daily)					

Trash (removed daily)					
Animal Pens (cleaned daily)					
Waste Trough (clear of solid waste daily)					
Waste/Manure (removed daily from pens)					
Manure in pit only					
Feed in Metal Sealable Containers (lids on at all times)					
Sidewalk (swept twice daily)					
Grounds Area kept clean at all times					
Equipment (put away daily)					
Student Duties Posted At All Times					

V. Student Conduct

- A. FISD Student Handbook and Code of Conduct: The FISD Project Center is an extension of the Frisco Independent School District; therefore, all rules and regulations found in the FISD Student Handbook and the Code of Conduct apply. This includes the summer months, holidays, and weekends.
- B. Violation forms may be issued for students failing to comply with project center guidelines. Family members who violate rules may also result in the student receiving a violation notice. Depending on the severity of the violation, three violation notices, may result in removal of the project from the Project Center.
- C. Persons responsible for intentional damage or vandalism to the property, equipment, or animals may be held financially responsible for repair of the damage and may have their project removed from the barn.
- D. The use of alcohol, tobacco, electronic cigarettes, or any illegal substance is strictly prohibited and will result in the student's immediate removal from the school sponsored event, referral to their campus principal, and possible dismissal from the FFA Chapter.
- E. Students will be held financially accountable for willful acts of vandalism.
- F. Students should not be in another person's pen unless given permission by the owner of the animal in that particular pen.
- G. **Social Media:** Any negative public comments or pictures posted to any social media outlet may result in a written violation or removal from the Project Center pending any possible disruption to the school setting. This decision will be made by campus administration.
- H. **Conflict Resolution:** Personality conflicts and personal disagreements will arise. FISD expects all students and parents to handle such issues in a mature manner. Public arguments at FISD Functions or when representing FISD FFA 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 could be restricted. Please refer to the Chain of Command when needed to address any conflicts that do arise.

Section E: Any violation of rules or any action that is derogatory to Frisco ISD FFA Chapters, the FFA Advisor or FISD will be handled at the discretion of the species sponsor or FFA Advisor. The disciplinary actions taken will be varied with the severity of the offense. Expulsion from the barn and/or dismissal from the FFA are possible consequences to any rule violation or action that is deemed derogatory and will be handled at the discretion of the FFA Advisor or Species Sponsor.

Section F: Project Supervision

- I. The Student is Responsible for:
 - A. The general and medical care of his/her project

- B. Informing the teacher of any problems and/or progress of the project.
 - C. The payment of feed and all costs associated with the animal.
 - D. Attendant of ALL mandatory barn clean ups from start to finish.
- II. The Parent is responsible for:
- A. The general supervision of the project on a day to day basis.
 - B. Communication with the teacher should a question or problem arise concerning the project or the student's performance.
 - C. Transportation to and from the project center for the care of the animal.
 - D. Transportation to and from all stock shows the student chooses to attend.
 - E. Making sure all payments are made by the student in a timeline manner.
- III. The Agriculture Science Teacher is responsible for:
- A. Any problems that may occur with the animal during normal work week. The teacher is not required to make emergency calls after hours for the purpose of treating sick or injured animals, but will make every effort to assist when needed. **Veterinary contacts will be posted at the project center in the event of an emergency.** The student is responsible for any medical/vet fee.
 - B. The teacher will visit all projects in accordance with FISD and FFA Guidelines.
 - C. Select the feeding programs for each animal. Feeding instructions for animals raised at the barn are to come from FISD Agriculture teachers only. Any outside instruction may lead to dismissal from the project center.
 - D. Livestock show attendance will be determined by the species sponsor. Students may not attend a livestock show without an advisor.
 - E. Students will have the opportunity to attend the county show as well as two major shows to be designated by the species sponsors.
 - F. The teacher will assist in giving medications when possible. The teacher will not be held liable for injury to livestock while assisting the student with their project. This includes but is not limited to: giving medications, deworming, trimming hooves, clipping hair or any other activity directly involving the teacher and the animals.
 - G. Hosting at least one barn meeting each week for their species. Times and dates for these meetings should be established and communicated to parents, students, and the CTE Coordinator by **September 15** of each year.

Section G: Stock Shows

I. Student Eligibility

- A. In order to be eligible to participate in any livestock show as an FISD FFA Member, students must meet the following requirements:
 - 1. Be actively enrolled at an FISD school
 - 2. High school students must be enrolled in an approved Agriculture Science course to participate in FISD FFA Activities.

3. If a student is ineligible to show due to UIL ineligibility, the animal is also ineligible to show.
4. UIL eligibility guidelines will be followed to determine eligibility, this includes but is not limited to jackpot shows.
5. Students must comply with the National FFA and Texas FFA member guidelines.
6. Students are in compliance with Frisco ISD and may not currently be considered truant.
7. All FFA membership dues must be paid and the student must be in good standing with his/her FFA Chapter at the time of the show.
8. Students will be permitted to participate only in those shows approved by the species sponsor and their campus Agriculture Science Teacher.
9. Students must attend all mandatory livestock meetings.
10. Substitute exhibitors for any animal species must be approved by the species sponsor as well as the campus Agriculture Science Teacher.

II. Transportation

- A. Parents are required to provide transportation to and from all stock shows. Agriculture Science teachers will not provide transportation for students to and from stock shows.
- B. Students may NOT transport themselves to stock shows further than 25 miles from the Project Center.**
- C. All families are expected to make their own hotel arrangements when necessary.
- D. For stock shows within 25 miles of the project center, students may drive themselves with parental and campus permission. The CTE Coordinator should be informed of this.
- E. All animals will pen together at major stock shows. Frisco ISD animals are not allowed to be moved to another area of the show to be penned with others. This is to assist in monitoring of animals at all times by FISD Teachers.
 1. Any animal not being hauled and penned with the FISD FFA team will be in violation of this rule and will not be coded as a student activity absence. Further, in the case that this situation occurs, disciplinary action will be taken.

III. Funding

- A. Students are required to pay for all stock show entries.
- B. Students will pay for lodging, meals, and transportation to all stock shows.
- C. All entries for the County Show and Majors must be paid in full on the night of the Major Livestock Show Meeting. Once the date is set, if parents and students are unable to attend, all forms will need to be completed and fees shall be turned in, in advance of the meeting.

IV. Jackpot/Weekend Shows

- A. Weekend or Jackpot show attendance will be determined by the species sponsor.
- B. Parents and students may attend additional jackpot shows on their own but will need to comply with the following stipulations:
 - 1. Gain permission from the species sponsor and the campus Ag Science Teacher.
 - 2. If proper notice is not given, the species sponsor has the right to refuse.
 - 3. The student must have shown the animal at least once with the species sponsor present.
 - 4. Students/parents must supply their own means of transportation and trailer/crate.
 - 5. Students may not use FISD equipment if attending stock shows without an FISD Ag Science teacher present.
 - 6. Failure to comply will result in a written violation.

V. Extracurricular Absences

- A. Students absences for FFA activities shall fall under the guidelines set forth by FISD and outlined in the CTSO Handbook.

VI. Conduct

- A. The FISD code of conduct will be followed at all stock shows.
- B. Failure to comply will result in the student forfeiting their participation in the stock show and being asked to leave the facility.
- C. The use of alcohol, tobacco, electronic cigarettes, or any illegal substance is strictly prohibited and will result in the student's immediate removal from the school sponsored event, referral to their campus principal, and possible dismissal from the FFA Chapter.

VII. Chain of Command

- A. For all Frisco ISD Organizations, any concerns should follow the appropriate Chain of Command established by the FISD administration team.
 - 1. Species Sponsor if applicable
 - 2. Agriculture Science Teacher
 - 3. Campus Assistant/Associate Principal
 - 4. Campus Principal
 - 5. CTE Coordinator
 - 6. Area Director for Secondary Curriculum

VIII. Other

- A. All students attending FISD sponsored shows must attend with a parent or legal guardian. If a parent/guardian is not able to attend, notification of this should be provided to the species sponsor and campus Ag Science teacher at least 2 weeks prior to the show. This notification should include designation of guardian and necessary permissions slips.
 - 1. The designated guardian must complete the FISD Background Check Process.

- B. If an exhibitor is unable to be present for loading of tack and animals yet still wishes to show, the student, along with a parent/guardian, will be responsible for transporting the animal and tack using their own vehicle and trailer/crate.
- C. Students are expected to perform duties for the livestock show. This includes but is not limited to: set up, clean up, feeding, grooming, exercising, etc as set forth by the species sponsor.
- D. Parents/students may be asked to leave any FISS FFA sponsored event for any behavior or misconduct including but not limited to aggressive or disrespectful behavior towards advisors, other parents, or students.
- E. Any decisions or instructions made by the species sponsor at a school sponsored show are final. Any concerns should be addressed through the chain of command prior to leaving for an event.

**FRISCO ISD AGRICULTURE SCIENCE DEPARTMENT
STUDENT SAE AND PROJECT CENTER GUIDELINES
2020-2021**

ACKNOWLEDGMENT FORM

It is to my agreement that I have read and understand the policies and procedures set forth by the Frisco FFA Handbook. I understand that they apply to me as a member and recognize the importance of the guidelines for the benefit of the Frisco FFA. I understand that failure to comply with any of the guidelines set forth may result in my removal from the organization.

STUDENT SIGNATURE

DATE

I have read and understand the policies and procedures set forth by the Frisco FFA and that they are applicable to my child being a member.

PARENT/GUARDIAN SIGNATURE

DATE

ADVISOR SIGNATURE

DATE

Frisco ISD Project Center

Access Cards Guidelines

Entrance to the project center facilities is allowed through access cards only. One access card **only** will be assigned to each student by the Ag Science dept. Students must swipe their card daily to log evidence of caring for their animal. Lost or stolen cards must be reported to the FFA advisor immediately. The replacement fee for lost or stolen cards is \$25.00

The Frisco ISD Project Center access cards must be returned upon withdrawal from the Ag program, Frisco ISD, or at the end of each school year.

If a student does not return their ID card and returns to FISD in any capacity, they will be responsible to pay the \$25.00 replacement fee or return their access card at that time.

GENERAL RULES:

In order to enter the Project Center, parents must complete a background check before receiving an access card. One card will be issued per household. Species sponsors will share information regarding background checks and access cards with parents.

In order to protect FISD students and SAE Projects, visitors are not permitted at the FISD Project Center. **No visitor or guest of a student will be permitted at the FISD Project Center. Reminder, this facility is strictly for Frisco ISD students with animal project(s) and parents with an approved Background Check on file at Central Office.**

All students with animals housed at the FISD Project Center will be permitted to be at the facility during the **hours of 5:30 am and 10:30 pm**. Anyone present outside of these hours will be considered trespassing unless they have received prior permission from the species sponsor. It is

highly recommended that a student be accompanied by a parent if they are at the Project Center after dark.

BE ALERT:

Notify your sponsor immediately if you see unauthorized persons on the property. Report all suspicious activities. If you see something, say something.

GATE CARDS:

- Access cards are to be kept confidential. This is for the safety of students, parents, teachers and SAE projects.
- Cards will be deactivated at the end of each school year or when a student no longer maintains an animal at the barn.
- The cost of replacement cards is \$25.00. Payments fees are made out to Frisco ISD.

CONDITION OF USE:

- Your access card is NOT TRANSFERABLE and must be presented upon request of an FISD employee.
- Frisco ISD is not responsible for any loss or expense resulting from the loss, theft, or misuse of your ID card.
- If your ID card is damaged (including, but not limited to, holes punched in the card, bent, or scratched) or lost, a \$25.00 replacement fee will be charged.

ID CARD TIPS:

- Do not affix stickers or other items to your access card.
- Do not punch a hole in your card.
- To extend the life of your card, please handle it carefully
- Do not use it as a tool (i.e., do not scrape ice from your windshield with it).

FISD PROJECT CENTER ACCESS CARD AGREEMENT

This form is to be completed annually by each student and parent who utilizes the center.

1. I have read and agree to abide by the FISD Project Center access card agreement.

2. I understand that all FISD policies, procedures, rules, practices, and regulations will be in effect and enforced at the Project Center at all times.

I agree to the afore-mentioned rules and regulations, as well as those outlined in the FISD Project Center guidelines.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Background Check Yes/No _____ **Date:** _____

Advisor/Species Sponsor Signature: _____ **Date:** _____