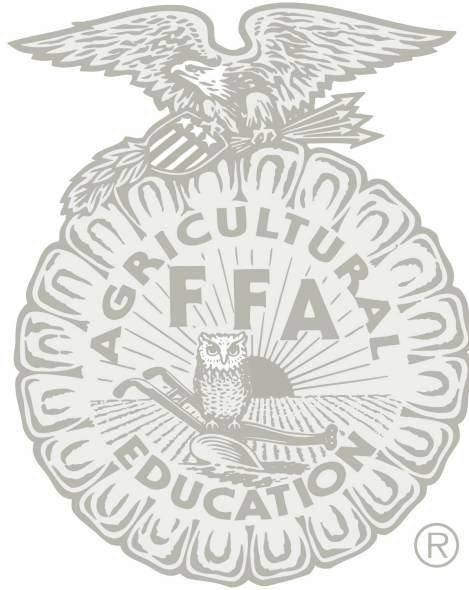


McKinney ISD FFA



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

McKinney ISD FFA Student Handbook

Revised August 2023

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Department Policy and Information

The following policies and guidelines apply to the McKinney ISD Agricultural Department and McKinney ISD FFA Chapters (McKinney Boyd, McKinney High, and McKinney North). As a leadership organization: Students must be in good standing in and out of the school and are subject to dismissal from the organization for problems in any of the following areas: insubordination, truancy, cheating, drinking alcohol, drugs, violations of the MISD student code of conduct or major breaches of the FFA code of ethics.

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

All McKinney ISD FFA student activities are an extension of McKinney ISD; therefore, all rules and regulations found in the MISD Student Handbook, MISD Student Code of Conduct and McKinney ISD School Board Policy apply. In addition, students participating in FFA will be required to adhere to the MISD student co-curricular/extracurricular contract, and contents of this document.

FFA Code of Ethics:

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

Agricultural Department and FFA Membership

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

Texas FFA Association Policy Handbook

Section 1: Active Membership Eligibility

1.1 Operational Premises

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

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

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

1.3 Membership Eligibility

(a) A student may establish initial membership by enrolling in an approved Agriculture, food and natural resources course. An approved Agriculture, food and natural resources course shall be any course in the Agriculture food and natural resources cluster, approved innovative course taught by the Agriculture, food and natural resources instructor or any career and technical education course approved by the State Board of Education to be taught by an Agriculture, food and natural

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

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

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

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

McKinney ISD will expect students to be enrolled in an approved Agriculture, food and natural resource course to participate in FFA events.

1.4 Course Substitution for Active Membership

- (a) A local advisor may petition to substitute a non-Agriculture, food and natural resources class for an Agriculture, food and natural resources course provided that:
- (1) the course is taught by the teacher recognized by the district as a certified Agriculture, food and natural resources instructor.
 - (2) the student has an approved supervised Agricultural experience program which corresponds to instructional objectives of existing Agriculture, food and natural resources coursework and aligned to the classroom curriculum.
 - (3) the local advisor completes all required paperwork at the time of roster submission.

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

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

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

Section 2: Junior Membership

2.1 Operational Premises

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

2.2 Constitutional Authority

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

submitted annually. Each Junior FFA Chapter shall submit yearly a roster to the State FFA Association that includes the name, date of birth, Age, grade, and address. Each local chapter can set and collect dues. State dues in the same amount as active FFA membership dues shall be collected.

2.3 Membership Opportunities

(a) The membership year begins September 1 and ends August 31. Students initiate junior membership by participating in whatever location function is designated by the local advisor as a qualifying activity or event to initiate membership. (Examples: attend meeting, validate livestock under auspices of chapter) Local chapters may develop requirements in excess of state requirements for students to remain in good standing with the local chapter. Once a student is eligible to enroll in an Agriculture, food and natural resources class of any kind, he or she is not eligible for junior membership. Middle school students enrolled in Agriculture, food and natural resources classes must be submitted as active members (Discovery Degree members for local credit classes).

(b) Junior FFA is designed to encourage involvement in Agricultural science education. To this end, chapters are encouraged to develop and participate in local activities that promote leadership development and Agricultural education for its junior members.

(c) Junior FFA members are not eligible to participate in events in which Texas FFA Association has direct oversight including but not limited to leadership development events, career development events, speaking development events, state FFA rodeo, talent and Agriscience fair. Junior membership activities shall include exhibition of livestock and poultry projects. Local, county, regional and statewide shows and other Agricultural education partners may include junior members in other events such but not limited to Agricultural mechanics shows and judging competitions.

(d) Junior members are not eligible to cast a vote or participate in the discussion related to the official business of the Texas FFA Association or of any district, area association, do not count toward membership totals for delegate allocation and should not be listed on active membership rosters.

FFA Official Dress

Female Official Dress

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

Male Official Dress

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

How to Wear Awards

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

Proper Use of the FFA Jacket

1. The jacket is to be worn only by members.
2. The jacket should be kept clean and neat.
3. The back of the jacket should have only a large official FFA emblem, the name of the state and the name of the local chapter, region, district or area. The front of the jacket should have only a small official FFA emblem, the name of the individual, one office or honor and the year of that office or honor.
4. The jacket should be worn on official occasions with the zipper fastened to the top. The collar should be turned down and the cuffs buttoned.

5. Members and officers should wear the jacket on all official FFA occasions, as well as other occasions where the chapter or state association is represented. It may be worn to school and other appropriate places.
6. The jacket should only be worn to places that are appropriate for members to visit.
7. School letters and insignia of other organizations should not be attached to or worn on the jacket.
8. When the jacket becomes faded and worn, it should be discarded or the emblems and lettering removed.
9. The emblems and lettering should be removed if the jacket is given or sold to a non-member.
10. A member should act professionally when wearing the FFA jacket.
11. Members should refrain from use of tobacco and alcohol when underage at all times when representing the FFA. In addition, members should exhibit their leadership qualities when they encounter substances including tobacco and alcohol and serve to discourage others from inappropriate behavior.
12. All chapter degree, officer and award medals should be worn beneath the name on the right side of the jacket, with the exception that a single State FFA Degree charm or American FFA Degree key should be worn above the name or attached to a standard key chain. No more than three medals should be worn on the jacket. These should represent the highest degree earned, the highest office held and the highest award earned by the member. No more than three medals should be worn on the jacket.

Chapter Officer Elections, Leadership Development Events, and Career Development Events

Chapter Officer Elections

Each McKinney ISD FFA Chapter has their own Chapter Constitutions and these will be used when selecting Chapter FFA Officers. Each FFA Chapter will adhere to the constitution set forth by each chapter, to obtain a copy please contact your local chapter.

Career Development Events and Leadership Development Events

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

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

Liabilities

Animal Projects

- No animal, including but not limited to personally owned animals, consigned or leased animals, will be housed at the Ag Barn facility without a current signed receipt of this document and a signed "MISD student co-curricular / extracurricular contract" on file with the Species Ag science teacher and campus Ag Science Teacher. Both required signed documents are located at the back of this manual.
- All animal projects must be owned, consigned or leased by McKinney ISD enrolled students to be housed at the Ag Barn facility
- The McKinney ISD, Agriscience Program, McKinney FFA Parents Organization, District Employees, or volunteers will assume NO responsibility for accidents or injuries to students, parents, visitors, livestock, or personal property resulting from the use of the facilities or equipment, as well as, livestock owned by other persons.
- Insurance for animals kept at the facility is not maintained by the school district, Agriscience Departments or FFA Chapter. It is the responsibility of the student to provide any insurance coverage on his/her animal deemed necessary. The loss of an animal, or expenses incurred as a result of loss, injury, illness, etc., including veterinary bills, is the sole responsibility of the student and will not be the responsibility of the McKinney Independent School District, Agriscience Departments, Ag science Teacher, Career and Technical Education Department, or FFA Chapters.

Consignment and / OR LEASED Projects

- All animals or projects consigned or leased by McKinney FFA students are under the sole determination, approval, and supervision of the McKinney ISD species Ag science teacher.
- Any leased or consigned animal will be under the written contract of the parent/student and owner and/or breeder of that animal, McKinney Independent School District and/or MISD Ag science teacher will not be responsible for leased or consigned Agreements. Once a student completes the contracted term, it is the parent and student responsibility to return the animal back to the owner and/or breeder in healthy condition. The Ag science teacher can assist with travel arrangements if necessary.
- All responsibilities for the maintenance and care of the animal are the responsibility of the student.

- All consignment or leased animals will be kept under the direct supervision of the species Ag science teacher and will not leave the Ag Barn facility grounds without the species Ag science teacher approval. (REMEMBER these animals are housed at the MISD Ag facility and must be under the direct supervision of a MISD Ag teacher.)
 - If a consigned or leased animal needs to leave the Ag Barn facility, there must be granted permission from the species Ag science teacher prior to leaving the facility.
- At the conclusion of the consignment project (last show sponsored by the species Ag science teacher) or removal of student from the program the consignment animal will go back to the breeder/owner within 2 weeks.

Travel for School Activities

- Before students can travel to any school sponsored activity the teacher attending must have on file a field trip release form, extracurricular medical permission form, and alternative/private transportation form.

Visitors, including but not limited to breeders

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

Misconduct

- Any infraction of district rules, policies or guidelines as set forth in the MISD Student Code of Conduct, MISD Student Co-Curricular/Extracurricular Contract, and/or the MISD FFA Member Handbook will result in disciplinary action and may cause immediate removal from the program. The Ag science teacher(s) in collaboration with campus administration will have the authority to suspend or remove any member for any infractions. All content of this document is at the discretionary interpretation of campus administration and Director of College & Career Readiness for determining consequences for inappropriate behavior.

Problems and Chain of Command

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

- Species Ag Science teacher (if not showing an animal begin with Campus FFA Ag Science teacher)
- Campus FFA Ag Science teacher(s)
- Assistant Principal
- Associate Principal
- Principal
- Director of College & Career Readiness

Student Compulsory Attendance Laws

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

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction programs, extended year program, or tutorial session, unless excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Students enrolled in prekindergarten or kindergartens are required to attend school and are subject to compulsory attendance.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards of the state assessment for his or her grade level and/or application subject area.

Exemptions to Compulsory Attendance

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

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the principal prior to the absence.

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

Extracurricular Activity Absences allowed during the school year for extracurricular activities shall be limited to: ten absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition. Students participating in the McKinney FFA program only are allowed up to a maximum of 17 days absent from instruction to attend FFA competitions. Students must remember this does include if a student is participating in other extracurricular activities, they only receive a total of 17 days maximum for extracurricular activity absences.

McKinney Independent School District Agriculture Science Ag Barn Facility Rules & Guidelines

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

The McKinney ISD Ag Barn Facility is the property of McKinney ISD and is provided for the convenience of McKinney ISD student FFA members choosing to participate in a Supervised Agriculture Experience Program (SAEP). Utilizing the McKinney ISD Ag Science Ag Barn Facility is a privilege and not a right and is only for McKinney ISD enrolled students.

In order for all parties to best utilize the McKinney ISD Ag Barn Facility there are rules and regulations which must be observed. This document outlines the expectations and rules that must be adhered to so that everyone involved can have a positive experience in the program. Everyone must do their part to see that the MISD Ag Barn facility and projects are taken care of and a positive image is portrayed to the public.

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

The purpose of the MISD Ag Barn facility is to provide an extension to classroom instruction, to maximize learning, and to allow FFA members to utilize the complex for their Supervised Agricultural Experience Program (SAEP).

GENERAL EXPECTATIONS

- **Access to McKinney ISD Ag Barn Facility:** To protect the safety and security of MISD students and animal projects, all individuals seeking access to the Ag Barn Facility will be required to complete a Volunteer Application with the McKinney ISD Central Office Administration. **No visitor or guest of the student will be allowed at the MISD Ag Barn Facility. Reminder, the facility is strictly for McKinney ISD FFA students with animal project(s) and parents with an approved Volunteer Application on file at Central Office.**
- **Open Communication:** Please maintain open communication with your Species Ag Science teacher regarding your participation in the program. Every effort will be made to

ensure consistent communication with everyone in the program. First and foremost, the goal is to make sure the students have a positive learning experience, and it is encouraged that you bring any situations or problems that are negatively impacting our students through the proper chain of command. Gossip and assumptions can be very negative and it is encouraged to all of you to avoid both.

- **Social Media:** Any negative public comments (Facebook, Twitter, Instagram, etc.) may result in removal from the barn and/or the program pending any possible disruption to school settings. This decision shall be made by campus administration. Additionally, do not seek medical, feeding, etc. advice from individuals or groups on social media platforms before getting advice from your advisor, failure to comply could result in removal from the barn.
- **Conflict Resolution:** Personality conflicts and personal disagreements will arise, but we encourage adults to resolve their issues between themselves in a mature manner. Public arguments at McKinney ISD FFA functions and facilities (meetings, stock shows, Ag barn, etc.) will not be tolerated. Such situations may result in one or both parties being ejected from the area and the future participation of that person and/or the student may be in jeopardy. Please refer to the Chain of Command when needing to address any conflicts that arise.
- **Respect ALL McKinney ISD Property and Ag Barn Facilities:** We have been provided very nice and very expensive facilities and equipment. If you choose to keep your animal(s) at the McKinney ISD Ag Barn Facility or to use McKinney ISD equipment (clippers, pens, etc.), you will need to respect and take care of it. Persons responsible for intentional damage/vandalism (to the property or equipment of the facility, district or other students) will be held financially responsible for repair of the damage, disciplinary actions will be taken, and they may have their project removed from the barn.
- **McKinney ISD Equipment:** Any equipment owned by McKinney ISD is to be used by MISD Ag Science teachers or under the direct supervision of a MISD Ag Science teacher and is not to leave the Ag Barn facilities unless the Ag Science teacher(s) are the one(s) doing so or have granted student permission to use. This may include but is not limited to, trailers, show boxes, fans, stall set-ups, blowers, hoses, dividers, pig boards, etc.
- **Animal Selection:** All projects exhibited through McKinney ISD FFA must be approved by the species Ag Science teacher. If a student wishes to select their own animal they must receive pre-approval from the species Ag Science teacher. This will be allowed only under certain circumstances and is up to the species Ag Science teacher's discretion. If you wish to keep your project at an outside location, approval and a signed agreement between the parent/student and species Ag Science teacher must be made. NO PROJECT will be shown

under any McKinney ISD FFA chapter without the consent of the species Ag Science teacher.

- **Number of Projects at MISD Ag Barn Facility:** Students will be limited to a maximum number of animal projects that will be housed at the MISD Ag Barn Facility per approval by the species Ag Science teacher. The number will be determined yearly.
- **Costs:** While showing animals is a positive experience, it is not a cheap one. You will incur costs for the animal, feed, entry fees, passes, transportation, hotels, vet bills, etc. Any expenses are to be paid at the time of service or deadline set forth for the event by the species Ag Science teacher. NOTE – due to funding, parents and students may be required to pay a one-time fee to house an animal at the MISD Ag Barn Facility. This will help cover costs associated with maintenance of the facility.
- **Outstanding Debts:** All outstanding debts, i.e., vet bills, feed bills, etc. incurred by the student in the raising of the project must be paid before the instructors can release payment from the sale of the project.
 - **Students not taking care of their payments/fines will be placed on their campus fine list and not allowed to participate in a species project the following year until payment/fine has been resolved.**
- **MISD Student Handbook and Student Code of Conduct:** The MISD Agriculture Science Ag Barn Facility is an extension of McKinney ISD; therefore, all rules and regulations found in the MISD Student Handbook, and the Student Code of Conduct apply. This includes during the summer months, holidays and weekends.
- **MISD Student Co-Curricular/Extracurricular Contract:** all students and parents will be required to read and sign this contract as a part of being a MISD FFA Member.
- Due to any closures or cancellations for reasons beyond our control MISD will not be held liable. The MISD Ag program will abide by any state or district imposed cancellations.

PROJECT MANAGEMENT

- The Supervised Ag Experience Project (SAEP) is the student's responsibility. All project management decisions will be made by the student/parent in cooperation with the supervising species Ag Science teacher. The species Ag Science teacher will closely monitor all show rules. Ethical treatment of projects is required at all times and rule violations will not be tolerated. Any unethical treatment to an animal will result in immediate removal of the student from the McKinney ISD FFA program.

- The student's Agricultural Science teacher must approve all projects before purchase including personally owned animals. The instructor must be actively involved in the selection process, or the project will not be eligible for the following:
 - to participate in livestock shows sponsored by McKinney ISD
 - to be housed at the McKinney ISD Ag barn facility
 - or be affiliated with any McKinney ISD FFA program.
- Any animal that is raised as a project at the Ag Barn facility and enters for a show under any group other than McKinney ISD FFA will lose their facility privileges.
- The species Ag Science teacher will provide the following for parents and students:
 - Lead the selection & purchasing process for student animal projects.
 - Provide advice on feeding, grooming, equipment, and other necessary purchases
 - Provide instruction and recommendations to help students properly groom animals for show, train their animals prior to show, learn animal anatomy and facts necessary for showmanship, and exhibit their animals successfully in the show ring. Seeking outside assistance or advice from individuals who are not MISD Ag teachers can result in removal from the barn. Please consult your supervising Ag teacher first, before seeking outside help.
 - Provide students with entry forms for all school sponsored livestock shows
 - Species Ag Science teacher will provide tags for animals for state shows in accordance with State Validation Procedures and Regulations.
 - Provide transportation for livestock to and from school-sponsored livestock shows decided by species Ag Science teachers based on MISD approval.
 -

FACILITIES USAGE

- Facility usage is to be used for McKinney ISD actively enrolled agriculture students and/or paid members of the McKinney FFA program who own or lease an animal project. All projects housed at the MISD Ag Barn facility must be owned and cared for by actively enrolled McKinney ISD students.
- Each student is responsible for the feeding and care of his/her project on his/her own time without assistance of anyone, other than the student's immediate family or the Agricultural instructor, without prior approval by the instructor. **No visitor or guest of the student will**

be allowed at the MISD Ag Barn Facility. Reminder, the facility is strictly for McKinney ISD FFA students with animal project(s) and parents with an approved Volunteer Application on file at Central Office.

- Students are expected to provide their own transportation to and from the MISD Ag Barn Facility.
- For the safety of students, parents, and guardians, the Ag Barn facilities hours are from 5:00 a.m. to 11:00 p.m. No unauthorized personnel shall feed or be at the Ag Barn facility for any reason before 5:00 a.m. or after 11:00 p.m. without permission from an Ag Science teacher. Anyone present during closed hours will be considered trespassing. If there are extenuating circumstances please contact your species Ag Science teacher who will inform the Director of College and Career Readiness.
- The Ag Barn facility is to be used only for feeding and caring for the livestock projects. It is not a hangout location and **loitering will result in a campus referral.**
- The speed limit at the Ag Barn facility is 10 mph. All parties must drive and park in the designated areas only.
- No pets are allowed on the Ag Barn facility grounds for any reason. This is for the safety of pet, species projects, and persons at the Ag Barn facility.
- Entry gate should remain shut and locked.
- No structural additions or changes will be allowed without McKinney ISD approval. Non-approved additions or changes will be removed immediately.
- Absolutely no chemicals, pesticides, sprays, etc. or other forms of pest removal products are allowed at the Ag Barn Facility. If there is a need to remove pests, Ag Science teachers need to report the issue to the Director of College & Career Readiness immediately.
- Students should report any needed repairs to species Ag Science teacher immediately so that repairs can be done in a timely manner. It is not the students or parent's responsibility to repair the area and/or equipment belonging to McKinney ISD.
- The appearance of the Ag Barn facility is a priority; there will be scheduled "Ag Barn Facility cleanups" which are mandatory for students with animal projects housed at the Ag Barn Facility. If a student is unable to attend for any reason, they are responsible for finding a suitable replacement or alternative assignment deemed appropriate by the species Ag Science teacher.

- Students housing animals at McKinney ISD facilities may be assigned duties or responsibilities for the care and maintenance of the facility as determined by the instructor and/or species Ag Science teacher. Failure to maintain McKinney ISD facilities in clean and proper order or complete duties assigned may result in the dismissal of the student and the removal of his/her animal from the facility.
- No additions, subtractions, modifications, or construction relating to electricity, carpentry, plumbing, or location may be made. The use of electrical devices or extension cords must meet NEC and UL electrical codes. No cords shall lie within reach of any animal and must be properly secured. Animals can chew on the cord and be electrocuted. Use of any electrical devices and extension cords must be approved by species Ag Science teacher.
- Due to limited space, only authorized trailers or other items will be allowed to be parked/stored at the McKinney ISD Agricultural facility. **Vehicles not authorized by the instructor or the district, are prohibited from entering the facility.**
- All rules, care of project and feeding procedures apply to holidays and weekends

CARE OF PROJECT

- Each animal must be cared for in a proper manner as approved or established by the instructor. The instructor is authorized to determine any necessary practices to ensure proper care of the student's project. This includes, but is not limited to, daily maintenance of pen/facility, feeding, hair care, showing techniques, exercise, medication, vaccinations, etc. Students must adhere to practices set forth by the Agricultural teacher and these practices may not be changed. This applies to all projects that are shown under the McKinney FFA Chapter including owned animals.
 - Projects without feed or with unsatisfactory pen/area conditions for prolonged periods of time will result in removal of the project from the student.
 - If at any time a student and/or parent do not agree with the species Ag instructor regarding care of an animal, please contact the appropriate campus administration to resolve the conflict.
- The student is responsible for proper care of his/her project. This includes adequate nutrition and hydration for proper growth, the development of the project, cleaning the pen and surrounding area. If any project is found to be in need of immediate emergency care, the MISD Agricultural Science teachers reserve the right to seek treatment for that project at owner's expense when owners are unable to be contacted.
 - If treatment is refused then said project will need to be removed immediately from ag barn facility until a valid health certificate by a veterinarian is provided to the species ag science teacher.

- **PENS-** Wet sand or shavings and feces are to be removed regularly. The sand and/or shavings are an expense of the student/parent.
- **AISLE-** the aisles are to remain clean and free of trash, alfalfa, hay, etc.... this is the responsibility of all students. Tack is to be kept in designated areas and put up neatly. Trash can blow around and get into pens and then our animals will begin to eat it causing them to get off their normal feed.
- **TRASH/DUMPING-** we have wheel barrels for all to use at the barn. When cleaning out your pens it is your responsibility to take the wheel barrel to the designated dump and not outside our barn doors or in the driveway. Doing so will attract flies and cause more disease and infections in the barn. If you do see this please report it immediately to the species Ag Science teacher so appropriate actions can be taken. The dumpster is located in the front of the barn. Please make sure all your personal and animals' trash is thrown away properly and not left on barrels or in aisles.
- **FOOD-** Projects are to be fed twice daily on a twelve-hour schedule, or as advised by species Ag Science teacher. BE CONSISTENT. It is recommended that feeding should be done before 10am and 10pm. Animals are creatures of habit.
- **WATER-** Fresh, clean water should be supplied daily to your project. Empty water buckets are unacceptable; they should be filled every day during feeding. Water buckets must be dumped and cleaned outside of the stalling area and not in any aisle.
- **EXERCISE-** exercise programs will be on a per species basis and will be given to the student/parent from the species Ag Science teacher. Please note these programs can change as needed for the project.
- **WEATHER-** Exhibitors should check the weather each day. Regardless of the weather conditions your animal(s) need to be fed and given fresh water. This includes rain, snow, ice, and just cold weather.
 - In the event of extreme weather conditions McKinney ISD reserves the right to shut off water lines to the Ag Barn Facilities. In the event this occurs students/parents are responsible for hauling water to the Ag Barn Facility to care for project.
 - Always seek species Ag Science teacher advice if there are questions regarding weather conditions and the daily care of your animal.
- **EQUIPMENT-** materials 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 brought into the barn, as advised by species Ag Science teacher. A list will be provided prior to purchase of the animal and is subject to change as the need arises.

- **SHAVINGS**- these are the students' responsibility and an expense you are expected to incur. Species Ag Science teacher will advise on type, and when they are needed. Shavings are used in stalls, pens, and at various shows. This will be communicated through the Species Ag Science teacher.

MEDICATION TO ANIMALS

- All projects and animals under the McKinney FFA are the responsibility of the sponsoring species Ag Science teacher. Therefore, ALL forms of medication or substances or any other treatment MUST be approved by the teacher.
- We will follow all major show rules regarding feed and drug residue restrictions. The species Ag Science teachers will not knowingly give your child's animals any illegal drug or substance. The rules regarding substances change regularly so do not depend upon what you could or could not do when you were showing previous to the current situation. If you have a question about anything that you may want to give your animal, please check with your species Ag Science teacher first. Successful programs will be tested, and if an exhibitor is found in violation, a stock show may ban them from ever participating again. Students and parents will be required to sign an affidavit stating you have not given anything not approved by the FDA or USDA for that particular animal.
 - **NO** medication including but not limited to off-label or extra-label vaccine, medication, spray, feed additive, over the counter medication and/or vaccinations or other substances will be given internally or externally to any livestock project without approval of the species Ag Science teacher. All established withdrawal times for any administered product must be strictly followed.
 - The Ag Science teacher will notify students and/or parents if medication must be administered to any animal
 - Ag Science teachers will seek veterinarian assistance if he or she has any questions arise pertaining to administering medication
 - **In the event an animal tests positive before, during or after a major event, the student and/or parent must inform the species Ag Science teacher immediately.**
- All animals shown under the McKinney FFA Chapter or housed at the MISD Ag Barn Facility must follow these guidelines regardless of owned, leased or consigned.

PEN ASSIGNMENTS

- Due to space restrictions and equipment costs, the number of animals a student may raise at the McKinney ISD Ag Barn facility is limited to the available space. The Species Ag Science teacher will assign a stall or pen where the project animal will be kept; they are not to move without permission from species Ag Science teacher. In the event that more requests for stalls or pens have been made than spaces available, the species Ag Science teacher will devise an appropriate plan of action to best fit the needs of said species.
- Pens are reserved for McKinney ISD actively enrolled students only.

- No locks are allowed on any animal pens in case of fire or other emergencies. Failure to comply will result in the lock being cut off and removed.

SENIOR STUDENTS:

- No senior student may start a project that will not finish before the end of the school year.
- Graduated seniors will not be allowed to utilize the McKinney ISD Ag Barn Facility. Animals will be removed from the project center within 2 weeks of the last show sponsored by the species Ag Science teacher.

REMOVAL OF PROJECTS

- The student is to remove all projects from the Ag Barn Facility within two (2) weeks after the last sponsored show of that species Ag Science teacher. 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 at a local auction barn. Any expenses incurred by the district will be deducted from the sale price of the project.
- Any student who is required to remove a project due to disciplinary actions will be required to leave within a 5-day period. In addition, departing students must clean their stall.
- Graduating seniors and/or students not intending to feed a livestock project for the following school year must remove all personal belongings (feed, storage containers, etc.) from the MISD Ag Barn Facility within two weeks from the last MISD sponsored livestock show of that species Ag Science teacher, that the student participates in. Failure to comply will result in the forfeiture of personal belongings to the MISD Ag Barn facility.
- After 2-week period if animal(s) are not removed from Ag Barn Facility, MISD reserves the right to remove the animal and take it to a local auction barn for it to be sold. Any expenses incurred by the district will be deducted from the sale price of the project.

PROJECT DEATH

- If a project dies at the project center, it is the student's/parent's responsibility to contact the species Ag Science teacher or if he/she cannot be reached another Ag Science teacher for McKinney ISD.
- The Ag science teacher will provide information to students/parents about removal process
- It is the student's/parent's responsibility to remove the project within twenty-four (24) hours after being notified.
- The removal of a deceased animal is at the expense of the student/parent.

JUNIOR MEMBERS

- Dues are to be paid to the FFA chapter of the receiving feeder high school Ag Science teacher the junior member is zoned to attend. If showing multiple species, the Ag Science teachers of those species will discuss and devise a plan of action.
- Ag Science teachers are responsible to communicate information to Junior FFA members

SCRAMBLE ANIMALS

- Any McKinney ISD FFA students that are to participate in any calf scramble at any show or event must have prior approval and permission from the species Ag Science teacher 2 weeks prior to the scramble event.
- Scramble forms and certificates must be signed and approved by the Ag Science teacher overseeing the species being shown.
- Student and parents are responsible for reading and meeting the rules and expectations of the scramble shows. It will also be the responsibility of the student/parent to transport the scramble student to the appropriate show, location, and time as required by show.
- All general rules and expectations apply to scramble animals. If a student does not meet MISD or the scramble show rules, MISD FFA will drop sponsorship of the scramble animal.

McKinney Independent School District Livestock Show Rules & Guidelines

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

Any Ag Science Teacher supervising a species has sole discretion to adjust, amend or add additional expectations as deemed important for the success of his or her program and upon approval from Director of College & Career Readiness and campus administration.

The stock show experience is fast-paced and requires a lot of hard work on the part of everyone involved. To have a successful, positive experience, everyone must work as a team.

MCKINNEY ISD SPONSORED LIVESTOCK SHOWS

- MISD sponsored shows for 2023-24 will be limited to no more than 5 major livestock shows. All of these are school sponsored and will be at the discretion of the species Ag Science teacher.
- The Ag Science teacher **must accompany students to all sponsored MISD livestock events and shows.**
- Potential MISD Sponsored shows for 2023-24 school year are as follows by species:

<ul style="list-style-type: none">○ Steers:<ul style="list-style-type: none">○ Collin County○ State Fair of Texas○ Fort Worth○ San Antonio○ Houston	<ul style="list-style-type: none">○ Swine<ul style="list-style-type: none">▪ Collin County▪ State Fair of Texas▪ Fort Worth▪ San Antonio▪ Houston
<ul style="list-style-type: none">○ Heifers<ul style="list-style-type: none">○ Collin County○ State Fair of Texas○ Fort Worth○ San Antonio○ Houston	<ul style="list-style-type: none">○ Lambs/ Goats<ul style="list-style-type: none">▪ Collin County▪ Fort Worth▪ San Antonio▪ Houston▪ State Fair of Texas▪ San Angelo
<ul style="list-style-type: none">○ Rabbits- Breeding<ul style="list-style-type: none">■ Collin County	<ul style="list-style-type: none">○ Poultry

<ul style="list-style-type: none"> ■ Fort Worth ■ Houston ■ State Fair of Texas 	<ul style="list-style-type: none"> ■ Collin County
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- Weekend/Jackpot/Summer shows will be determined at the discretion of the species Ag Science teacher and MISD approval.
- For the 2023-24 school year, students may participate in TJLA shows with prior approval from species Ag Science teacher if not sponsored by the species Ag Science teacher. In addition, students must adhere to expectations listed under “Jackpot Shows”.
- For 2023-24 school year, parents/students can attend additional “Jackpot shows” on their own with prior approval from species Ag Science teacher if not sponsored by the species Ag Science teacher, but will need to comply with the following if showing under McKinney ISD FFA chapter:
 - Gain permission from species Ag Science teacher at least 2 weeks in advance.
 - If proper notice is not given, species Ag Science teacher has the right to refuse.
 - Must have shown the animal at least once with the species Ag Science teacher present.
 - Supply your own means of transportation; truck, trailer, cage, etc.
 - The use of MISD equipment such as fans, blower, show boxes, drench guns, mats, etc. must have approval from the Ag Science teacher.
- All entry forms for Major Shows will be filled out at the Major Livestock Show Meeting.
 - All entries must be paid for in full the night of the Major Livestock Show Meeting, failure to do so will result in animals not being entered for shows.
 - Once the date is set, if the parent and/or student are unable to attend then all forms and monetary cost must be completed and turned in, in advance to species Ag Science Teacher.

STUDENT ELIGIBILITY FOR LIVESTOCK SHOWS

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

- Be actively enrolled at a McKinney ISD school
- High school students must be enrolled in an approved Agriculture, Food and Natural Resources class to participate in McKinney ISD FFA chapters.
- If a student is ineligible to show due to UIL ineligibility, the animal is also ineligible to show.
- UIL eligibility guidelines will be followed to determine eligibility, this includes but not limited to jackpot shows.
- Comply with National FFA and Texas FFA member guidelines
- Must be in compliance of McKinney ISD compulsory attendance (FEA Legal and FM Local)
- All FFA or Junior FFA membership dues are paid and the student is in good standing with the MISD FFA chapter.
- Students will be allowed to participate in only those shows approved by the supervising teacher.
- Attend all mandatory livestock meetings for the specific livestock project
- Have paid entry fees on time and meet show requirements
- Students will be responsible for all personal travel to and from all livestock shows.
- Substitute exhibitors for any animal species must be approved and coordinated by the species Ag Science teacher in conjunction with livestock show rules.

GENERAL EXPECTATIONS

- All students are expected to follow the McKinney ISD Student Code of Conduct and any extracurricular guidelines set forth by McKinney ISD.
- All students showing with the McKinney ISD FFA are expected to follow the rules and guidelines of the major stock shows. All shows provide a catalog/guidelines book via their website. Should you violate a rule, you will be subject to the consequences.
- All McKinney ISD policies regarding travel, transportation and student behavior will be enforced.
- Everyone is expected to work as a team to load animals, tear down pens, weigh animals, etc. McKinney ISD FFA works as a team to encourage and help one another, which means you are expected to watch other student's show, etc. We will travel as a group as much as possible and work together to make it a positive experience for all the students. If there are extenuating circumstances where you cannot work with other FFA members, please communicate with sponsoring Ag Science teacher.
- All animals must be validated and all validation rules must be followed. It is the responsibility of the student and/or parents to check the accuracy of the validation.
- All species will pen together at major shows meaning your animal will be penned with McKinney ISD animals and are not allowed to be moved to another area of the show to be penned with others. This is to assist monitoring of animals at all times by MISD teachers.

- Any animal not being hauled and penned with the McKinney ISD FFA team will be in violation of this and the student will not be coded as student activity absence.
- Animals should be clipped and groomed as much as possible before they leave for the shows. Each Species Ag Science teacher will give instructions for their procedures and sign-up times.
- All families are expected to make their own hotel arrangements.
- Payment for stock show registration is expected at the time of registration. Your registration will not be submitted until payment is made. McKinney ISD FFA will hold a Major Show meeting in October for all species, this is mandatory for you to attend and all payment and paperwork is to be completed at this time or the student will not be entered for the show(s).
- All students attending MISD sponsored shows must attend with a parent or legal guardian.
 - If a parent/guardian is not able to attend, 2-week prior notification must be given to the species ag science teacher. This notification must include designated guardian and required MISD forms. All designated guardians must have approved McKinney ISD volunteer application on file. This application is located at <http://www.mckinneyisd.net/parents/volunteer/>.
- If you are not present to assist with loading or unloading, or to show or sell your animal, then your animal will not be shown or sold. The species Ag Science teacher must approve any exceptions.
- Substitutions for showing animals must follow the guidelines of the major stock show. Any substitutions must have prior approval from species Ag Science teacher.

OTHER

- If an exhibitor is unable to be present for loading of tack and animals yet still wishes to show they will be responsible for transporting animal and tack on their own using personal vehicles unless prior arrangements are made with the species Ag Science teacher.
- Students are expected to perform duties for the livestock show. This includes but is not limited to set-up, cleanup, etc. as set forth by species Ag Science teacher.
- Parents/students may be asked to leave any MISD FFA sponsored event for any behavior misconduct including but not limited to aggressive or disrespectful behavior towards advisors, other parents, or students, or any behavior that brings discredit to our organization.
- Students who choose to attend livestock shows outside of the designated school shows must follow all McKinney ISD FFA, and show team guidelines as they still represent our organization.
- Any decisions or instructions made by the species Ag Science teacher at a school-sponsored show are final. Any concerns should be addressed through the chain of command prior to leaving for an event.

Parent Responsibility and Expectations

McKinney ISD and campus administration reserve the right for discretionary interpretation of contents in this guide. Any disciplinary action or violation of this document will be at the sole discretion of McKinney ISD, following the Chain of Command.

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

Parents are expected to:

- Review show team guidelines, show rules, and contents of the MISD FFA handbook with your child frequently.
- Ensure your child accurately completes and turns in all registration paperwork, payment and other required forms on time.
- Refrain from the use of tobacco, alcohol, and profanity at all FFA livestock events.
 - Use of alcoholic beverages is forbidden on school property, including the McKinney ISD Ag Barn Facility. In addition, please remember that stock shows and other FFA events are family experiences and also an extension of school grounds when attending under McKinney ISD FFA. **Adults are not allowed to consume or have in their possession alcoholic beverages in or around the primary/general areas of the livestock show team, including animal pens.**
- Support the decisions and instructions given by FFA advisors, show judges, and other officials at all FFA and livestock events.
- Provide positive support of your child and the entire FFA livestock team.
- Ensure that your student is on time to all required meetings and that they follow all show team contract guidelines.
- Transportation and accommodations of students at all stock shows.
 - All overnight travel requires parent/guardian supervision. If a parent/guardian is not able to attend, 2-week prior notification must be given to the species ag science teacher. This notification must include designated guardian and required MISD forms. All designated guardians must have approved McKinney ISD volunteer application on file. **This application is located at <http://www.mckinneyisd.net/parents/volunteer/>.**

- All animals must be validated and all validation rules must be followed. It is the responsibility of the parents to check the accuracy of the validation.
- Parents/students may be asked to leave any MISD FFA sponsored event for inappropriate misconduct, aggressive or disrespectful behavior towards advisors, other parents, students, or any behavior that brings discredit to our organization.
- Any decisions or instructions made by the species Ag Science teacher at a school-sponsored show are final. Any concerns should be addressed through the chain of command prior to leaving for an event or upon immediate return following an event.

Terms, Conditions and Consequences

REMINDER any terms and conditions are subject to change. All contents of this manual are at the sole discretion of campus administration and Director of College & Career Readiness. This document will be kept updated and located on the MISD district website. *It will be the responsibility of students and parents to utilize the district website to obtain and/or refer to the most current version of this document.*

The Agriculture Program reserves the right to remove any animal from the facilities if any one of the following conditions exists:

- Animal abuse or neglect in any form
- Diseased or infected animals
- Animals that are unsafe to handle
- Students and/or parents failing to observe rules
- Animals not being fed for show purposes
- Student is no longer involved in the program
- Student expelled or withdrawn from MISD
- Student Place in DAEP (Alternative Education Program)
- ***If the student fails to abide by any of the above-mentioned rules or guidelines set forth in this document and other McKinney ISD district policy, actions can be taken to remove the animal and/or ban any future Agriculture facility privileges. The student is subject to disciplinary action for failure to comply with these rules/guidelines.***

MISD Ag Science Teacher Guidelines and Expectations

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

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

FFA COMPETITIONS AND TRAVEL GUIDELINES

- Each MISD AST may be responsible for sponsoring a FFA project; this includes horticulture events, ag mechanics projects and/or livestock species.
- MISD does not have facilities to provide chicken projects; therefore, any student who wishes to raise a poultry SAE must keep them at their house. The housing facilities must be approved by the AST before approving the SAE. Additionally- monthly project visits from the AST may be necessary for the duration of the show season.
- The AST is responsible to ensure FFA students follow District policy FM (LOCAL) regarding student extracurricular activities. Students are allowed a maximum of 17 absences per school year associated with extracurricular activities.
- The home campus AST will ensure all students participating in any FFA event are eligible to participate under the University Interscholastic League (UIL) Side by Side Eligibility Rules and district policy FM(LEGAL).
- The sponsoring AST must confirm all eligibility on all students prior to participating in any FFA competition and ensure all participating students are actively enrolled in a McKinney ISD school
- AST's need to adhere to the maximum instructional days MISD will support for attending livestock and/or judging competitions. It will be the responsibility of the AST to inform parents of which shows the AST will sponsor to coordinate the purchasing of animals accordingly.

- The maximum district allowed paid instructional days missed by MISD Ag Science Teachers for school business is as follows:

Teacher sponsor	Animal Project	*Maximum instructional days allowed per school year
Taylor Sanders	Steers and Heifer	20
Jake Parr	Swine	20
Teah Barrientes	Lambs, Goats, and Poultry	20
Leslie Packard	Floral & Rabbits	20

**** This includes livestock shows, judging competitions, and any project delivery, purchase or pick up***

- It is the responsibility of the AST to plan their calendar accordingly with parents and students to adhere to maximum instructional days allowed to be absent.
- In the event an AST cannot pick up or deliver a project outside of the instructional day, the AST must obtain approval from campus administration and Director of College & Career Readiness prior to making travel arrangements. Trips will not be approved unless funding is available.
- The AST must get campus administration approval and Director of College & Career Readiness approval prior to making all travel arrangements.
- All travel and/or sub requests must be submitted and received by Central Office (Director of College & Career Readiness office) at least 1 week prior to departure date.
- Any days over the maximum District allowed must be approved by the campus principal and will be at the expense of the campus
- Any out-of-state travel by MISD AST shall be approved by the principal and Director of College & Career Readiness prior to making any travel arrangements. Out-of-state travel should be limited to one trip not to exceed 5 instructional days in a row per school year except for extenuating circumstances approved by the campus principal and Director of College & Career Readiness.
- All travel arrangements are the responsibility of the AST and must comply with the guidelines listed in the MISD Career and Technical Education Employee Handbook and guidelines by the MISD Accounting/Purchasing Procedures.
- AST's must enforce that only MISD enrolled students and MISD staff members can accompany them in any MISD Ag vehicle.
- Both the campus AST and the species Ag Science teacher must have on file in hard copy and electronic form, the following signed documents:
 - Receipt of this handbook
 - MISD Student Code of Conduct
 - MISD Student Co-Curricular/Extracurricular Contract

- Field trip release form
- Medical release form
- MISD monies expended for travel or property shall be for authorized use for MISD Personnel only and shall not be allowed for personal use or personal gain.
- Campus administration and Director of College & Career Readiness has the final approval for all FFA or AG Science travel

SELECTION OF PROJECTS AND LIVESTOCK SHOW RESPONSIBILITIES

- AST will take into consideration of maximum number of instructional days allowed to miss during the academic calendar when planning with students and parents regarding show season and selection of projects
- AST will also consider the number of maximum district sponsored shows (7) when deciding on project assignments for students
- All decisions regarding selection of projects are at the discretion of the AST supervising the animal species.
- AST's are responsible to manage and assign stalls or locations of all animal projects based on space and/or equipment available at Ag barn and to limit student projects to ensure compliance of attendance guidelines
- The AST in charge of the species in question has final say as to whether an animal will be entered at livestock shows under the McKinney FFA Chapter
- The AST will be fully responsible for the species he or she is supervising. Under no circumstance shall a parent or a student seek advice from another AST, breeders or other individual.
- The AST is fully responsible for monitoring all medication for projects at the MISD Ag facility. REFER to the MEDICATION section of this document handbook
- If an AST does not agree with how another AST is handling the management of his or her species, then any disagreement must be brought to the attention of their campus administration for resolution.
- The AST will provide the following for parents and students:
 - Lead the selection & purchasing process for student animal projects. The AST who sponsors that animal species MUST approve all projects before purchase and before student is eligible to move animal to the MISD Ag barn facility
 - Provide advice on feeding, grooming, equipment, and other necessary purchases
 - Provide a list of equipment and materials to purchase for the species prior to the purchase of the project
 - Provide instruction and recommendations to help students properly groom animals for show, train their animals prior to show, learn animal anatomy and facts necessary for showmanship, and exhibit their animals successfully in the show ring
 - Provide students with entry forms for all school sponsored livestock shows

- AST will provide guidance and help coordinate procedures to tag animals for state shows in accordance with State Validation Procedures (since there are different guidelines depending on species)
- Provide transportation for livestock to and from school-sponsored livestock shows decided by species AST based on MISD approval.
- Ensure that MISD FFA Ag students are stalled with MISD only.
- Ensure that all students who are competing have followed the rules and guidelines set forth in the MISD FFA Handbook
 - MISD AST's reserve the right to dismiss any student from the show team on a per show basis based on eligibility, behavior, or improper care of animal.
 - MISD AST's reserve the right to dismiss any student from the show for inappropriate behavior of parents.
 - MISD AST will contact the campus principal and Director of College & Career Readiness upon any removal of a student or project from the show team or competition.
- The AST reserves the right to deny his or her signature to any livestock show entry or transportation to livestock shows for violations of the MISD FFA Handbook or MISD Student Code of Conduct.
- If at any time a show project tests positive for a banned substance, the AST must report this immediately to the campus principal and the Director of College & Career Readiness
- AST's must collaborate and agree in writing to grant permission concerning student participation in Calf Scramble competitions. Under no circumstance shall an AST grant permission for a student to participate in any scramble events without prior 2-week written notification to qualifying species AST sponsor. Students must have approval from the species sponsor prior to competing in any Calf Scramble.
- AST will enforce rules and regulations set forth by the show committee and inform campus administration and Director of College & Career Readiness if any violations happen

CONSIGNMENT ANIMALS AND/OR MONETARY RESPONSIBILITIES

- The purchase or leasing of animals for student projects is the responsibility of the parents and students. MISD personnel are not responsible for monetary transactions.
- The AST will recommend and provide parents and students breeder contact information and oversee selection
- MISD AST shall issue a receipt to a parent and/or student upon receiving any monies not associated with consigned or leased animals. This includes but is not limited to ear tags, medication, supplies, etc.
- No monies shall be funneled through MISD AST's personal financial accounts.
- MISD AST shall not accept checks written to their personal accounts by parents for purchase of any item related to their official job capacities / duties.
- For any purchase of an animal project with assistance by MISD AST, a receipt shall be delivered directly to the parent and student.

- The parents and student(s) shall be given a receipt for any monies paid to any MISD-Affiliated programs or MISD personnel for purchase and/or care of an animal as part of the FFA Program such as medication needs, vet bills.
- Any monies owed by the parents and student(s) will be detailed in a written invoice provided by the AST.
- If the parents and student(s) agree to have the FFA Sponsor research and purchase an animal for them, the parents shall sign a written Agreement for the FFA Sponsor to purchase the animal. The parents and the students shall receive a copy of any of the papers provided by the breeder for the purchase of the animal and shall receive a refund for any monies remaining or an invoice for any monies owed for the purchase of the animal.
- If an animal is sold at a show, a statement of sale (as applicable to each show) shall be provided to the parents and student(s) when they receive the payment for the animal. The AST is responsible for making sure all applicable information is shared with the parents.
- Parents and the student(s) shall be notified in advance of any procedures required or suggested at animal shows, sales, and contests.
- Any AST engaged in business that may be perceived as a conflict of interest, shall complete the proper conflict of interest form and have it signed by their campus administrator and filed according to MISD policies. This includes sponsors who assist students in any way with the purchase of animals. No animals shall be purchased from relatives of MISD FFA sponsors.
- If any monies from an animal sale/purchase are owed to the student or to MISD Personnel, said monies shall be deposited into an authorized account and the monies owed to student / MISD Personnel shall be paid from that account, with a receipt and invoice to document the transaction.
- MISD financial assets or property including, but not limited to: trucks, trailers, equipment, gasoline, or tools shall not be used for personal use or personal gain.

McKINNEY ISD AG SCIENCE PROJECT CENTER (AG BARN FACILITY)

- All AST's are responsible for enforcing rules and guidelines set forth in the MISD FFA Handbook surrounding the use of the Ag Barn Facility. The guidelines pertain to students, parents, and teachers who are associated with the MISD FFA program.
- AST's are responsible for reporting maintenance issues and maintaining appearance of the Ag Barn Facility and equipment.
- Any maintenance or repairs needed, must be reported to the Director of College & Career Readiness immediately
- All AST's are responsible to maintain upkeep and cleanliness of the Ag Barn Facility at all times. If the Director of College & Career Readiness or other MISD Personnel deem the facility is not kept clean, the ASTs will be contacted immediately.
- AST's will enforce the use of MISD large equipment usage; parents and students are not allowed to utilize any MISD large equipment under any circumstance. This includes trucks, trailers, or other equipment deemed MISD property by Director of College & Career Readiness.

- Due to safety concerns, the Ag Barn Facility will be open between the hours of 5 a.m. and 11:00 p.m. All AST's will enforce district Ag Barn Facility hours of operation with students and parents. Anyone present during closed hours will be considered trespassing.
- All AST's have the authority to remove any parent or student who is in violation of the Student Code of Conduct or the MISD FFA Handbook at any time while at the Ag Barn Facility. The AST will report the incident immediately to his or her campus administration and Director of College & Career Readiness regardless of which school student and/or parent attend.
- Any student and/or parent removed from the Ag Barn due to any violations will be permanent pending campus administration investigation of the reported incident.
- ASTs must monitor proper care of all animals at all times. This includes, but not limited to, daily maintenance of pen/facility, feeding, watering, hair care, medicating or other practices set forth by the AST.
- It will be the responsibility of the AST to remove or discipline and report to campus principal and Director of College & Career Readiness any student or parent who is neglecting an animal or not properly caring for the project. Projects without feed or with unsatisfactory pen/area conditions for prolonged periods of time will result in removal of the project from the student.
- AST will enforce and follow all guidelines and rules listed in the MISD FFA Handbook.

MISD CTE AG SCIENCE VEHICLE USAGE

- ASTs must enforce that only MISD enrolled students and MISD staff members can accompany them in any MISD Ag vehicle.
- All ASTs must maintain a clean and safe driving record. Any violations to driving records must be reported immediately to the campus principal and Director of College & Career Readiness.
- All ASTs must be listed as an approved driver from the MISD Business Office.
- All vehicle usage requests must be submitted by email to the Director of College & Career Readiness and entered on the district Google Calendar 48 hours prior to departure or pick up of the vehicle. This includes but not limited to Ag trucks, Expedition, and livestock trailers.
- At any time during the school year if an AST receives a driving infraction while in an MISD vehicle, he or she must report the incident immediately to the campus principal and the Director of College & Career Readiness.
- ASTs are fully responsible to maintain cleanliness of vehicles. It is the responsibility of the AST to ensure all vehicles are clean and full of gas when returning to MISD Ag Barn Facility.
- All CTE Ag Science trucks and Expedition will be stored at the MISD Ag Barn Facility location when not in operation.
- All CTE Ag science non-motorized vehicles such as livestock trailers will remain locked within the MISD Ag barn facility when not in operation.
- Each vehicle is equipped with a GPS system. Under no circumstance will an AST disconnect or manipulate the system or allow a student or parent to tamper with the system.

- Vehicle usage is limited to the maximum show allowances, emergency usage to transport animal to a veterinarian, and a maximum of allowed and approved trips for purchasing projects.
- AST will not be permitted to utilize any MISD owned truck or stock trailer for personal usage.
- AST's are not permitted to pull any MISD stock trailer with a personal vehicle.
- AST will communicate and enforce students and parents are strictly prohibited from the use of MISD CTE vehicles; including but not limited to trucks, stock trailers, or Ag Expedition.
- Each AST will be responsible to ensure each mode of transportation remains in satisfactory and safe working condition. This includes but is not limited to:

Trucks:

- Regular oil changes
- Reporting tire usage and ensuring safety of tires at all times
- Windshields not cracked and repaired
- Breaks are maintained and replaced
- Trailer brakes when attached to the truck are in working condition
- Diesel exhaust fluids
- Lights front and rear are in working condition
- General wear and tear

Trailers:

- Trailer brakes – breakaway cable or brake system is fully operational
 - Tires – examine tires for dry rot, wear, or damage and ensure proper air pressure including the spares have correct air pressure
 - Ensure lug nuts are properly tightened
 - Inspect trailer floor looking to make sure it is sturdy and clean
 - General wear and tear
- The AST will report any non-working or issues with vehicle maintenance (including stock trailers) to Director of College & Career Readiness immediately to be repaired
 - The AST will not transport any student and/or animals in an MISD vehicle if maintenance or repairs have not been completed or if the AST deems the vehicle to be unsafe
 - The AST will follow all posted speed limits during operation of any MISD College & Career Readiness vehicle at all times.
 - Texting on cell phone while driving with students or in control of a District vehicle is strictly prohibited. Violations will be dealt with in the strictest manner by the campus principal and/or Director of College & Career Readiness.

McKINNEY INDEPENDENT SCHOOL DISTRICT

2023-2024 TEA / UIL Academic Eligibility Calendar

This document is intended to bring clarity to the eligibility calendar for U.I.L. participants. Specifically, be aware of the following issues:

- Grace periods for academic eligibility are seven (7) calendar days after the evaluation, with the exception of holidays.
- **Academic Eligibility is determined from nine-week grades, not semester grades**
- After the 1st six weeks academic eligibility check, students may only lose academic eligibility at the nine weeks grading report.
- Students can regain academic eligibility at the three weeks progress reports, and at the nine weeks grading report.
- All students are academically eligible during the Thanksgiving, Christmas, and Spring Break holidays.
- Following Thanksgiving, Christmas, and Spring Break holidays, ineligible students return to being ineligible until the next grade check and grace period.
- All students are academically eligible through the summer.
- Total credits from the previous year determine the first six weeks eligibility for 10th-12th students. The 2nd year of high school, they need 5 credits. 3rd year = 10 credits. 4th year = 15 credits. For 7th-9th students, promotion to the next grade means they are eligible the first six weeks.

Friday	9-15	Evaluate all students	(6 weeks grade check)
Friday	9-22	Students gain or lose eligibility	(End of School Day)
Thursday	10-5	Evaluate all students	(End of 1 st quarter)
Thursday	10-12	Students gain or lose eligibility	(End of School Day.)
Friday	10-27	Re-evaluate failing students	(1 st – 3 week progress report)
Friday	11-3	Students may regain eligibility	(End of School Day)
Friday	11-17	Re-evaluate failing students	(2 nd – 3 week progress report)
THANKSGIVING BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE			
Monday	12-4	Students may regain eligibility	(End of School Day)
Thursday	12-21	Evaluate all students	(End of 2 nd quarter)
CHRISTMAS BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE			
Tuesday	1-16	Students gain or lose eligibility	(End of School Day)
Monday	1-29	Re-evaluate failing students	(1 st - 3 week progress report)
Monday	2-5	Students may regain eligibility	(End of School Day.)
Tuesday	2-20	Re-evaluate failing students	(2 nd – 3 week progress report)
Tuesday	2-27	Students may regain eligibility	(End of School Day.)
SPRING BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE			
Friday	3-8	Evaluate all students	(End of 3 rd quarter)
Tuesday	3-26	Students may gain or lose eligibility	(End of School Day.)
Monday	4-8	Re-evaluate failing students	(1 st - 3 week progress report)
Monday	4-15	Students may regain eligibility	(End of School Day)
Tuesday	4-30	Re-evaluate failing students	(2 nd - 3 week progress report)
Tuesday	5-7	Students may regain eligibility	(End of School Day)
Thursday	5-23	End of 4 th quarter	

Amendments

The Director of College & Career Readiness and campus administration reserve the right to change or amend the contents of this document. All contents within this document are at the discretionary interpretation of McKinney ISD campus administration and Director of College & Career Readiness. This document will be kept updated and located on the MISD district website. *It will be the responsibility of teachers, students and parents to utilize the district website to obtain and/or refer to the most current version of this document.*

RECEIPT OF MCKINNEY FFA STUDENT HANDBOOK

ACKNOWLEDGMENT OF 2023 - 2024 MCKINNEY ISD FFA STUDENT HANDBOOK

Student Name

ID#

Student Signature

Campus

Parent Signature

Date

- ☐ My student and I accept responsibility for accessing, reading and following the guidelines in the **McKinney ISD FFA Student Handbook** on the McKinney ISD website. My student and I are fully aware the McKinney ISD FFA Student Handbook located on the McKinney ISD website is the most current and applicable document.

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

Student signature

Date

Parent/Guardian

Date

MISD STUDENT CO-CURRICULAR / EXTRACURRICULAR CONTRACT

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

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

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

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

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

Student Signature

Date

Parent Signature

Date

Parent Signature

Date