WAXAHACHIE ISD
CAREER AND TECHNICAL EDUCATION

Ron Appleton Agriscience Facility

Guidelines and Rules

2022-2023

Waxahachie ISD Ron Appleton Agriscience Facility Rules
2022-2023

PURPOSE:
The Purpose of the Waxahachie ISD (WISD) Agriscience Facility is to provide an extension to the classroom for WISD students to utilize in their Supervised Agricultural Experience (SAE) projects. The **Supervised Agricultural Experience** (SAE) program involves practical agricultural activities performed by students outside of scheduled classroom and laboratory time. SAEs provide a method in agricultural education for students to receive real-world career experiences in an area of agriculture that they are most interested in. Supervised Agricultural Experiences are an important component of agricultural education and are required element of all Agriculture, Food and Natural Resources (AFNR) courses as explained by the Texas Administrative Code, Chapter 130, Subchapter A. The Supervised Agriculture Experience is defined as a **student-led, instructor-supervised, work-based learning experience** that results in **measurable outcomes** within a predefined, agreed upon set of Agriculture, Food and Natural Resources Technical Standards and Career Ready Practices aligned to your Career Plan of study.

MISSION STATEMENT:
The Waxahachie ISD Ron Appleton Agriscience Facility is designated to provide a safe place for students to become involved with the SAE (supervised agricultural experience) project program that otherwise would not be able to because of the lack of personal facilities. The sole purpose of this project is to provide a positive educational experience to students and provide them with the opportunity for growth in responsibility and maturity. This particular program is an excellent opportunity for the entire family to get involved, be productive and have fun.

As the advisors of students' SAE projects and advisors of the Waxahachie FFA. The agricultural science teachers are here to ensure an educational opportunity for students, along with promoting and maintaining the image, character and integrity of the Waxahachie FFA chapters.

In order for all parties to best utilize the agriscience facilities, several rules and expectations must be followed. The agriscience teachers and school administrators will monitor the facilities to ensure the rules and expectations are being followed.

DISCLAIMER:
Unfortunately, not all situations that arise can be anticipated or accounted for in this document. Should events occur that are not covered in the governing rules and regulations, they will be reviewed on a case by case basis by the ag science teachers and campus administration, and will be dealt with according to what is fair and just. Furthermore, Waxahachie ISD reserves the right to alter the rules according to the situation, at any time.

WISD CTE Notice of Non-Discrimination

Waxahachie Independent School District offers career and technical education programs in Agriculture, Food and Natural Resources; Architecture and Construction; Arts, AV, and Communication; Business Management and Administration; Career Development; Education and Training; Government and Public Administration; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety, Corrections and Security; Manufacturing; Science, Technology, Engineering, and Mathematics; and Transportation, Distribution, and Logistics. Admission to these programs is based on interest and aptitude, age appropriateness, and class space availability.

It is the policy of Waxahachie Independent School District 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.

It is the policy of Waxahachie Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Acts of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Waxahachie Independent School District 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, Lee Auvenshine, at 411 North Gibson Street, Waxahachie, TX 75165 (Telephone 972-923-4631), and/ or the Section 504 Coordinator, Ginger Robinson, at 411 North Gibson Street, Waxahachie, TX 75165 (Telephone 972-923-4727).

El Distrito Escolar Independiente de Waxahachie Notificación Pública de No Discriminación en los Programas Educativos de Planeación Profesional Tecnológica

El Distrito Escolar Independiente de Waxahachie ofrece programas de Planeación Profesional y Educación Tecnológica en las áreas de: Agricultura, Alimentos y Recursos Naturales, Arquitectura y Construcción; Desarrollo de Carreras; Educación y Entrenamiento; Administración Pública y Gubernamental; Ciencias de la Salud; Hospitalidad y Turismo; Servicios Humanos, Tecnologia de la Información; Leyes, Seguridad Pública; Corrección y Seguridad; Fabricación; Tecnologia; Ingeniería y Matemáticas; Transporte; Distribución y Logística. La admisión a estos programas se basa en interés, aptitud, edad apropiada y espacio disponible en la clase.

Es política del Distrito Escolar Independiente de Waxahachie el no discriminar por razones de raza, color, nacionalidad, género o discapacidad en sus programas, servicios, o actividades vocacionales según los requisitos del Título VI de la Ley de Derechos Civiles de 1964, según la enmienda prevista; Título IX de las Enmiendas de la Educación de 1972; y la Sección 504 de la Ley de la Rehabilitación de 1973, según la enmienda prevista.

Es política del Distrito Escolar Independiente de Waxahachie de no discriminar por razones raza, color, nacionalidad, género, discapacidad, o edad en sus prácticas de empleo según los requisitos del Título VI de la Ley de Derechos Civiles de 1964, según la enmienda prevista; Título IX de las Enmiendas de la Educación de 1972; y la Sección 504 de la Ley de la Rehabilitación de 1973, segun la enmienda prevista. El Distrito Escolar Independiente de Waxahachie tomará medidas para asegurarse de que el no hablar el idioma inglés, no sea una barrera para la admisión y participacion en todos los programas educativos y vocacionales. Para información sobre sus derechos o procedimientos de quejas, póngase en contacto con la coordinadora del Titulo IX, Lee Auvenshine, en la dirección 411 North Gibson Street, Waxahachie, TX 75165 (teléfono 972-923-4631), y/o con la coordinadora de la Sección 504, Ginger Robinson, en la dirección 411 North Gibson Street, Waxahachie, TX 75165 (teléfono 972-923-4727).

WAXAHACHIE ISD
CAREER AND TECHNICAL EDUCATION

WISD Ron Appleton Agriscience Facility / Waxahachie FFA SAE Guidelines

1. Introduction

The raising of livestock as a supervised agricultural experience (SAE) is the most popular SAE that is conducted at the Agriscience Facility. The project is a cooperative effort of the student, parent and AST. It is designed as a training instrument to allow students the opportunity to apply information acquired in the classroom. However, there are several areas that need clarification before the student undertakes a livestock project.

a. The raising of livestock at the Ron Appleton Agriscience Facility is a privilege, **not** a right. Feeding & health regulations and guidelines must be strictly followed and adhered to.

b. Before purchasing an animal for exhibition, consult the AST for breed conformation and characteristics.

c. Only a small percentage of those animals exhibited in the show ring will realize a profit. **Do not be misled; this is not an easy money-making proposition.** The ultimate purpose of the livestock project is to have the student learn and understand those approved practices that will allow an animal to reach its full genetic potential. Learning the true meaning of responsibility is another outcome of the project program.

2. Student Eligibility and Facility Use

All students have the obligation to ensure that they make school their first priority and raising an animal project is never intended to be a distraction. The Waxahachie FFA strictly adheres to district, state, and UIL guidelines regarding student eligibility. If a student is deemed ineligible due to grades, attendance, or behavior, those policies and actions will be strictly enforced regarding the student ability to participate in any FFA and/or agriculture science extracurricular activity.

3. Eligible Livestock Projects

Only the following livestock projects are allowed to be raised at the Ron Appleton Agriscience Facility: Market Steers, Market Sheep, Market Goats, and Market Swine (Barrows and Gilts). Livestock projects may not be moved to the Agriscience Facility without the notification and approval of the AST, including paying all facility usage fees and having a submitted SAE Agreement Form on file. Space is limited in every livestock project area, and it is the task of the AST to ensure that the largest population of students can have the privilege of raising a livestock project. Therefore, a priority system has been established and will be the guideline used to determine student participation in raising a livestock project (refer to the Agriscience Facility Priority System section).

4. Requirements to Participate in Livestock Shows

To be eligible to participate in any livestock show, as an FFA member, students must abide by the following requirements:

a. Be enrolled in an agriculture science class.

b. Be a member in good standing of the high school campus FFA Chapter.

c. Attend campus mandatory meetings and clean-up days as identified by the AST.

d. Be passing **ALL** subjects at the time that eligibility is determined. If a student is ineligible to show due to grades, the animal is ineligible to show as well. Students will follow all UIL guidelines in regard to eligibility.

e. Have paid entry fees on time and meet show requirements, including health declaration forms.

f. Livestock in poor condition due to disease, injury or neglect will not be allowed to participate in livestock shows. The final decision will rest with the AST.

g. Before leaving the Agriscience Facility, livestock must meet the weight requirements for the designated show. Livestock that do not meet the weight requirements may not be transported to the livestock show.

h. Students will be responsible for all personal travel to and from all livestock shows. This may include the transporting of their livestock project for non-campus sanctioned shows (ex. Jackpots, additional major shows, etc.).

i. Exhibit the proper conduct while in attendance at livestock shows.

j. The student will be responsible for all feeding, care and grooming of his/her livestock project while it is at the livestock show.

k. It is the sole responsibility of the student to be familiar with all rules pertaining to his/her livestock project (i.e.: weight limits, entry requirements, age, etc.).

l. **Animal Cost:** The student is responsible for the initial cost of the animal as well as any expenses incurred while feeding and caring for the animal during the feeding period. This includes, but not limited to, feed costs, facility usage fees, entry fees, validation fees, transportation fees, and medical expenses.

5. **Facility Usage / Medication Fees**

Each livestock project that will be raised at the Agriscience Facility must pay a facility usage/medication fee prior to the animal being housed on the complex. The facility usage fees are evaluated on a yearly basis. The facility usage fee for each livestock species is listed below. These fees are used to maintain the barn area of the facilities as well as provide basic animal health care that can be administered by the ag science teachers.

6. **Rates are non-negotiable and are due prior to any animal's arrival at the facilities**.

a. Steers: $100 per head per feeding period

b. Swine: $60 per head per feeding period

c. Sheep/Goats: $30 per head per feeding period

d. "Feeding Period" is defined as the period of time an animal is on feed for a show designated for that animal. After the completion of the market animal's last livestock show (county/major entries paid on time), it must be removed within 14 days. Please schedule processing reservations well in advance to avoid delays, any exceptions must be approved by the AST before the end of the two-week period.

7. **Agriculture Science Teachers' Use of Animals**

Student projects may be used by AST for livestock judging practice or to teach skills such as weighing, leading, or vaccination. Because the Agriscience Facility is an extension of the classroom, the AST, district and any students (under the supervision of the AST) will not be held liable for any injuries or death to an animal.

8. **Care of Livestock Projects**

Students will assume the full responsibility for the proper care of his/her livestock project. The student must provide good treatment, fresh and clean water and feed, and a clean pen for their livestock project on a **daily** basis. The **NEGLECT** or **ABUSE** of animals will **NOT** be tolerated from students, family or visitors/volunteers and it will result in the student's immediate dismissal from the facility.

9. **Livestock Project Management**

a. **Management Information:** Before a livestock project has been selected and put on feed, the AST will make available detailed information on feeding, caring, grooming, and exercising of specific types of livestock. The student must attend mandatory livestock feeder's meetings for information and education on their specific livestock project.

b. **Pen Assignments:** Students will be assigned pens (by the AST) upon paying all required fees, submitting paperwork, and bringing a project into the facility. **Students and parents/guardians may not move, expand pens, or alter/modify pens, including locks, for any reason unless approved by the AST.**

Exact pen assignments are not guaranteed from year to year. No one may go into another student's pen without permission of the owner.

c. **Daily Care:** It is the responsibility of the student to provide the following for their livestock project and the facilities every day (including weekends, holidays, etc.):

   i. Fresh feed for the livestock project (minimum **of twice daily** for most livestock projects)

   ii. Fresh water for the livestock project (clean water buckets or watering areas)

   iii. Removal of manure, soiled areas, and debris from the pen to the manure collection area once a day

   iv. Grooming of the livestock project

   v. Exercise of the livestock project

   vi. Monitor the well-being of the livestock project

   vii. Clean feed areas, alley ways, exercise areas (arena), wash racks, common spaces and grooming areas after each use

   viii. Return all equipment to its proper storage place

   *If you are unable to feed or water your animal on a set schedule, it is your responsibility to arrange care for your animal from a fellow FFA member and supply the feed and instructions to them for your animal. If an arrangement of care needs to be set for an extended period of time, the AST needs to be notified in advance.

d. **Feed Storage Areas:** Students will be provided with a space to utilize as a feed storage area. It is expected that the student keeps their feed area clean, organized (free from clutter), and secure. WISD and Waxahachie FFA is not responsible for theft or damage of student property. All feed areas are subject to inspection at any time and combination codes or keys must be provided if requested by the AST.

e. **Medications / Additives:** In accordance with the Federal Drug Administration's rule on Veterinary Feed Directives, the following guidelines will be followed:

   i. It is prohibited to administer any type of off-label or extra-label vaccine, or medication without a veterinarian written prescription on the medication (specific to each student and animal) and notification of the AST.

   ii. You must seek prior approval from AST before administering any spray, feed additive or other substance internally or externally to any livestock project. This ensures that the student and AST are clearly communicating about the animal's health and well-being.

   iii. All established withdrawal times and elimination times for any administered product must be strictly followed.

   iv. Students will work with their campus AST to complete required health declaration logs.

   v. Unless instructed otherwise, students and parents/guardians will not feed or administer medicine to any animal but their own. The AST will monitor projects and coordinate health and care with the animals' owner. Failure to follow the FDA rules will result in immediate removal from the facility and potential forfeiting their use of the facility the following school year.

f. **Use of Livestock Equipment:** Arrangements must be made prior to the use of any livestock equipment belonging to WISD and Waxahachie FFA. Any equipment lost, stolen, damaged, or destroyed while in the possession of a student or parent will be replaced at their expense.

g. **Records:** The student will keep a system of records on all livestock projects that they raise. Students will receive instruction on an approved computerized record keeping system acknowledged by the FFA. All students with a project must have an approved Supervised Agricultural Experiences (SAE) and submit the attached SAE form before bringing an animal into the Agriscience Facility.

h. **Disposal of Livestock:** All livestock must be removed from the Agriscience Facility within two weeks from the provided deadline, end of the feeding period, or April 15th, whichever comes first. If the animal is not removed by the earliest deadline, a $100 handling fee will be assessed and added to the campus obligation list to deliver the animal to a buyer/auction house on behalf of the student. Absolutely no processing of any livestock will take place at the Agriscience Facility.

i. **Pen Cleanout:** All assigned pens must be cleaned out and made ready for the next animal assigned within two weeks from the end of the feeding period or April 15th, whichever comes first. In addition to individual pen clean up, students must attend mandatory end of the year barn clean-up dates. If both requirements are not met, a student will be considered as a member not in good standing. Any monies, prizes, and or awards owed to the student, as well as personal belongings may be held until the student has satisfied these requirements. In addition, the student may be denied future use of the facilities.

j. **Removal of all Belongings:** Within two weeks from the provided deadline, end of the feeding period, or April 15th, whichever comes first, all students must remove all personal belongings (feed, storage containers, tack, etc.) from the Agriscience Facility. Failure to comply will result in the forfeiture of personal belongings to the Waxahachie FFA, and the student may be charged for the removal of the items as well as denied future use of the facilities.

k. **Livestock Surgical Procedures:** At times it may be necessary to perform surgical procedures on livestock. A veterinarian will be used to perform the procedures at the owner's expense. However, regardless of who does the procedure, the student and parent must realize there is always the possibility for complications. The owner must accept all risk of illness or death of the livestock project. Because the Agriscience Facility is an extension of the classroom, the AST, district and any students (under the supervision of the AST) will not be held liable for any injuries or death to an animal. All surgical procedures must be communicated with the AST.

l. **Removal of Livestock:** The AST reserves the right to remove any animal from the complex, at the owner's expense, if any one of the following conditions exists:

    i. Animal abuse or neglect in any form.
    ii. Diseased or infected animals.
    iii. Animals that are unsafe to handle.
    iv. Students or Parents/Guardians failing to observe rules.
    v. Animals not being fed for show purposes.
    vi. Students are no longer involved in the program.

m. **Due Process for the Eviction of Livestock and Facility Privileges:** The following Corrective Action Plan (CAP) will be used if any conditions listed above warrant so:

    i. Teacher / Student Conference
    ii. Teacher / Student / Parent Conference
    iii. Recommendation for action by the administration.
    iv. Eviction of livestock from the facility at the student's expense. Documentation letters will be generated as needed to record and make note of this due process. If evicted from Ron Appleton

Agriscience Facility, the student will not be allowed to stall an animal at the Agriscience Facility in the future.

n. **Removal of Deceased Livestock:** Any cattle, swine, sheep, or goat projects that die while on the facility during the feeding period, will be removed within 2 hours of notification of the animal's death. If a professional rendering company is necessary, the cost of this removal will be the responsibility of the student.

10. **Summer Facility Use**

Students that take possession of their animal projects over the summer may keep their animal at the Farm Facility as long as it is part of the feeding period and they have been approved through the Agriscience Facility Priority System. Before an animal can be moved to the Agriscience Facility the AST must receive all fees and required paperwork from the student.

11. **Additional Duties**

The safety, sanitation, and appearance of the Agriscience Facility is a priority. Students may be assigned additional duties on specific days or as needed. These activities will be coordinated through the AST.

12. **Security Access Card**

Access to the Agriscience Facility is only available between the hours of **5:00 am and 11:00 pm daily** with a security access card. Each student and one parent will be assigned a card and will be responsible for it during the duration of the feeding program. If a student loses their card or if the confidentiality of the access number is compromised, the student will notify their AST immediately. Any loss or damage to the card could result in disciplinary actions according to the Waxahachie ISD Student Code of Conduct and Ron Appleton Agriscience Facility Rules & Guidelines, as well as a $35.00 replacement fee per card. All unpaid fees will be added to the campus obligation list.

13. **Security**

The Ron Appleton Agriscience Facility is supervised by the AST, high school administration, Waxahachie ISD Security, and the Waxahachie Police Department by physical monitoring and through the use of video surveillance. It is the responsibility of all participants to conduct themselves in a proper manner and to report any security concerns to any of the above parties immediately. Access to the Agriscience Facility is only available between the hours of **5:00 am and 11:00 pm daily** with a security access card.

14. **Agriscience Facility Priority System**

The Agriscience Facility is an extension of the classroom, therefore, priority is given to Waxahachie FFA members and those who show as FFA members.

a. PRIORITY ONE – Waxahachie FFA Member in good standing

b. If any pen space remains, the following priority will be given:

   i. PRIORITY TWO – Younger siblings of a current Waxahachie FFA member that joins a Waxahachie Junior FFA program

   ii. PRIORITY THREE – Opportunity for Priority One and Priority Two members to secure additional pens beyond Student Project Limits

   iii. PRIORITY FOUR – Waxahachie Junior FFA Member in good standing

***** The AST has the right to reserve pens for program use, transfer students, etc.

***** A "Junior FFA Member" is defined as a 3rd through 7th grade Waxahachie ISD student interested in developing a livestock project program prior to their enrollment in the Waxahachie ISD Agriculture Program.

15. **Student Project Limits**

As an educational facility, project space will be limited for all students to maximize the number of student projects to ensure program growth. Students will be originally allotted a maximum of 4 project pens, with a maximum of 4 animals overall, after the Priority Three opportunity. All pens are single occupancy. Student Project Limits per feeding period will be at the discretion of the supervising ag teacher and handled on a case-by-case basis following PRIORITY THREE has been achieved.

Ron Appleton Agriscience Facility Rules

1. All policies of the Waxahachie ISD Ron Appleton Agriscience Facility governing students conduct apply at all times (24 hours a day) to all students. Security cameras are in place at all times. Violation forms will be issued for students failing to comply with Agriscience Facility rules. Three or more rule violations will result in removal of project(s) from the Agriscience Facility.
2. The Ron Appleton Agriscience Facility is a Waxahachie Independent School District facility and therefore all rules and regulations located in the student code of conduct and student handbook apply and will be enforced.
3. Students and parents must arrange transportation to and from the Agriscience Facility.
4. The primary responsibility for discipline and supervision rest with the student and his/her parents when instructors are not present; before, during, and after school hours.
5. All Medication/Barn Fees will be required at the time of purchase of the livestock animal. These fees will used for basic medications that may be needed or to supplement cost incurred at the facility. Some medications may require additional payment by the student for medications prescribed by the veterinarian. Med/Barn fees are as follows:
    a. Cattle - $100
    b. Swine- $60
    c. Sheep/Goats- $30
6. Facility usage is for Waxahachie ISD actively enrolled FFA/Junior FFA members.
    a. All projects housed at the Ron Appleton Agriscience Facility must be owned and cared for by actively enrolled Waxahachie ISD students. More specifically, no animals are to be housed for anyone other than WISD students. (Unless previously approved by the CTE director)
    b. The facility at no time can be used to market animals for sale to WISD or non WISD students. (Unless previously approved by the CTE director)
    c. The facility can be used to house animals for class use (i.e., farrow a sow, raising steers or pigs for processing, hatching chickens, etc.)
    d. Junior FFA/SAE project housing is dependent upon pen space availability and facility priority system outlined in the Livestock Guidelines later on.
7. For the safety of students, parents, and guardians the Agriscience Facility hours are from 5:00 AM to 11:00 PM. No unauthorized personnel shall feed or be at the facility for any other reason before 5:00 AM or after 11:00 PM without permission from an Ag Science Teacher (AST). Any unauthorized persons present during closed hours will be considered trespassing. Any students/parents entering the agriscience facility during closed hours, without prior approval, will be issued a violation. If there is an extenuating circumstance, please contact your AST.
8. State Law prohibits the possession and use of alcoholic beverages, narcotic drugs, controlled substances, tobacco, and firearms on school property. All violations will be reported to the Waxahachie ISD administration. Use of, possession of, or distribution/purchasing of illegal or alcoholic substances will result in immediate removal of student and animal project from the Agriscience Facility.
9. The abuse of any animal by a student or adult will result in the student being required to remove their animal from the facility. Abuse includes, but is not limited to starving, neglect, and physical abuse.
10. All projects to be kept at the Agriscience Facility MUST be approved by an AST.
11. Students will use pens that are assigned to them and will not move their animal(s) without the permission of their supervising teacher.

12. Each student is responsible for keeping his/her pen and the surrounding area clean. **Failure to keep your assigned area clean will result in disciplinary action and/or mandatory eviction according to the consequences listed at the end of the rules and guidelines.**
13. Each student is responsible for cleaning up after themselves and/or their animal in common areas. i.e. (aisles, alleys, drainage, wash racks, walking arena, feed and storage areas, tanning pens, walkers, clipping areas, and breezeways.) **Failure to do your part in keeping common areas clean will result in disciplinary action and/or mandatory eviction according to the consequences listed at the end of the rules and guidelines.**
14. Each student is responsible for the correct use and proper return of agriscience facility supplies and equipment. i.e. (brooms, shovels, clippers, blowers, hoses, sprayers, stands, walkers, feed hangers, watering equipment, buckets, and wheelbarrows.) **Failure to do your part in using and properly returning agriscience facility supplies and equipment will result in disciplinary action and/or mandatory eviction according to the consequences listed at the end of the rules and guidelines.**
15. Each student is responsible for the correct disposal of animal waste and trash in the agriscience dumpster. This includes making sure that all materials fall through the grate and do not remain piled on top. **Failure to do your part in the correct disposal of animal waste and trash in the agriscience facility dumpster will result in disciplinary action and/or mandatory eviction according to the consequences at the end of the rules and guidelines.**
16. No household trash is to be discarded in the agriscience facility dumpster.
17. Students will be allowed 1 storage box for their equipment/feed for their project at a maximum size of 27" x 17" x 16" (Husky Box) if you have one animal. If you are showing more than one animal the parameters are as follows 58" x 40" x 36". The student will be responsible for providing their own box.
18. All feed stored in the feed storage area must be in a sealed container. No open feed bags or containers will be allowed. The school is not responsible for any stolen or damaged items.
19. Structural changes or additions are not allowed to any part of the Ron Appleton Agriscience Facility. Non approved additions/changes will be removed immediately.
20. Students will be responsible for the care and feeding of their projects **twice a day** – once in the morning and once in the evening (or approved plan). Students may trade out feeding and care responsibilities on weekends, holidays, and during vacations, but it is still the owner's responsibility to ensure that their projects are properly taken care of.
21. Students must not feed animals that do not belong to them or enter the pens of animals that do not belong to them, unless prior arrangements have been made with the owner or an AST.
22. All students with an animal in the facility are required to attend and work at mandatory barn cleaning days. These dates will be posted two weeks in advance. Failure to attend barn cleaning days will result in disciplinary action. Students who are unable to attend barn cleaning days may have a parent attend as their proxy as long as the student receives prior approval from the AST. Extenuating circumstances that do not allow the student or their proxy to be present, must be approved by the AST 48 hours in advance of the scheduled mandatory barn cleaning date where alternative duties or assignments can be explored.
23. Following the consequences schedule listed at the end of the Rules and Guidelines handbook, Students who miss more than three mandatory barn cleaning days will be subject to having their project(s) removed from the agriscience facility and not be allowed to keep their projects at the facility in the future.
24. Anyone responsible for defacing the facilities or equipment at the Ron Appleton Agriscience Facility will be subject to the appropriate discipline actions in accordance to the WISD Student Code of Conduct and the Texas Penal Code.
25. Horseplay and loitering are prohibited at the agriscience facility.

26. Absolutely no unapproved animals are allowed in the agriscience facility. This includes family pets, including dogs, cats, etc., as such animals are never allowed to be within the agriscience facility.
27. Students, parents or guests are limited to driving on the designated areas only. Drivers should drive slowly and with caution both inside and outside of the fenced areas as we have students walking and working with projects, etc.
28. Insurance for projects at the agriscience facility is not maintained by WISD, the Agricultural Science Department, FFA Chapter or Agricultural Science teachers, and they are not liable for any losses, injuries, and/or damages incurred to persons, projects and/or property.
29. Any accident or safety concern is to be reported immediately to an AST or the facility manager.
30. If you bring a guest to the agriscience facility, you are responsible for their actions.
31. Parents/guardians are encouraged to spend as much time as possible with their child while they are at the agriscience facility.
32. All feed and equipment must be removed from the agriscience facility within 14 days of the animal projects last show. All pens must be cleaned and returned to their original condition within 14 days of the animal project's last show. Failure to do so will result in disciplinary action and could result in suspension of use of the agriscience facility in the future.
33. Projects are considered completed within 14 days of the student's last show and must be removed from the agriscience facility. Any extenuating circumstances including, but not limited to processing or kill dates, must be approved by the AST in advance. Failure to do so will result in disciplinary action and/or fines and could result in suspension of use of the agriscience facility in the future.
34. If it becomes necessary to remove a student's animal, the owner will have three (3) days to remove the animal. If the animal is not removed at this time, it will be picked up by an authorized livestock hauler and shipped to the sale barn at the owner's expense. The remainder of the money from the sale of the animal will be forwarded to the owner.
35. Only students currently enrolled in an Agriculture Science Course in Waxahachie ISD are eligible to utilize the Agriscience Facility. Students not enrolled in agriculture, or students not enrolled in agriculture or otherwise have an animal located in the Agriscience facility should not loiter at the facility.
36. Loitering outside the Ron Appleton Agriscience Facility before and after school will not be tolerated. THIS IS FOR THE PROTECTION OF THE STUDENT(S) AND ANIMAL PROJECTS. Students wo are present at the Ron Appleton Agriscience Facility must be working with their animal or cleaning the facility.
37. Theft in the Ron Appleton Agriscience Facility will not be tolerated. Stealing from the facility or from another student will result in immediate removal of the student and animal from the agriscience facility.
38. All repairs to feeders, are the responsibilities of the student. Any repairs needed to be done to the building are to be reported to the AST.
39. All projects housed at the agriscience facility are to be exhibited under the Waxahachie FFA.
40. The medical storage closet is to be accessed by an AST only. All students, parents and guests are not to enter the medical closet.
    a. All projects and animals under the Waxahachie FFA are the responsibility of the sponsoring species AST. Therefore, all forms of medication or substances or any other treatment must be approved by the AST.
41. All students that used the Ron Appleton Agriscience Facility during a feeding period must complete the End of Feeding Period Checklist upon completion of their feeding program. Any sale checks, booster club checks, private

buyer checks and/or premiums owed to the exhibitor will be held until the End of Year checklist has been completed and turned in by the student. End of Feeding Period Checklist shall include but may not be limited to:

a. Agriscience instructor checking off that all personal belongings have been removed from the Agriscience Facility
b. Agriscience instructor checking off that pens used during the feeding period have been cleaned, disinfected, and returned to their appropriate state.
c. Agriscience instructor checking off that "thank you" letters to buyers and/or booster club have been written and turned in by the student.
d. Agriscience instructor checking that student is in good standing with the Waxahachie FFA chapter and no other fees or monies are owed at present.
e. Agriscience instructor checking off that the student or proxy attended one of the end of year mandatory barn cleaning sessions.
f. Agriscience instructor checking off that the student has turned in barn keys, or student has paid their $35 fee for lost key(s) needing to be replaced.

Visitor Policy Statement

The following guidelines have been developed in order to maintain the safety and security of the Agriscience Facility and the FFA students. The Agriscience Facility consists of two components, (1) the Barn Facilities and (2) the instructional facilities and grounds.

- "Student Visitor" is defined as a student that accompanies a Waxahachie ISD student with an animal project the Agriscience Facility. School age siblings under the age of 18 must be accompanied by the exhibitor at all times.

- "Adult Visitor/One-Time Guest" is defined as anyone over the age of 18 and not a Waxahachie ISD student that is there to visit a student's project one-time at the Agriscience Facility and they must be accompanied by the student.

Only one "Student Visitor" at a time, may accompany a student with an animal project to the Agriscience Facility. During school hours, "Student Visitors" are not allowed at the Agriscience Facility for any reason.

All "Adult Visitors/One-Time Guests" that are either a) visiting animal project with student, or b) caring for the animal project in absence of the student must comply and adhere to the same rules and guidelines as the students and parents. Students and parents will be held responsible for the actions of "Adult Visitors/One-Time Guests" Any violator of this policy will be reported to the Waxahachie Police Department and will be subject to a criminal trespass charge. Security cameras are in place to monitor compliance with this policy.

All "Adult Visitors/One-Time Guests" that visit the Agriscience Facility during school hours are required to check-in at the front office and obtain a badge before visiting the Agriscience Facility. If any emergency situations arise and this may not be feasible, the AST still needs to be notified in advance of the circumstances for approval.

Consequences

If a student/parent fails to abide by these rules and regulations, the following steps will be taken:

a. **FIRST OFFENSE** – Student/teacher conference facilitated by agriscience facility manager and provided documentation of facility violation.

b. **SECOND OFFENSE** – Student, parent, and teacher will hold conference facilitated by the facility manager and provided documentation of facility violation.

c. **THIRD OFFENSE** – Recommendation for action by the administration through campus office referral guidelines and procedures.

d. **FOURTH OFFENSE** – Eviction of livestock from the Ron Appleton Agriscience Facility.

Following student and parent notification of a FOURTH offense, if an animal is not removed from the agriscience facility within THREE (3) days, the animal will be sold at market. Any expenses incurred, including transportation and handling costs will be deducted from the sale proceeds and remaining money, if any, will be forwarded to the student.

WAXAHACHIE ISD
CAREER AND TECHNICAL EDUCATION

Agriscience Facility Corrective Action Plan

STUDENT NAME: _____ **STUDENT ID:** _____

DATE: _____ **TIME:** _____ **LOCATION:**_____

DESCRIPTION OF ACTION:

CORRECTIVE ACTION PLAN GOALS:

_____ _____
STUDENT SIGNATURE **DATE**

_____ _____
PARENT SIGNATURE **DATE**

_____ _____
AST SIGNATURE **DATE**

****** FOR STAFF ONLY ******

ACTION TAKEN:
____Teacher/Student conference
____Teacher/Student/Parent conference
____Recommendation for action by the administration
____Eviction of livestock from the facility at the Student's expense
NOTES:

****** White – Teacher Copy **** Pink – Student/Parent Copy **** Gold – Administration Copy ******

Waxahachie ISD Ron Appleton Agriscience Facility
Rules and SAE Guidelines Acknowledgement Form

The SAE Program is an integral part of the total agricultural education program. The purpose of the SAE is to provide real-world experiences to help the student select a career, secure employment or prepare for further education. A quality SAE program contains a variety of experiences. In order to participate in the Livestock SAE Program, students must read and comply with all Rules, Guidelines, and Expectations set forth by Waxahachie ISD, Waxahachie ISD CTE, Waxahachie High School Ag Science Program and the Waxahachie FFA.

Student Name: _____ Student ID# _____ Phone# _____

Parent Name: _____ DL# _____ Phone#_____

Specie (indicate # of species next to all that apply): Market: _____Steer _____Swine _____Lamb _____Goat

Please initial the following statements once you have read the corresponding documents.

Student	Parent	Statement
		Ron Appleton Agriscience Facility Rules I have read and understand the Ron Appleton Agriscience Facility Rules. I agree to uphold these standards in my Supervised Agriculture Experience project.
		Ron Appleton Agriscience Facility / Waxahachie FFA SAE Guidelines I have read and understand the Ron Appleton Agriscience Facility / Waxahachie FFA SAE Guidelines. I agree to uphold these standards in my Supervised Agriculture Experience project.
		Eviction of Livestock and Facility Privileges I have read and understand policy 9(m) of the Ron Appleton Agriscience Facility / Waxahachie FFA SAE Guidelines regarding consequences of violating facility rules and due process in the eviction of livestock project(s) from the Agriscience Facility. Furthermore, I understand that if evicted, I have three (3) days to remove my project(s) from the facility. I also understand that if not removed within three (3) days, Ag Science Teachers will remove the project for you and haul to auction at the owner's expense. Any remaining money will then be forwarded to the owner.
		Visitor Policy Statement I have read and understand the "Visitor Policy Statement" of the Ron Appleton Agriscience Facility / Waxahachie FFA SAE Guidelines. Furthermore, I understand that I will be held responsible for the actions of visitors that I bring to the Ron Appleton Agriscience Facility.
		Livestock Supervision and Transportation I understand transportation and supervision by ASTs is only guaranteed to Waxahachie ISD and Waxahachie FFA sanctioned events. Students and parents will be responsible for all supervision and transportation to non-sanctioned shows.
		Authorization for Security Access Card I hereby acknowledge responsibility for properly using and protecting the issued Security Access Card(s). If I lose this card or if the confidentiality of the access number is compromised, I will notify my AST immediately. I also understand that any loss or damage could result in disciplinary action according to Waxahachie ISD Student Code of Conduct, Ron Appleton Agriscience Facility Rules and Waxahachie FFA SAE Guidelines. If my card becomes lost or stolen, I understand I am required to pay $35.00 to replace it.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

****Office Use Only****

Security Access Card Authorization #: _____ Authorized by: _____

Security Access Card Return Date: _____ Received by: _____

Facility Usage Paid Date: _____ Received by: _____

_____ Cash _____ Check _____Credit Card Receipt #: _____

Quantity of Pens Assigned: _____ Pen #('s) _____

WAXAHACHIE ISD
CAREER AND TECHNICAL EDUCATION