

# **ALVORDISD**

## **Agricultural Science**

### **Department & FFA**

# **Handbook**



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# **Welcome**

Dear Parents and Students,

Welcome to the 2024-2025 school year and the Alvord FFA. It is enlightening to see the new and returning students in our program. Our program of activities is loaded with a wide array of opportunities and activities for your participation. What you choose to do with these opportunities is up to you.

The Agricultural Science Program consists of three elements: Classroom Instruction, Supervised Agricultural Experience and the FFA. This is a unique program, and if you choose to take these opportunities, we believe it will be a life-changing experience. Through each aspect of our program, you will experience personal growth and develop leadership skills which will be to your benefit in your future lives.

We encourage you and look forward to each of you taking these opportunities and making the best of them while you can. Remember, as with any endeavor you pursue, you only get out of this organization what you put into it. We are here to push you to the limits, offer guidance and support your endeavors as you grow and develop through our program.

Please, do not hesitate to contact us if we can be of any assistance. Ms. Taalor Owens [Ms. Tracy Cofieldtowens@alvordisd.net](mailto:Ms. Tracy Cofieldtowens@alvordisd.net)  
[tcofield@alvordisd.net](mailto:tcofield@alvordisd.net)

# FFA & Junior FFA Membership

Alvord FFA is an affiliated member of the National FFA Organization, meaning each student enrolled in an Agricultural Science Course is an active FFA Member. Being an affiliated school, allows membership dues to be paid by Alvord ISD. The FFA Roster and dues must be paid by November 1st each year. To receive membership each year, students must be enrolled in an agricultural science course for each year. Alvord ISD students have the ability to be FFA members from their 8th grade year until the conclusion of their senior year.

Alvord ISD has a middle school program beginning in the students' 8th grade year. Students have the option to take the Principles of Agriculture, Food and Natural Resources course. If they choose to do so, this is when their membership will begin and this will be their greenhand year.

Junior FFA Membership is for any student ranging from 3rd to 7th grade. A yearly fee of \$10.00 must be paid to Alvord FFA by November 1st. The school does not pay dues for Junior FFA members as they are not included in the affiliated membership. Once junior members have paid their dues, they are allowed to participate in show projects and/ or any meetings of the Alvord FFA Chapter.

FFA and Junior FFA members are highly encouraged and invited to attend the Alvord FFA Banquet at the end of the school year to receive any recognition they may have earned during the current school year.

## CONSTITUTION AND BY-LAWS

### Alvord FFA TX #0021

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Revised September 2003

ALVORD HIGH SCHOOL  
DEPARTMENT OF AGRICULTURAL SCIENCE

#### Article I - NAME AND PURPOSE

Section A: The name of this organization shall be the "Alvord FFA Chapter " The letters "FFA" may be used to designate the chapter, its activities, or members thereof.

Section B: The purposes for which this chapter has been formed are as follows:

1. To develop competent, aggressive agricultural leaders.
2. To develop an awareness of the global importance of agriculture and its contribution to our well-being.

3. To strengthen the confidences of agriculture students in themselves and their work.
4. To promote the intelligent choice and establishment of an Agriculture career.
5. To stimulate development and encourage achievement in individual agricultural experience programs.
6. To improve the economic, environmental, recreational and human resources to the community.
7. To develop competencies in communications, human relations and social abilities.
8. To develop character, train for useful citizenship, and foster patriotism.
9. To build cooperative attitudes among agricultural students.
10. To encourage wise management of resources.
11. To encourage improvement in scholarship.
12. To provide organized recreational activities for agricultural students.

## **Article II - ORGANIZATION**

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

Section B: This chapter accepts in full the provisions in the constitution and by-laws of the Texas Association of FFA as well as those of the National FFA Organization.

## **Article III - MEMBERSHIP**

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

Section B: The regular work 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 if they:

1. Attend local Chapter meetings with reasonable regularity.
2. They show an interest in and take part in the affairs of the chapter.
3. Pay their dues regularly.
4. Are enrolled in an Agricultural Science Class
5. Abide by the FFA Code of Ethics.

## **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 uniform and those obtained from concerns officially designated by the national FFA Organization.

## **Article V - ACTIVE MEMBERSHIP DEGREES AND PRIVILEGES**

Section A: There shall be five degrees of active membership in the Chapter. These degrees are (1) The Discovery FFA Degree (2) The Greenhand FFA Degree, (3) The Chapter FFA Degree, (4) Lone Star FFA Degree, an (5) American FFA Degree. All Greenhands are entitled to wear the regulation bronze emblem pin. Chapter FFA wears the Silver emblem degree pin, Lone Star - gold charm, and American - gold key.

Section B: GREENHAND: MINIMUM QUALIFICATIONS FOR ELECTION

1. Be regularly enrolled in a class in Agricultural Education class, and have satisfactory plans for a supervised experiences program.
2. Learn and explain the FFA creed, motto, and FFA Mission Statement.
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate knowledge of the FFA Code of Ethics and explain 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.

**Section C: CHAPTER FFA: DEGREE MINIMUM QUALIFICATIONS FOR ELECTION**

1. Must have satisfactorily completed at least 180 hours of systematic instruction in Agricultural Education at or above the ninth grade level, and have in operation an approved supervised agricultural experience program and be enrolled in an agricultural science program.
2. Have participated in the planning and conducting of at least 3 official functions in the chapter Program of Activities.
3. Have earned and productively invested at least \$150 by the members own efforts or worked at least forty five hours in excess of scheduled class time, or combination thereof, and have developed plans for continued growth and improvement.
4. Have effectively led a group discussion for 15 minutes.
5. Have demonstrated five procedures of parliamentary law.
6. Show progress toward individual achievement in the FFA Award Program.
7. Have a satisfactory scholastic record.
8. Submit a written application for the Chapter FFA Degree.

**Section D: STATE FFA DEGREE** – Qualifications for the State FFA Degree are those set forth in the Constitution of the State Association.

**Section E: AMERICAN FFA DEGREE** - Qualifications for the American FFA Degree are those set forth in the Constitution of the National FFA Association.

#### Article VI - OFFICERS

Section A: The officers of the chapter shall be as follows: **President, Vice President, Secretary, Treasurer, Reporter, Sentinel, student Advisor, Parliamentarian, Chaplain, Historian**  
**Other Officer Positions may be added at the discretion of the FFA Advisors according to the Official FFA Manual.**

The advisor shall be the teachers of Agricultural Science in the school where the chapter is located. Officers shall perform the usual duties of the respective officers as listed in the Official FFA Manual.

Section B: Officers shall be elected annually or semi annually. Officers will be ranked based on scores from application, involvement/participation, test, interview and a popular vote.

Section C: The officers of the chapter together with the chairman in charge of the major sections of the annual program of activities shall constitute the Chapter Executive Committee. The Executive Committee shall have full power to act as necessary for the Chapter in accordance with actions taken at chapter meetings and various regulations or by-laws adopted from time to time.

Section D: Honorary members shall not vote nor shall they hold any office in the chapter except that of advisor.

Section E: Chapter officers must be in the process of obtaining or have already received the Greenhand Degree and have satisfactory scholastic standing and a commendable citizenship and conduct record.

#### Article VII - MEETINGS AND CONVENTIONS

Section A: Regular Chapter meetings shall be held 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 elected annually 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 meeting 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 membership present providing it is not in conflict with the State Association Constitution or that of the National Organization.

Section B: By-laws may be adopted to fill the needs of the chapter at any regular chapter meeting, by a two-thirds vote of the active members present, providing such by-laws conflict in no way with the constitution and by-laws of either the State Association or the National Organization.

#### BY-LAWS TO LOCAL CONSTITUTION I. OFFICER ELECTIONS

- A. The chapter officers will be composed of no less than six (6) nor more than ten (10) active members and will carry out the official business of the chapter.
- B. Chapter officer candidates must apply for office and will be elected to office based on scores of the election process. The applications must be submitted by the stated date given by the Agricultural Science Teachers.
- C. Officer candidates will complete and submit an Officer Application regarding their time in the FFA.
- D. Officer candidates will take a written test over the FFA and Parliamentary Procedure.
- E. Officer candidates will be interviewed by a committee. Interviews will follow a specified rubric, taking into consideration interview skills and answers to thought questions regarding Alvord FFA.
- F. Officer candidates will prepare and give a speech to FFA members at a designated meeting. Members will rank each candidate and results will be tallied to determine the popular vote results.
- G. The percentages that the application, interview, test and elections will be determined prior to the election.
- H. Officer candidates have 24 hours after the announcement of newly elected officers to request their results from the election process.
- I. Requests and/or questions regarding the election process may only come from the officer candidate and in a face-to-face conversation. Requests and questions will not be received via phone call, text or email.

**II. 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 and be enrolled in an Agricultural Science class.
- E. Officer candidates shall meet the following respective scholastic requirements:
  - (a) Chapter officer candidates must have an average of "85" or better in past Agricultural Science courses and have an overall average of "85" or better in courses taken the semester immediately preceding officer elections.
- F. All officer candidates must maintain Alvord ISD grading eligibility guidelines or better in any other classes they may be taking throughout the school year.
- G. All officer candidates are to have a sincere desire to carry out the duties of the office to which they are elected.
- H. All officers must agree to abide by the FFA Officer Rules as created each year by the Chapter Executive Committee and sign a statement agreeing to abide by them.
- I. To hold the office of President, a candidate must hold, at a minimum, the Chapter FFA Degree and must have served as an officer prior to the upcoming year.

III. 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.

**IV. TERM OF OFFICE**

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

**V. REMOVAL FROM OFFICE**

- A. Officers may be removed from office for failing to meet the qualifications stated in the constitution and chapter officer agreement.
- 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.
- C. An officer will be entitled to a full and impartial review and hearing by the executive committee. They may be temporarily or permanently dismissed from office. A decision will be based upon the facts.

**VI. GENERAL PROVISIONS CONCERNING OFFICERS AND MEMBERS**

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

**VII. OFFICIAL FFA CLOTHING AND ACCESSORIES**

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

**VII. 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.

**IX. PUBLIC RELATIONS BY INDIVIDUAL MEMBERS**

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.

**X. OFFICERS, FFA MEMBERS AND SOCIAL MEDIA**

Social media is now a part of our everyday lives. Social media is a platform for how we portray ourselves, schools, organizations, jobs, etc. First impressions are now made by looking at personal social media pages rather than when meeting someone in person for the first time. It is imperative for our students to understand how social media can affect them in their daily lives as well as in their future endeavors as posts to any social media platform do not disappear.

- A. Officers and members shall not use any social media platform to bully any person.
- B. Posts should not contain language that harms any student, advisor, administrator, teacher or any representative from Alvord ISD or other schools.
- C. Officers and members shall not post profane, obscene, racial/ethnic or vulgar language and/or pictures to any social media platform.
- D. Photos or written post should not contain or reference illegal acts such as: violence, sexual harassment, selling, possessing, or using controlled substances, stalking, underage drinking, or any other inappropriate behavior.
- E. Officers and members shall not degrade the school or any program offered by Alvord ISD on any social media platform.
- F. **Consequences:** Provided are a set of possible consequences for any officer or member who does not adhere to the AISD FFA Social Media Guidelines. Ultimately, FFA Advisors and School officials will determine consequences for

their officers and members. It is expected the consequences will be progressive if behavior is not improved through previous attempts.

- G. **Potential Consequences:** 1. Conference between the member/officer and FFA Advisors. The conference may or may not include the parent. 2. Extra community service. 3. Suspension from any show/meeting/practice/contest/etc. 4. Expulsion from Alvord FFA and/or the officer team.



# No Discrimination Policy

## Public Notification of Nondiscrimination in Vocational Education Programs

The Alvord Agriculture Science Program offers career and technical education programs in agriculture. Admission to these programs is based on interest and class space availability.

It is the policy of the Alvord Agriculture Science Program not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973; as amended.

The Alvord Agriculture Science Program will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Dr. Randy Brown at PO Box 70, Alvord, Texas 76225, (940) 427-5975 and/or the Section 504 Coordinator, at PO Box 70, Alvord, Texas 76225, (940) 427-9645.

## Notificación pública de No discriminación en Programas Vocacionales

El programa de la ciencia de la agricultura de Alvord ofrece programas vocacionales en agricultura. La admisión a estos programas se basa en la disponibilidad del espacio del interés y de la clase.

Es la política del programa de la ciencia de la agricultura de Alvord a no discriminar por motivos de raza, color, origen nacional, del sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el título VI de la Ley de Derechas Civiles de 1964, según enmienda; Título IX de las Enmiendas de la Educación de 1972, la ley de Discriminación por Edad, de 1975, según enmienda, y la Sección 504 de la Ley de Rehabilitación de 1973; según enmienda.

El programa de la ciencia de la agricultura de Alvord tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el coordinador del título IX, Dr. Randy Brown, en la caja 70, Alvord, Tejas 76225, (940) 427-5975 y/o el coordinador del PO de la sección 504, en la caja 70, Alvord, Tejas 76225 del PO, (940) 427-9645.

## Official Dress

The uniform worn by FFA members at local, district, area, state, and national functions is called official dress. It provides identity and a distinctive, recognizable image to the organization.

### **Female members should wear:**

Black skirt – hem should be below the knee  
 White collared blouse  
 Official FFA Scarf  
 Black Nylon hosiery  
 Black dress shoes – closed toe and closed heel

### **Male members should wear:**

Black pants or slacks  
 White collared shirt  
 Official FFA Tie  
 Black socks  
 Black Shoes (low top dress shoes)

Official FFA Jacket – zipped to top

Official FFA Jacket – zipped to top

### **CDE Dress for contests**

- Buttoned down, collared shirt
- Nice Jeans or Slacks that fit at the waist and are free of fading or holes.
- Closed Toe Shoes are required
- Caps and hats are at the discretion of Ag teacher(s) in charge of event

### **Official Dress for Livestock Shows**

- Buttoned Down, Collared Shirt
- Nice Jeans that fit at the waist and are free of fading or holes.
- Closed Toe Shoes are required – NO Tennis Shoes.
- Belt should be worn
- No Caps or Hats
- Hair should be pulled away from face and look orderly.

**In addition to the previous guidelines, the Alvord ISD Student Dress Code is in effect at all FFA activities and competitions. If it is inappropriate to wear to school, it is inappropriate to wear to an FFA activity.**

## **Competitive Team Activities**

Competitive teams, such as Leadership Development and Career Development Events, are used to develop skills related to public speaking, decision making, responsibility, etc. Each contest has a respective number of participants allowed for each team and school. Any student is welcome to try-out and/or practice for any team they would like. However, just as in athletic events, only a certain few will be named as the team for the contest. Team members will be chosen based on their knowledge, skills, dedication to practice and abilities regarding the contest.

### **Leadership Development Events – Fall Semester**

- Jr. Chapter Conducting ● Sr. Chapter Conducting ● Jr. FFA Skills Demonstration ● Sr. FFA Skills Demonstration ● Jr. FFA Quiz Team ● Sr. FFA Quiz Team ● Sr. Creed Speaking ● Jr. Creed Speaking ● Agricultural Issues Forum ● Radio Broadcasting Team ● FFA Public Relations ● Job Interview ● Ag Advocacy

**\*\*\*these are available competitions; our participation will be based on several factors (# of students trying out, preparedness of students, retention of information, etc.)\*\***

## Career Development Events – Spring Semester

- Soil and Water Conservation Essay contest • Land Judging • Livestock Judging • Horse Judging • Homesite Evaluation Judging • Nursery and Landscape • Horticulture • Milk Quality • Ag Tech and Mechanical Systems • Farm Business Management • Food Science • Wildlife • Poultry • Range • Plant ID • Tractor Tech • Vet Tech

\*\*\*these are available competitions; our participation will be based on several factors (# of students trying out, preparedness of students, retention of information, etc.)\*\*

## Supervised Agricultural Experience Program

A unique aspect of the Agricultural Science Program is the Supervised Agricultural Experience (SAE) program. It enables students to feed and exhibit livestock projects, develop agricultural crop or horticultural enterprises or experience the other aspects of the agricultural industry including shop projects/research/etc. The SAE is a powerful tool that teaches responsibility, time management, commitment, teamwork and sound financial practices.

### Estimated Cost of Livestock Projects

<u>Species</u>	<u>Time</u>	<u>Duration*</u>	<u>Cost</u>	<u>Feed/Tack</u>
Cattle	12 mo.	March-March	\$3,000	\$1000
Swine	6 months	Oct. -March	\$400**	\$500
Sheep	9 months	July-March	\$500**	\$500
Goats	9 months	July-March	\$500	\$500
Broilers	7-8 weeks	Jan -March	\$1.50/head	\$150
Rabbits	2-3 months	Feb-March	\$200	\$50

\*All time durations will vary depending on the shows being purchased for and the locating of the project.

\*\*Cost of this animal may vary depending on the quality of livestock and location purchased.

\*\*\*Animals are not required to be kept at the AISD Project Center. Facility use charges include equipment use fees, and pen maintenance costs. ***This charge is assessed on a per head basis.*** The above costs do not reflect any charges that can occur for veterinarian fees, medication, validation, entry fees, bedding, etc. These would be additional expenses for the project.

\*\*\* Students will not be charged a housing fee for housing their animals at the school farm. However, at the end of the year, students are expected to clean their pens and feed/tack areas to the standards of the ag teachers. Failure to do so will result in a fine of \$100 to Alvord FFA and loss of privilege of housing animals at the school farm.

# Alvord ISD

## Project Center Rules

The Alvord Independent School District maintains the Alvord FFA Project Centers located both in the town of Alvord and 2 miles north of town. These centers provide for those students who do not have facilities at home to keep their projects. This is an AISD learning facility; all school rules and policies are in effect and shall be enforced. A fee of \$50 (payable BEFORE animals go into the barn) will be assessed.

This facility is open and available for housing swine, sheep, goats, and cattle. A feeder animal project can be kept only for a period of one (1) school year at the facility. No male animals capable of reproduction will be allowed at the facility. Female animals capable of breeding may stay at the AISD facility provided they are eligible to show. The following rules are currently in force. Any new rules that may become necessary will be effective immediately upon notification of the Agriscience students by the Agriscience teachers.

**These rules are to be followed by students and parents.**

1. **All projects** to be kept at the facility **must be approved** by the student's Agriscience teacher. The number of animals a student may raise at the AISD facility is limited to the available space. **The teacher will assign a stall or pen where the project animal will be kept.**
2. Each student is responsible for the feeding and caring of his/her project on his/her own time and not during school time. Raising a project animal is to be a learning experience for the student. **The student showing the project is to be the primary care provider for the animal. Parents are allowed to feed from time to time. Other students are NOT allowed to feed your animal unless prior approval is given from Ag teacher(s).**
3. Each project must be cared for in a proper manner (i.e., daily and sufficient feeding/watering/cleaning). **A student's animal may be removed from the facility after the third documented incident of neglect.**
4. Students will be responsible for keeping their individual project stall or pen clean at all times. Make sure that spilled/uneaten feed is cleaned up and manure is scooped daily. This will cut down on flies and rodents. In addition, it is the individual **student's responsibility to keep his/her animal in the assigned pen.** It is OK to turn your animal out in the exercise/tie out area out back, but keep in mind this is temporary and should not be used overnight. You may not change pens without the approval of the Ag teacher(s). Trash is to be placed inside feed sacks, then into trash barrels on site. Manure/bedding is to be dumped outside in designated areas. **NOTE** that feed sack tops/stitching is **NOT** to be dumped with manure. It is to be placed in trash containers.
5. Persons responsible for intentional damage/vandalism (to the property or equipment) may be held financially responsible for repair of the damage and may have their project removed from the barn.
6. Any visitor taken to the facility is the sole responsibility of the Agriscience students accompanying the visitor. The gate code or any fobs **must NOT** be given to anyone who is not the primary care provider for any animal being housed at the facilities.
7. Feed rooms, store rooms, wash rack, walkways, common areas and facility grounds will be kept clean by the students using the facility. **According to fire code, the walkways must remain clear of tack/feed/equipment.** Please empty wheelbarrows at least 100 feet from the end of the barn (a designated area will be marked). Wheelbarrows/shovels/rakes should be parked/stored along the back wall of the barn.
8. A fine of \$100 and loss of privileges to house at the school farm will be issued, if students fail to clean their pen(s) and feed/tack area to the standard of the ag teachers at the conclusion of their show season.

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9. The **abuse/neglect of any animal will not be tolerated.** Animals should have adequate feed, water and bedding at all times.

10. State law prohibits the use of alcoholic beverages, use of narcotic drugs or controlled substances, use of tobacco products, and the use of profane or abusive language at any school facility. In addition, all school policies will be in effect and enforced at the Agriscience facility. Failure to comply will result in permanent suspension from the facilities.

11. The student will keep their feed and equipment **locked in a locker, trash can or similar container.** The container will be located in the feed room or locker.

12. Insurance for animals kept at the facility is not maintained by the school district, Agriscience Departments, or FFA Chapter. The loss of animals will not be the responsibility of the school district, Agriscience Department, Agriscience Instructors or FFA Chapter.

13. Due to safety concerns, the students are only allowed to be at the facilities **between the hours of 6 a.m. and 11 p.m.** **Anyone present during closed hours will be considered trespassing.** It is also highly recommended that no individual (student, parent, or teacher) be at the barn alone after dark. If you must be at the facility after dark, please take someone with you.

14. All project animals, with the exception of first year heifers, and prospect steers are required to be removed from the barn one week after the completion of show season. Heifers in their second year shall be required to be removed from the barn within 10 days after the end of the show season.

15. **Any agriscience student** who does not house his/her animals at the facility **may use the facilities** and/or equipment at any time **provided he/she has obtained prior approval from the Agriscience Instructors** and all facility rules and policies are followed.

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## Alvord ISD Barn Contract

The purpose of this contract is to standardize the Rules and Regulations concerning livestock housing at the Alvord FFA Barn Facility in a written agreement. The endorsements of the student and their parent/guardian reflect a contract between the student, the parent/guardian, the Alvord FFA Chapter and Alvord ISD. Their signatures reflect a written agreement of the rules and regulations concerning the Alvord barn. All students using the facility must have a signed contract turned into their agricultural science teacher. The use of the barn is a student privilege.

The Alvord FFA Ag Barn is provided for FFA members raising an animal project that does not have a place of their own to keep livestock. Animals eligible to be shown in Junior Market or Junior Breeding shows representing Alvord FFA will be allowed.

You will be flagged, meaning there will be red tape on your pen if any offenses are made throughout the year. Failure to abide by the following rules will result in:

- 1st Offense – Verbal Warning \*(Excluding Rule number 2, 3, 3a, 41 and 42 listed below – 1 st offense is EVICTION)
- 2nd Offense – Written Warning (written acknowledged by student, parent(s), and AST) - 3rd Offense – Eviction of Family. If you are evicted from the ag barn, you will not be allowed to house any animals there in the future.

Rules:

1. All Alvord ISD policies and procedures will be followed at all times.

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2. Cruelty to the animals will not be tolerated and is cause for immediate eviction of the offender's animal by the AST (Agriculture Science Teacher). This includes but is not limited to:

- neglect,
- abusive training,
- malicious actions,
- using electronic devices without permission or unapproved drugs.

Any observance of animal cruelty or neglect should be immediately reported.

3. No alcoholic beverages, tobacco product, or controlled substance will be allowed on premises. No persons under the influence of alcohol or other controlled substances will be allowed on the premises at any time. This will result in immediate eviction of the family.

3a. The parents, friends, and guests of the student are also subject to rule 3. Guests are defined as a person at the barn, with or without the student, at the request of, or acting on the behalf of, the student.

4. Cleanliness is a necessity. It is your responsibility to keep your pen area along with other areas you may use neat, clean, and orderly. This includes but is not limited to manure, trash, can drinks, water bottles, bags, and old bedding material.

5. All feed is to be kept in a secure container (i.e. trash can with a sealed lid, or in the feed lockers) so pests / rodents are not able to get into feed bags.

6. No pets will be allowed at the barn, including inside of vehicles parked at the barn. An exception may be made, by the AST, for working animals that assist in the training of sheep and goats.

7. Safety for self and the project is the sole responsibility of the student. Any damage to the facility should be reported to AST immediately. The Ag Department, Alvord FFA, or AISD will not be held liable for injury, loss, or theft of a project.

8. Animals housed at the Alvord FFAAg barn should be limited to 2 head per species per exhibitor regardless if the animal is market or breeding unless prior approval is given by Alvord ISD administration.

9. The barn will be open from 5:00 am until 10:00 pm each day. Schedule your feeding and working times during open hours. Animals must be attended/fed before and after school hours. Animals must be fed every day.

10. Teachers will make stall/pen assignments for each student project. There will be one pen assigned per each student, until November 1st to ensure availability for all. The assignments will not be changed without teacher approval and will be reviewed on a year to year basis.

11. All breeding animal birth dates and registration, once attained, must be filed with AST upon approval of the animal.

12. Animals will remain in designated pens unless the exhibitor or parent/guardian is present and working with the animal. Unsupervised turn out of animals into the exercise area is not permitted.

13. NO additions, subtractions, modifications, or construction relating to electricity, carpentry, plumbing, metalwork/welding, or location may be made without approval by the AST.

14. The student is responsible for safe use of electricity at the barn. The use of electrical devices or extension cords must meet NEC and UL electrical codes. No cords shall lie in the aisle, across the pens, or on the ground. Animals can chew on the cord and be electrocuted.

15. Any accident or safety hazard is to be reported immediately to AST. Please contact ASTs.

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16. No structure may be moved or altered without the permission of an AST or Alvord ISD Administration. Students and parent/guardian are only permitted to use the Ag Barn Facilities and must fill out an AISD Facilities Use Request Form to access Show Barn/Concessions or Showbarn parking grass area.

17. Students and parents should be extremely selective of guests. Guests are the responsibility of the student; therefore all guests must follow all project center rules and AISD rules and regulations. The AG barn resident student will be held responsible for any and all actions by individuals brought onto premises.

17a. Any breeders or fitters must be approved by the AST. We will need to know who will be at the barn and when they will be there.

18. Students, parents, or guests are limited to driving in designated areas only. Drivers should drive slowly and with caution both inside and outside fenced areas.

19. Radios shall not be played from the vehicle loudly or while feeding your animals. The facility will not be used for a loitering area or “hang out” for any individuals. A radio may be played inside the barn at a volume deemed reasonable by AST. Music must be appropriate. AST will have final say on volume and appropriate music content.

20. Student/Parent shall administer medications or have the animal viewed by a veterinarian when advised by the AST. Failure to do so could affect the health of other projects.

21. Student/ Parent is responsible for providing bedding for animals.

22. Students and family members may not feed, move, water, or provide any other care, regardless of intent, to other student’s projects without permission from the owner. The AST will monitor all projects. If neglect is noticed, please contact AST with any information you can provide.

23. In the event of a stall flooding you are responsible for cleaning out the wet shavings or bedding material and laying down new shavings or bedding material for your animal regardless of where the water came from. It is suggested that if your stall is the stall that has caused the flooding, regardless of cause, that person should offer to help clean up the mess out of common courtesy; But regardless, each stall is the responsibility of the student for any problems. It must be cleaned up within two days (48 hours) of the problem.

24. All market animals must be removed from the project center no later than May 1. All breeding animals please inform AST no later than May 15th of intentions for housing continuing projects. At that time a new contract will be issued in an attempt for renewal and put into effect.

25. All students must have up to date emergency contact information and a veterinarian preference posted at all times. In the event of an emergency, please call your veterinarian. If it is not your animal, call the emergency contact listed for the owner of the animal. DO NOT administer medication/ feed or water another person’s animal.

26. The Ag barn Contract must be signed by both student and parent before animals are moved in (or within 1 week of receiving the contract) The number of head intended to house needs to be filed with the AST at the time the contract is submitted.

27. Any evicted project must be removed within three calendar days.

28. The facility may be monitored by video surveillance at any time and viewed by AST, School Administrators, or Police Department.

29. You may choose to lock your pen or feed with your personal lock. You must provide the AST keys or combination for both of these locks prior to move-in or the AST may cut the lock as necessary.

30. You must provide your own manure rake. ONLY DUMP MANURE AND/OR OLD FEED IN THE DESIGNATED AREA.

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31. Feed/hay/water troughs will be provided by the student.
32. Hay bags are not permitted in stalls.
33. Fans and/or outside panels must be pre-approved by AST.
34. If the stall has an automatic water system, it is the responsibility of the student to maintain it. This includes all water nipples or other float devices.
35. All students must be a member in good standing with the Texas FFA and a current member of the Alvord FFA.
36. All pens will be first come first serve. All high school FFA members and junior FFA members are able to keep animals at the school farm.
37. No chemicals and/or fertilizers may be added to grounds by any persons other than approved AISD staff.
38. Problems and chain of command – When a problem or concern arises, the best way to resolve it is by following a set of “chain-of-commands”. Always begin with the Ag teacher, Principal, Superintendent.
39. The agriculture science teachers for each program / species may create rules in additions to these rules that are specific to their program / species.
40. Remember, this facility is a privilege and if the students/parents cannot work cooperatively with AST or Alvord ISD the student will be given one verbal warning, one written warning and the third incident will result in the eviction of the livestock project. No further stalls shall be rented for use by that student.
41. No HORSEPLAY in the barn. This includes ropes, fighting with show sticks, bike riding, etc or anything deemed horseplay by an Ag Teacher.
42. No negative posts or comments concerning the ag barn, people housing animals in the ag barn, AST or AISD administration on social media (Facebook, Twitter, Instagram, etc.)

**The STUDENT is responsible for:**

1. The general and medical care of his/her project and project area.
2. Informing the teacher regarding any problems and/or progress of the project.
3. The entry fees needed for all stock shows.
4. The payment of feed and animal costs.
5. Attendance of ALL mandatory barn clean ups from start to finish.

**The PARENT is responsible for:**

1. The general supervision of the project on a day-to-day basis.
2. Communication with the teacher should a question or problems arise concerning the project or student's performance.
3. The transportation of students to the complex for care of the animal.
4. The transportation and accommodations of students at all stock shows.
5. Making sure all payments are made by the student in a timely manner.

**The AGRICULTURE TEACHER is responsible for:**

1. Any problems that may occur with the animal project during normal working hours. The teacher is not required to take emergency calls after hours for the purpose of treating sick or injured animals, but will make every effort to assist when needed with those problems.



2. The teacher will visit all projects on a regular basis, in accordance with AISD & FFA guidelines. 3. 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, castration, dehorning, docking, worming, trimming or any other activity directly involving the teacher and animals. 4. The FFA sponsor will provide transportation if needed for all FFA projects to approved shows entered by the chapter.

\*\* All correspondence and requests for maintenance and/or grounds work needs to be presented to the Ag Teachers to initiate the request.

\*\* The Agri-Science Department, Agriculture Science Teachers, FFA Chapter, AISD, or teachers are not responsible for any loss or damage to any person, property, or livestock, which may occur on the project center. Students and parents assume all risks, and should consider insurance policies which cover animal projects and other property.

\*\* If you would like to buy insurance on your animal, let your AST know and we can assist you in where to go to get that taken care of. It is not required but it is recommended, especially with breeding animals.

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

\*\* The Ag teachers reserve the right to make decisions concerning the project center rules/projects & barn in the best interest of residents, livestock, or Alvord High School. These rules will be accessed, reviewed and amended by AST as needed.

**NOTE: If the animal is required to be removed and it is not removed within two (2) DAYS, it will be removed by the school and sold at the auction. Any expenses incurred during the time of neglect will be turned into the AG activity funds.**

(please detach and return PRIOR to moving in your animal)

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent & Student Initial Each Item**

I have read, understand, and will abide by the facility rules.

I understand I am responsible for the actions of those I allow to enter the facility.   I will maintain the general use areas (center aisle, dumpster area, wash rack, and scale) on a regular basis and will clean up messes as they happen.

I will maintain a positive and cooperative working attitude with AST and other barn members at ALL times.

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Emergency contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Preferred  
Veterinarian Name : \_\_\_\_\_ Phone #: \_\_\_\_\_ Requested move in date:

Species: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AG Science Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: Yes / No

**WRITTEN WARNING DISCIPLINE NOTICE**

Exhibitor's Name: \_\_\_\_\_

Ag Science Teacher: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Date Remarks: \_\_\_\_\_

Explain reasons for warning, including specific details of incident or violation; include prior warning(s).

\_\_\_\_\_  
-  
\_\_\_\_\_  
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\_\_\_\_\_  
-  
\_\_\_\_\_  
-  
\_\_\_\_\_

I hereby acknowledge receipt of a copy of this warning form.

Exhibitor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AG Science Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Livestock Show Guidelines

**Stock Show Eligibility**

To be eligible to participate in any livestock show, students must meet the following requirements:

1. Be enrolled in an agricultural science class
2. Be a member in good standing of the Alvord FFA Chapter (Dues paid for current year)
3. Meet TEA guidelines for academic eligibility
4. Have paid entry fees on time and meet show requirements
5. Have approval of agricultural science teacher
6. Passing all courses according to UIL rules - No pass, No play **Show Entries**

- The agricultural science teachers will assist in making arrangements for participation in the Wise County Youth Fair and approved major shows. Entries meetings for show will be designated by the Ag Teachers. It is the responsibility of the student/family to make arrangements to attend these meetings, if they are wanting to show at any of the approved shows.

#### **Travel to and from Shows**

- Alvord ISD Policy governs transportation procedures. Parents and Students should check with Agricultural Science Teachers for clarification before any livestock shows. The Ag Teachers will arrange travel plans for any student traveling to a show. Any Alvord FFA student must travel and stall with Alvord FFA.
- Students showing through Alvord FFA will only be allowed to travel with the Ag Teachers or their parents, provided they are there. If any other arrangements need to be made for student travel, they must be approved by the Ag Teacher.
- Uber, Lift or any other ride share services are not and will not be approved by Alvord ISD or the Ag Teachers. Students must ride with a parent, legal guardian or approved family member, or the Ag Teachers.

#### **Discipline While at Shows**

- Livestock shows are an extension of the Alvord ISD Classroom; therefore students will be responsible for their personal conduct. ***All school rules are in effect at these shows.*** Students are expected to be at the show, feed and water at any given time provided by the agricultural science teacher.

#### **Animal Care at Shows**

- While at livestock shows, each student will be responsible for all feeding, care and grooming of his/her respective animal(s). Students are expected to feed, water, weigh, check-ins, and practice at the given times of the Ag Teacher.

#### **Responsibilities to Buyers**

- The student will write, gain instructor approval, and deliver a Thank You note to the individuals who provide premium money or buy their project. An official show photograph should be taken at the show and accompany the note. Proof of delivery of the Thank You note must be given before the premium/auction check will be released to the student.

#### **Equipment/Trailer Use**

- Arrangements must be made for the use of any equipment belonging to the FFA. Clippers, blowers, etc. must be returned in a diligent manner so that others may be able to use them. The use of livestock trailers will be limited to the agricultural science teachers and others as deemed necessary. Anyone using a livestock trailer, should have their driver's license and proof of insurance on file in the Superintendent's office. Any equipment lost, stolen or destroyed while in the possession of a student will be replaced at the expense of the student.
- Trailer must be cleaned out and all bedding, manure, etc. removed after each use.

#### **Specific Show Rules**

- It is the sole responsibility of the exhibitor to be familiar with all rules pertaining to his/her livestock project (this information may include weight limits, entry requirements, age, etc.) This information may be obtained from the Agriscience teachers or by visiting the web sites of the shows you are entering (See Website Reference pages).

#### **Medications**

- It is strictly prohibited to administer any type of vaccine, drug, spray, feed additive, or substance internally or externally without first receiving approval of the Agriscience teachers. All substances used on the animal must be approved for use on the animal or be recommended by the Agriscience teacher. All withdrawal dates must be followed. All students are expected to read and agree to abide by the Animal Welfare Agreement that can be found on the pages following.
- The Ag Teacher has medication on hand that can be used for any Alvord FFA project, if given within a certain time frame to eliminate consequences of any withdrawal periods.
- Any medication given without the approval of the Ag Teacher is the responsibility of the student, parent or family who allowed the medication to be given to the animal.
- Drug testing occurs at every show attended by the students.

#### **Recommendations for Feeding and Care of Animals**

- The feeding and care of the animals is a very important aspect of the livestock project. Feeding is responsible for at least 50% of the success or failure of a project. Below is a list of several proven practices which if done consistently, will lead to success in the show ring.

#### **Daily Care/Feeding**

- The daily routine of feeding and care is very important. All animals respond well to an organized routine. They should be fed twice daily in most cases. Normally this will require at least 30 minutes in the morning and thirty minutes in the evening (**6:00-7:30 a.m. and 4:30 p.m.-7:00 p.m. at the project center**). Your feeding program will be tailored to your particular animal as recommended by your Agriscience teacher. Your choice of feeds will be up to you based upon your particular situation. It is best to discuss with the Agriscience teachers the feeding program that you are going to use.

#### **Halter Breaking, Walking and Showmanship**

- One of the more important considerations that arise early in the feeding period is teaching the calf, lamb or goat to lead with a halter or collar, or pig to walk with a whip. The animal must be worked daily. This is no easy task and sometimes can be very time consuming. Consistency is the key. Some animals learn more quickly than others do, but normally this can be accomplished in the first several weeks. The animal must also be trained to stand correctly and calmly. This is critical, as in some cases the judge may want to handle the animal. This practice will require several additional hours each week.
- The Ag teacher will set a weekly practice schedule for students to attend in order to improve showmanship skills and abilities. Students will be required to attend a certain number of practices in order to show.

#### **Disease Prevention**

- Your animal's pen must be kept clean on a daily basis. This will help reduce fly problems and help in keeping the animal clean. Regular deworming for internal parasites and vaccinations for more serious diseases is recommended. A close examination of your animal's feces, appetite, and attitude can help you assess its general health. All medications should follow withdrawal guidelines for market animals.

**Approved Livestock Surgical Practices**

- Many times it will be necessary to perform surgical procedures on livestock which will improve their general appearance. It is recommended to contact the veterinarian to assist with any dehorning, castration procedures, etc. However, please realize there is always the possibility for complications. The owner must accept all risks of illness or death of the animal.

**Weighing on a Regular Basis**

- Knowing your animal's weight and weighing on a regular schedule is very important. Weight gain or loss is a good indicator of how well the animal is progressing. Animals should be weighed as often as feasible. It is particularly important near show time, as weight limits and weight classes are sometimes critical to placing the animal. It is also important to know the minimum and maximum weight limits for the species you are showing and the show you are entering. Please post your weights on the charts provided each week.
- Market animals are required to be weighed weekly and must be reported to the Ag Teacher.

**Grooming Livestock for the Show**

- During the latter part of the feeding period, much time must be devoted to grooming the animal. Brushing and combing your animal are important daily routines. Washing and clipping will also be done on regular intervals to get a good view of how the animal is growing and progressing. In most cases, all animals will be clipped prior to the show to meet maximum hair requirements of the show that you are entering. This does not apply to lambs. *Do not wash lambs until it is time to shear or show.*

## Over Night Stay

The opportunity to participate in the Alvord FFA is a privilege extended to AISD students. Participation in the Alvord FFA places a student in a position of recognition and often bestows the position of role model upon the member. Any student who elects to accept the privilege of participating in the Alvord FFA must recognize that he/she is a representative of the school and district, and will be held to a higher standard of conduct than that applied to the general student body. This applies to school related and non-school related activities. The member is subject to state law, school district policies, school rules and regulations, the Alvord FFA Constitution and By-laws, and University Interscholastic League (UIL) rules. Alvord ISD policy governs all trips taken by FFA members. Any student found in violation of these policies will be disciplined accordingly.

- Students will follow the directions given by Advisors, as well as adult chaperones.
- Students will conduct themselves in a proper manner at all times.
- Students will stay with the group at all times.
- Students will not leave the hotel or site of activity for any reason. • Students will follow all curfew times. Lights out will be at the discretion of the advisors. • Students must stay in the room assigned to them.
- Female students will not be allowed in rooms of male students. Male students will not be allowed in rooms of female students.
- Students will wear official dress, except when notified by the Advisors. Alvord ISD dress code is in effect at all times.

*Violations to these guidelines will not be tolerated.*

## FFA Officer Candidates:

- Any FFA member may run for a position as an FFA Officer.
  - Any new member who is in the process of completing their first year of an agricultural science course and is in the process of obtaining their Greenhand Degree may run for FFA Officer.
  - Any person interested in running for FFA Officer must be in good standing with Alvord ISD and FFA Advisors.
  - Must complete the full election process to remain eligible for office.
  - Must complete an application to obtain involvement and participation scores, test, interview and a speech given to obtain popular vote.
-

**Application (Involvement/Participation):**

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- Applications will be posted to Google Classroom and printed and given to students who ask for an FFA Officer application
  - Students must have their application typed or written in ink, and submitted to the Ag Teachers by the given due date and time. Failure to comply will result in being disqualified from the election process.
  - The application will provide information related to involvement and participation in FFA activities.
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**Test:**

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- Candidates will be given a test on a certain date and time.
  - Candidates will be tested on their knowledge of the FFA Organization and Parliamentary Procedure.
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**Interviews:**

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- Interviews will be conducted on a given date and time by a committee designated to interview officer candidates
  - Interviews will be scored and based on answers to thought questions and interview skills.
  - Students must wear Official Dress or interview appropriate clothing.
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**Speech/Popular Votes:**

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- Candidates will present a speech to FFA members at a designated meeting in order to gain votes for the popular vote portion of the election process.
  - Members will rank each candidate "1" being who they would choose for President and the highest number being the candidate they would choose last for President.
  - Lowest score receives the higher ranking.
- 

Officer candidates have 24 hours after the announcement of newly elected officers to request their results from the election process.

Requests and/or questions regarding the election process may only come from the officer candidate and in a face-to-face conversation. Requests and questions will not be received via phone call, text or email.

## **Officer Expectations**

- I. Attendance at all major FFA functions is required unless permission is granted at least seven

- (7) days prior to the function by the advisors.
- A. FFA Meetings
    1. FFA meetings are mandatory unless prior approval is given from advisors or if an emergency situation arises.
    2. The consequence for missing an FFA meeting **without approval** results in a meeting with the advisors to discuss possible resignation of the FFA office.
  - B. FFA Functions
    1. Officers are expected to attend 90% of all of the chapter's activities (not including stock shows).
      - a. The following are considered approved exceptions: major illness, stock shows, major tests, athletic games, funerals, extreme family emergencies, and graduations. (advisors must be notified, if at all possible)
      - b. The consequence for habitually missing functions without prior approval is a meeting with advisors and officers to discuss possible resignation of the FFA office.
- II.** All duties of office must be fulfilled.
- A. Notification by the officer team and advisors for noncompliance of duties will occur.
  - B. The consequences for not fulfilling duties are as follows in order:
    1. The first step is a meeting with officers and advisors to give encouragement.
    2. The second step is written notification to the officer that is deemed to be not fulfilling officer duties and a reduction in officer duties.
    3. The third step is a meeting with the advisors to discuss possible resignation.
- III.** Any violation of the FFA and Agriscience Department Code of Conduct established in the FFA Handbook could lead to officer removal.
- IV.** Talking negatively about the FFA, members, or advisors will not be tolerated.
- A. The advisors will make the ultimate decision in determining whether what has been said talks negatively of the FFA, FFA members or advisors.
  - B. The consequences of talking negatively of the FFA are as follows:
    1. The first step is a meeting with the officers and advisors to give encouragement to the respective officer.
    2. The second step is a written notification.
    3. The third step is a meeting with the advisors to discuss possible resignation.
- V.** Any posting of comments/pictures, etc. on social media (including, but not limited to Twitter, Instagram, Snapchat, Facebook, etc.) that negatively impact others, yourself, Alvord ISD, or the FFA **will not be tolerated** and may result in **immediate suspension** from office (depending on the severity of the incident). See constitution and by-laws.

## **Student Officer Discipline**

- (a) The Alvord FFA Chapter seeks to establish and maintain standards of officer conduct and supervisory practices which will promote effective operations of the Alvord FFA and agricultural education family and further the interests of the program and its affiliates. These practices include the administration of fair, consistent, and constructive officer discipline.
- (b) A consistent officer discipline process will be used which includes, but is not limited to:
  - (1) Constructive efforts by the Chapter Advisors of his designee to help officers achieve fully satisfactory standards of conduct and performance.
  - (2) Correction of an officer's unsatisfactory performance or negative behavior.
  - (3) Sufficient notice to officers that suspension or discharge will result from gross or continued violation of officer standards of conduct or unsatisfactory job performance.
  - (4) Written documentation of problems and disciplinary warnings given with corrective measures to be taken by the officer.
- (c) The Alvord FFA Chapter generally recognizes four steps or levels of discipline: verbal warnings, written warnings, suspension, and discharge. Disciplinary action may begin at any step or level of severity and does not have to include each level.

- (d) The Advisors and Administration must approve any disciplinary action for a gross or severe violation, as well as any suspension or discharge of an officer, prior to any action.
- (e) Disciplinary situations involving student officers should be dealt with by progressive discipline, if appropriate, to assure equitable treatment and acceptable conduct.
- (f) In applying disciplinary procedures or action, these factors will be considered: the seriousness of the violation or offense, the officer's past record and the circumstances surrounding this particular incident. These factors are listed as a guide only and may vary as appropriate. The policies and procedures for officer discipline will be reviewed and revised as necessary.
- (g) Depending upon the facts and circumstances involved in each situation, management may choose to begin disciplinary action at any step. In general, discipline should follow this pattern.
- (1) VERBAL WARNING - should be used for minor violations. If the situation does not improve within a reasonable time frame set by the Advisors, the verbal warning may be repeated or the next step used. A written record should be kept to document the verbal warning, its content, and time frame for improvement, as well as date of warning.
  - (2) WRITTEN WARNING - should be used for repeated violations or for a more substantial violation. A time frame for improvement should be set by the Advisors with the full knowledge of Alvord ISD Administration. A copy of the written warning will be kept on file. If the situation does not improve, the Advisor may repeat the step or use the next step. The written warning notice will be discussed with the officer and his/her parents by the Advisors, and the said officer will be asked to sign the notice to acknowledge receipt.
  - (3) SUSPENSION - will be utilized for serious violations when immediate action is required while an investigation is being conducted to determine if the officer should be discharged. The length of the suspension depends upon the time necessary to investigate the violation. Suspension may also be used when the officer fails to respond to previous attempts of discipline. The Administration must approve all suspensions. A written notice of suspension and documenting the reasons for the suspension will be provided to the officer, in person or by telephone with written notice to follow in the mail. Suspended officers may not wear the FFA jacket or represent the FFA as an officer in any manner.
  - (4) DISCHARGE - will be utilized for serious violations, for first offense, with or without the previous use of any of the lesser disciplinary steps. Discharge may also be used for continued failure to respond appropriately to prior disciplinary action and may be deemed appropriate regardless of prior disciplinary actions. The FFA Advisors and Administration must approve all discharges of student officers. If an alleged violation or continued failure to respond to disciplinary action for other violations is reported to or discovered by the Advisors, upon completion of the investigation and adequate due process, the Advisors and Administration may discharge the officer with written documentation to explain the reasons for the discharge. This written notice will become part of the permanent operational record of the Alvord FFA Chapter. The officer will be notified, in person.
- (h) The Alvord FFA Chapter shall have grounds for suspending or dismissing a student officer who engages in illegal activities at any time.
- (i) Student officers who are arrested for any reason must report such arrest promptly by the following business day. The Alvord FFA Chapter shall have grounds for suspending an officer if arrested for any reason and grounds for discharge if the officer does not report an arrest in a timely manner. Given the nature of the circumstances surrounding the arrest and the alleged offense, the Alvord FFA Chapter, in its sole discretion, may decide the duration of the suspension as well as impose lesser or greater disciplinary action.
- (j) A student officer who is convicted of a crime must report such conviction to the Alvord FFA Advisors no later than the following business day. The Alvord FFA shall have grounds for discharging a student officer should he or she be convicted of a crime involving moral turpitude or should the officer fail to report the conviction in a timely manner. For purposes herein, a crime involving moral turpitude shall mean anything done knowingly contrary to justice, honesty, principle or good morals, specifically including a minor in possession of a controlled substance including alcohol or operating a motor vehicle while intoxicated or under the influence of a controlled substance. Given the nature of the circumstances surrounding the conviction, the Texas FFA Association may impose lesser disciplinary action.
- (k) A student officer who is suspended or discharged may appeal such disciplinary action within ten (10) business days from his or her receipt of notice of such action. Such appeals must be submitted in writing to the Alvord FFA Advisors and state all grounds the student officer contends should be considered in the review of disciplinary action. Within ten (10) business days of the Alvord FFA Chapter's receipt of such appeal, the officer and his or her representative shall be granted a hearing before a committee consisting of Alvord FFA Advisors and Alvord ISD Administration. Within three (3) days of the hearing, the committee shall inform the student officer of its final decision. Timelines may be extended by mutual consent. The student officer shall remain suspended pending a final decision.

## Letterman Jackets & Graduation cord

### **Lettering Policy:**

Students must compete in the following:

- Leadership Development Events
- Career Development Events
- Supervised Agricultural Experience program - point system is allowed

### **Graduation Cord Policy:**

- Students must have been a member of Alvord FFA for a minimum of four (4) years.



- Students must serve as an FFA Officer for a minimum of two (2) years.
- Students must have competed on a Leadership Development Event at the district level for a minimum of four (4) years.
- Students must have competed in a Career Development Event for a minimum of four (4) years.
- Students must have had an active Supervised Agricultural Experience for a minimum of four (4) years.
  - SAEs can remain the same for all four years OR may change each year.
- Students must be in good standing with Alvord ISD and the Agricultural Science Teachers.

## **Parent Organizations**

### Friends of Alvord FFA

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Parents of current and former Jr FFA and High School FFA members, community members and former students comprise the Friends of the Alvord FFA. The purpose is to support the Alvord FFA and its members. Money raised from fundraisers supports the scholarship program, assistance to members who may incur expenses with a Supervised Agriculture Experience (SAE), and assistance with chapter programs. Alvord Friends of FFA meetings will be held once per month. Please see the calendar of activities for exact dates. Officers are elected at the last meeting of the school year. The meetings begin at 6:30 p.m. and are usually held in the ag shop on the second Monday of the month.

### Buyers' Association

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The Buyers' Association is a support group for FFA, FCCLA, and 4-H members in Wise County who participate in the Wise County Youth Fair. The Buyers' Association organizes fundraisers to raise money for purchasing projects at the Wise County Youth Fair. Any parent

wishing to participate in this organization is encouraged to do so. Please contact the ag teachers or the Alvord FFA Friends for more information.

If you are interested in joining either of these organizations, please contact Ms. Owens, Ms. Cofield and they will get you in touch with the leaders of given organizations.

## **FFA FUNDRAISING ACTIVITIES**

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The FFA provides many activities throughout the year that require money. The entry fees for contests, community service projects, the food and refreshments at meetings, travel/lodging, and supplies for the banquet require a large sum of money. You are asked to participate in whatever fundraising activity that we have. The more money that our group makes, the more activities we can provide to you. We are allowed two major fund-raisers per school year.

This year, as in the past, we will be hosting all JV/Varsity home football game concession stands. All FFA Officers are required to help work every concession stand from open to close, unless they are participating in the games being held. In addition, we will need every member of the agriculture department to do their share in making it a successful fundraiser. Schedules will be posted soon.

We will also be selling food products. We will be offering Fresh Country meat and dessert items. These products will be delivered in time for Thanksgiving orders.

In addition, you will be asked to assist our booster club, the Friends of Alvord FFA. They will be raising money to support you and assist with financial obligations you and your family may have as part of the agriculture program. The Friends of Alvord FFA will be hosting a Buckle Show in October in order to raise funds to help with anything our chapter may need assistance in and to provide scholarships to graduating seniors. This is a large task, and we will need as much help as possible. Please take an active role in supporting your chapter.

Second Fundraising option to be determined by Advisors and

Officers. This may be apparel, plant sale, Ag mechanic project sale, etc.

## Forms

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The attached pages contain forms that need to be returned to the agriscience teachers. If you are going to participate in any FFA activity, we must have the permission slip and emergency information. If you are raising an animal, we need the animal welfare agreement. If you plan on using a pen at the barn we need the pen agreement. Finally, the Acknowledgement form indicating you have received the handbook needs to be completed and returned to your Agriscience teacher by September 15, 2023.

## Alvord Independent School District Animal Welfare Agreement

As a student member of the Alvord I.S.D. FFA Chapter who is currently raising an animal project, I know of the importance of the humane treatment of our livestock, poultry, and rabbit projects.

1. I agree that my project(s) will be fed on a daily basis throughout the feeding period with a feed ration and schedule approved for my animal(s) by the Agricultural Science Teachers.
2. I agree that the animal's pen or stall will be cleaned by me daily by removing any manure, trash and any soiled bedding. I will also dump the wheelbarrow in designated areas and clean up any messes my animal makes ANYWHERE in the barn.
3. I agree that my animal(s) will be provided with fresh water and fed daily with all watering and feeding equipment remaining clean. Automatic waterers need to be turned off, drained, and cleaned at least once every two weeks.
4. I agree that my project(s) will be de-wormed regularly and be provided with veterinary attention when deemed necessary.
5. I agree not to abuse or use excessive force on my project, especially when training or exercising my animal.
6. I agree not to use any drugs (or unnatural alteration techniques) on my animal without the approval of a veterinarian or my advisor.
7. In the event that I am feeding with a group of other students, I agree that I will share the feeding and cleaning responsibilities when it is my turn.
8. I am and will be passing all courses at the time of show.

**9. Animal will have 10 days after the last show the animal is registered to be shown or if student fails/ decides not to show animal will be removed by students or will be removed by AST and will be sold at the local livestock exchange.**

I know that failing to meet the standards set by my FFA advisor(s) and those listed in steps 1- 9 above, will be grounds for removal of my project following the third verbal or written warning from my advisor. The animal(s) will then be *sold at the current market value at a local livestock exchange* if applicable; **the AG department will then receive the sale money.**

\_\_\_\_\_  
FFA Member Signature      Date

\_\_\_\_\_  
Parent or Guardian Signature      Date

\_\_\_\_\_  
FFA Advisor Signature

\_\_\_\_\_  
Sponsor Signature      Date  
(if applicable)

*(Return to Ag Dept)*

# Alvord FFA Project Center Rules and Regulations

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**I ACKNOWLEDGE THAT I HAVE READ THE PROJECT CENTER RULES AND  
AGREE TO COMPLY WITH EACH ONE OF THEM FULLY.**

STUDENT  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADVISOR  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ *(Return this  
form to Agricultural Department)*

# FFA OFFICER COMMITMENT PLEDGE

Name \_\_\_\_\_ Office \_\_\_\_\_

## CHAPTER OFFICER CONTRACT AND CODE OF CONDUCT

1. The officers shall perform the duties of their offices as described in the National Official FFA Manual. The officers of this chapter will be as follows:

- A. President,
- B. Vice President,
- C. Secretary,
- D. Treasurer,
- E. Reporter,
- F. Sentinel,
- G. Student Advisor
- H. Parliamentarian
- I. Chaplain
- J. Historian

Other Officer Positions may be added at the discretion of the FFA Advisors according to the Official FFA Manual.

2. To hold an office in the Alvord FFA Chapter, the officer must be enrolled in an agriculture science class both semesters of the year that the office is being held. Failure to do so will result in officer relinquishing that office (unless approved by Ag Science Teacher(s)).

3. All officers must compete on a LDE and CDE team

4. All officers must have at least one SAEP. (animal, plant, ag mech. Etc.)

5. A candidate may not have been assigned ISS or AEP for disciplinary punishment. If you are assigned ISS or AEP you will be removed from office immediately.

6. An officer must not have excessive non-school related absences during FFA events

7. An officer must remain academically eligible for the entire school year

8. must have a grade of a 70 or above.

9. As an officer you will abide by the school and FFA dress code at all times.

10. As an officer you will participate in the FFA community service projects conducted by the chapter.

11. As an officer you will understand that FFA activities will not be planned around your personal work schedule.

12. Any unexcused absence from a regular FFA meeting or event will result in instant removal from office.

13. Officer Commitments – All elected officers are obligated to participate in the following activities during their term in office:

- A. State Convention
- B. Leadership Development Events
- C. Chapter Fundraiser – must sell minimum number of items set by officer team
- D. Chapter Prospect Show – officers with no project must help organize/operate show
- E. Career Development Events
- F. District Banquet
- G. Area Banquet/Convention
- H. Chapter Awards Banquet

13. An officer must attend all Officer and Chapter Meetings (unless absence is approved by AST).

14. An officer must display appropriate behavior at school, school related functions, and/or any time the FFA is being represented in any capacity. Officers will not use profanity word when (wearing FFA cap, shirt, jacket, emblem, etc.).

15. An officer must assist in Chapter Member Recruitment and Communications in all phases and capacities – officers will be asked to contact members with information about chapter events, news and meetings.

16. An officer will be removed from office for failing to abide by these requirements.

17. "Three-Strike-Rule" – If an officer is found in violation of any of the above rules, rules listed in the Alvord High School Student Code of Conduct or the FFA Code of Conduct/Ethics three times, that officer will relinquish their office. The position may be filled at the discretion of the Ag Science Teacher(s).

18. Officers will work ALL of the Home Football games (unless absence is approved by AST)

I agree to abide by the above rules and requirements set forth in this Alvord FFA Officer Code of Conduct.

Signature of Officer

Signature of Parent

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## ALVORD FFA / AGRISCIENCE DEPARTMENT PARENT TRAVEL PERMISSION FORM

FOR PARTICIPATION IN SCHOOL SANCTIONED EVENTS DURING THE 2024-2025 SCHOOL YEAR AS A MEMBER OF THE ALVORD FFA/ AGRISCIENCE DEPARTMENT.

FACULTY SPONSORS: Taalor Owens, and Tracy Cofield

STUDENT: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_  
PARENTS' NAME \_\_\_\_\_

The above named student has my consent to travel to and/or from each event participated in by this organization during this school year beginning the date signed and continued through the first day of school of the following year, including all errands and activities related to duties and assignments made to members enrolled in the FFA / AGRISCIENCE CLASS. The mode of transportation will be Alvord ISD provided transportation.

1. All students must abide by state, district and campus policies at all AGRISCIENCE/FFA sponsored events, whether held during normal school hours, after school hours, or on weekends and holidays.
2. I understand that students who violate said policies will be subject to disciplinary consequences in accordance with the STUDENT CODE OF CONDUCT, including possible removal from future participation in FFA events.
3. I understand that infractions to any of these said policies which include theft, vandalism, possession of illegal substances will result in notification of parent/guardian and my child being returned to school at the parent's expense with no reimbursement of funds.
4. I agree to, and hereby, release Alvord Independent School District and its trustees, employees, sponsors and volunteers from all legal responsibility from liability resulting from any activities of this organization, including liability caused by or related to the negligence of any such party.
5. I **agree** or **do not agree** (please circle one) to allow my child to swim at any events that have swimming opportunities available.

This form must be signed and returned to the sponsor before the student will be permitted to participate in any activities of this organization.

\_\_\_\_\_  
Signature of Student                      Date  
Date Received \_\_\_\_\_  
(Return to Ag Dept)

\_\_\_\_\_  
Signature of Parent                      Date

**Alvord FFA**  
**Emergency Information**

This form must be completed by the parent/guardian of each member. This form is required of all members of the FFA/ participants of the Agriscience Program. This form must be updated yearly or in the event that any of the information should change. WITHOUT THIS COMPLETED FORM, YOUR CHILD MAY NOT PARTICIPATE IN FFA ACTIVITIES.

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

FFA ACTIVITIES \_\_\_\_\_

PARENT OR GUARDIAN'S  
NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

ZIP \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ PARENTS HOME # (IF DIFFERENT) \_\_\_\_\_

MOM'S WORK # \_\_\_\_\_ DAD'S WORK# \_\_\_\_\_

Parent's Email Address \_\_\_\_\_

Medication being taken: \_\_\_\_\_

INSURANCE CARRIER \_\_\_\_\_

PHONE # \_\_\_\_\_

NAME OF INSURED \_\_\_\_\_

ID NUMBER \_\_\_\_\_

GROUP # \_\_\_\_\_

PLAN # \_\_\_\_\_

Name and phone number of relative or friend who can be contacted in case of emergency when parent/guardian are unavailable.

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

RELATION \_\_\_\_\_

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

RELATION \_\_\_\_\_

FAMILY DOCTOR \_\_\_\_\_ PHONE# \_\_\_\_\_

DENTIST \_\_\_\_\_ PHONE# \_\_\_\_\_

I \_\_\_\_\_ give permission for the AST to give Tylenol, Advil and acetaminophen to my child(s) \_\_\_\_\_ during FFA/AG events.

IF, IN THE JUDGMENT OF ANY REPRESENTATIVE OF THE SCHOOL, THE ABOVE STUDENT NEEDS IMMEDIATE CARE AND TREATMENT AS A RESULT OF ANY INJURY OR ILLNESS, I DO HEREBY REQUEST, AUTHORIZE, AND CONSENT SUCH CARE AND TREATMENT AS MAY BE GIVEN SAID STUDENT BY ANY MEDICALLY QUALIFIED REPRESENTATIVE. I DO HEREBY, AGREE, TO INDEMNIFY AND SAVE HARMLESS THE SCHOOL AND ANY SCHOOL REPRESENTATIVE FROM ANY CLAIM BY ANY SUCH PERSON OF SUCH CARE AND TREATMENT OF SAID STUDENT.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PARENT/GUARDIAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## Student and Parent Acknowledgement

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This Alvord FFA & Agricultural Science Department Handbook has been published to help your son/daughter gain the greatest possible benefit from his/her agricultural science/FFA experience. The FFA needs your cooperation. It is very important that each FFA member understands the opportunities and regulations outlined in this handbook. Parents are to encourage their son/daughter to abide by all rules or regulations set forth in this handbook. Please go over all agreements outlined in this handbook and return them to your Agriscience teacher. Your signature and that of your child acknowledge the fact of the FFA Member Handbook being posted on the school website available for viewing at any time and the agreement to take full advantage of all the opportunities that are available to members.

_____ Printed Name of Student	_____ Date
_____ Student Signature	_____ Date
_____ Parent Signature	_____ Date
Date Received _____	Received by: _____

\*\*The following forms must also be returned

1. Emergency Information Form
2. Parent Permission Agreement
4. AISD Project Center rules, if applicable
5. Officer Contract, if applicable
6. Animal Welfare Agreement if exhibiting animals
7. Handbook Acknowledgement

*(Return to Ag Dept)*

**\*\*\*Also Note Per Alvord ISD Student Handbook**

Sponsors of student clubs and performing groups may establish standards of behavior---including consequences for misbehavior---that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in **addition** to any consequences specified by the organization.