



Godley ISD Agricultural Science & FFA Student Handbook

2025-2026

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Mission of the National FFA Organization

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through Agricultural education.

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 Policy and FFA Membership Information

The following guidelines apply to the Godley ISD Agricultural Department and Godley ISD FFA Chapter. As a leadership organization, students must be in good standing in and out of school and are subject to dismissal from the organization for problems in any of the following areas: insubordination, excessive ISS placement, DAEP placement, suspension, expulsion, truancy, cheating, alcohol, drugs, nicotine, and violations of the GISD Student Code of Conduct or major breaches of the FFA Code of Ethics. The District requires random drug-testing of any student in grades 7-12 who chooses to participate in school-sponsored extracurricular activities or request a permit to park a vehicle on school property.

The Ag Science teacher, the GHS principal and/or Director of Career and Technical Education 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 GISD 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.*

All Godley ISD FFA student activities are an extension of Godley ISD; therefore, all rules and regulations found in the GISD student handbook, GISD Student Code of Conduct and Godley ISD School Board Policy apply. In addition, students participating in FFA activities will be required to adhere to the GISD Student Co-Curricular/Extracurricular contract, and the contents of this document.

Godley ISD FFA Constitution

ARTICLE I - Name, Mission and Strategies

Section A. The name of this organization shall be the Godley FFA Chapter of the National FFA Organization.

Section B. The mission and strategies for this chapter are as follows:

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through Agricultural education.

1. Develops competent and assertive Agricultural leadership.
2. Increases awareness of the global and technological importance of Agriculture and its contribution to our well-being.
3. Strengthens the confidence of Agriculture students in themselves and their work.
4. Promotes the intelligent choice and establishment of an Agricultural career.
5. Encourages achievement in supervised Agricultural experience programs.
6. Encourages wise management of economic, environmental and human resources of the community.
7. Develops interpersonal skills in teamwork, communications, human relations and social interaction.
8. Builds character and promote citizenship, volunteerism and patriotism.
9. Promotes cooperation and cooperative attitudes among all people.
10. Promotes healthy lifestyles.
11. Encourages excellence in scholarship.

ARTICLE II - Organization

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

Section B. This chapter accepts in full the provisions in the constitution and bylaws of the Association of FFA as well as those of the National FFA Organization.

ARTICLE III - Membership

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

Section B. The regular activities of this chapter shall be carried on by the active membership.

Section C. Honorary membership in this chapter shall be limited to the Honorary Chapter FFA Degree.

Section D. Active members in good standing may vote on all business brought before the chapter. An active member shall be considered in good standing when:

1. While in school, be enrolled in at least one Agricultural Sciences 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 preparation for an Agricultural career.
2. Show an interest in the affairs of the organization by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter.
3. Pay all current chapter, district, area, state and national dues by the date determined by the chapter.
4. Display conduct consistent with the ideals and purposes of the National FFA Organization.

Section E. Names of applicants for membership shall be filed using the Texas FFA Roster Management system.

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

Section G. *More rigorous enrollment standards, which apply to competitive events, supersede this policy and are enumerated in the respective handbooks*

ARTICLE IV - Emblems

Section A. The emblem of the FFA shall be the emblem for the chapter.

Section B. Emblems used by the members shall be designated by the National FFA Organization.

ARTICLE V - Degrees and Privileges of Active Membership

Section A. There shall be four degrees of active membership based on individual achievement. These degrees are:

1. Discovery FFA Degree
2. Greenhand FFA Degree
3. Chapter FFA Degree

4. State FFA Degree
5. American FFA Degree.

All Discovery FFA members are entitled to wear the regulation bronze and blue emblem pin. All "Greenhands" are entitled to wear the regulation bronze emblem pin. All members holding the Chapter FFA Degree are entitled to wear the regulation silver emblem pin. All members holding the State FFA Degree are entitled to wear the regulation gold emblem charm. All members holding the American FFA Degree are entitled to wear the regulation gold emblem key.

Section B. Junior FFA Membership- *Minimum Qualifications for membership*

:

1. Shall consist of students enrolled in Godley ISD who are in the third grade and nine years old and may continue until they become eligible to enroll in Agricultural Science courses in the 8th grade.
2. Junior members must be affiliated with/enrolled in a school within Godley ISD, or have a parent or guardian who is an employee of Godley ISD.
3. Dues will be equivalent to that of an active member.
4. 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 meetings, 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).
5. 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.
6. 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.

Section C. Greenhand FFA Degree - *Minimum qualifications for degree membership:*
(Refer to National Constitution)

1. Be enrolled in an Agricultural Science course and have satisfactory plans for a Supervised Agricultural Experience Program.
2. Learn and explain the meaning of the FFA Creed, Motto, and Salute.
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
5. Demonstrate knowledge of the history of the organization, the chapter constitution and bylaws, and the chapter Program of Activities.
6. Personally own or have access to the Official FFA Manual and the FFA Student Handbook.

Section D. Chapter FFA Degree - *Minimum qualifications for degree membership:* (Refer to National Constitution.)

1. Must have received the Greenhand FFA Degree.
2. Must have satisfactorily completed the equivalent of at least 180 hours of systematic school instruction in Agricultural Sciences at or above the ninth grade level, have in operation an approved Supervised Agricultural Experience Program and be enrolled in an Agricultural Sciences course.
3. Must have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
4. Must have earned and productively invested at least \$150 by the member's own efforts or worked at least forty-five hours in excess of scheduled class time, or a combination thereof, and have developed plans for continued growth and improvement in a Supervised Agricultural Experience Program.
5. Must have effectively led a group discussion for 15 minutes.
6. Must have demonstrated five procedures of parliamentary law.
7. Must show progress toward individual achievement in the FFA award programs.
8. Must have a satisfactory scholastic record.
9. Must submit a written application for the Chapter FFA Degree.

Section E. State FFA Degree. *Minimum qualifications for application:*

1. Qualifications for the State FFA Degree are those set forth in the constitution of the Texas FFA Association and National FFA Organization.
2. Applicants are responsible for timely completion of application and submission to AST for review.

Section F. American FFA Degree. *Minimum qualifications for application:*

1. Qualifications for the American FFA Degree are those set forth in the constitution of the National FFA Organization.

2. Applicants are responsible for timely completion of application and submission to AST for review.

ARTICLE VI - State, Area, District, and Chapter Officers

Section A. The offices of an FFA chapter shall be: President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, Parliamentarian, and Historian. The AST shall be the FFA advisor.. Officers shall also perform the usual duties of the respective officers as listed in the Official FFA Manual.

Section B. Officers shall be elected annually.

Section C. The officers of the chapter together with the supervising AST's shall constitute the Chapter Executive Committee. The Executive Committee shall have full power to act as necessary for the Chapter in accordance with the actions taken at chapter meetings and various regulations or by-laws adopted from time to time.

Section D. Honorary and Alumni members shall not vote nor shall they hold any office in the chapter.

Section E. Chapter Officers must have satisfactory scholastic standing and a commendable citizenship and conduct record.

Section F. An active member may not be elected to an officer position if the student has been assigned or served time in DAEP.

Section G. Chapter Officers will be selected based on the following criteria:

1. Officer candidates will take a FFA Knowledge test, personal interview, and popular vote.
2. The test will count for 20% of the candidates score, the interview will count for 30% of the candidates score, and the popular vote will be 50% of the candidates score.
3. Positions will be determined by total score, highest number will receive highest position and so forth. President and Vice President elections will be held separate from other officer positions.
4. In order to be eligible to run for President or Vice President, the candidate must have served as a Godley chapter officer for one term.
5. President and Vice President Candidates will record a campaign speech to be shown to FFA members that is a maximum of 3 minutes.
6. In the event of a tie between candidates the score will be broken using the following criteria:
 - a. The individual with the higher score in the interview section wins.
 - b. If still tied: ii. The individual with the higher score on the exam wins.

- c. If still tied: iii. The individual with the higher score on the popular vote wins.

Section H. District and Area Officers are selected based on the Constitution and By Laws of the Chisholm Trail District FFA and Area VIII Association.

1. Only 2 students are eligible to run for District and Area Officer from the same school.
2. In the instance of two or more students wanting to run for a District or Area Officer position, there will be a runoff determined by the AST.

ARTICLE VII - Dues

Section A. Full local, district, area, state, and national FFA dues are paid by Godley ISD as part of the Affiliation membership program.

Section B. Full Junior FFA dues must be paid by Junior FFA members.

ARTICLE VIII - Meetings and Conventions

Section A. Regular Chapter meetings shall be held on the second Tuesday of at 7PM, and the Chapter may hold at least one regular meeting during the summer. Special meetings may be called at any time.

Section B. Standard meeting paraphernalia shall be used at each meeting. All regular meetings shall open and close with the official ceremonies. Parliamentary Procedure shall be used in transacting all business at each meeting.

Section C. Delegates, as specified by the state constitution, shall be appointed from active membership to represent the chapter at the state convention. Other delegates may be named as necessary in order to have proper representation at various other FFA meetings within the state.

Section D. A majority of active members listed on the secretary's membership roll shall constitute a quorum, and a quorum must be present at any meetings at which business is transacted or a vote taken committing the chapter to any proposal or action.

ARTICLE IX - Amendments

Section A. This constitution may be amended or changed at any regular chapter meeting by a two thirds vote of the active members present providing it is not in conflict with the state association constitution or that of the National FFA Organization.

Section B. Bylaws may be adopted to fit the needs of the chapter at any regular chapter meeting by a two-thirds vote of the active members present, providing such bylaws do not conflict in any way with the constitution and bylaws of either the state association or the national organization.

SAE Project Expectations and Responsibilities

*****All Godley ISD students enrolled in an Agricultural Science class are required to develop a Supervised Agricultural Experience Program*****

- A. Placement/Internship SAE: The student is in an employment setting (paid or unpaid). This experience must provide opportunity for development and advancement of skills and abilities aligned to the AFNR Technical Standards and Career Ready Practices.
- B. Ownership/Entrepreneurship SAE: The student operates an individual business which provides goods and/or services to the marketplace in the ownership aspect. The student transitions to an entrepreneurship SAE once the ownership SAE is enhanced to contain or meet additional criteria.*Raising and selling animals of any species is production agriculture and does not fit the agribusiness category.*
- C. Research: Experimental, Analysis or Invention SAE: The student will be involved in an investigation of materials, processes and information to establish new knowledge or the validation of previous research.
- D. School-Based Enterprise SAE: A group of two or more students will work cooperatively outside of normal class time to create a business enterprise that provides goods and services. They operate their enterprise from the school campus utilizing facilities, equipment and other resources provided by the AFNR program or the school.
- E. Service Learning SAE: Conducted by one or more students in which they plan, conduct and evaluate a project designed to provide a service to a school, public entity or the community. It must provide benefits to another organization, group or individuals other than the FFA chapter.

FFA Official Dress

Female Official Dress

- Black skirt. *Skirt is to be at least knee length, hemmed evenly across the bottom, with a slit no longer than 2 inches above the knee, excluding the kick pleat. Black slacks may be appropriate for traveling and outdoor activities.*
- White collared blouse and official FFA blue scarf.
- Black dress shoes with a closed heel and toe (No boots, sandals, open-toed shoes, or tennis shoes.)
- Black nylon hosiery.
- 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 with a closed heel and toe or Black boots. (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

- The jacket is to be worn only by members.
- The jacket should be kept clean and neat.
- 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.
- 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.
- 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.
- The jacket should only be worn to places that are appropriate for members to visit.
- School letters and insignia of other organizations should not be attached to or worn on the jacket.

- When the jacket becomes faded and worn, it should be discarded or the emblems and lettering removed.
- The emblems and lettering should be removed if the jacket is given or sold to a nonmember.
- A member should act professionally when wearing the FFA jacket.
- 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.
- 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.

Godley FFA Letter Jacket Policy

The students of the Godley FFA chapter are eligible for a Godley High School Letter Jacket. The following criteria must be met in order to apply for a Godley FFA Letter Jacket. The Godley FFA chapter/School will purchase the letter jacket (for those who have qualified and whom have not lettered in another organization)

ALL students must meet all the following criteria:

- The student must be a member in good standing of the Godley FFA and abide by the FFA Code of Conduct.
- The student must maintain a minimum of a "B" average in all Agriscience classes.
- The FFA advisors must submit students for a letter jacket.

Additionally, All Students must meet at least one (1) of the following criteria:

- The student advances to an Area FFA Contest in a Leadership Development Event or Speaking Development Event.
OR
- The student advances to the State FFA Contest in a Career Development Event by qualifying at an Area elimination contest; or is a team member of a CDE team that places in the top 10 at the State Career Development Event Contest.
OR
- The student receives their Texas FFA Lonestar Degree

Godley FFA Graduation Cord Policy

The national blue and corn gold FFA Honor Cords are given to graduating Senior FFA Officers.

Cords are given to senior officers for taking a major leadership role in the FFA, leading by example, and encouraging other members to participate in FFA activities

Leadership Development and Career Development Events

Career Development Events and Leadership Development Events are the connection between high school and the real world. These events are 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. Godley ISD FFA Chapter will compete in contests that best fit the needs and interests of its FFA members. In addition, each CDE and LDE contests and travel will be determined at the discretion of the Godley FFA Advisors in collaboration with campus administration.

Chapter members will adhere to the Godley ISD compulsory attendance laws.

APPENDIX

Chapter Officers

Dear Officer Candidate,

You should be commended on your desire to become an officer for the Godley FFA Chapter. So that you understand the commitment that you are making, listed below are some things that you are expected to do and adhere to as an officer. If you want to be a Godley FFA Officer you must let an Advisor know by **April 11, 2025** by turning in this form signed by the Officer Candidate and parent.

Chapter Officer Eligibility

To be eligible to run for chapter office you must meet and maintain the following requirements;

1. Pursuant to the provisions of the national and state constitutions, all chapter officers shall have attained the chapter FFA degree.
2. All candidates must have a commendable citizenship and school record.
3. Candidates with major discipline offenses leading to TAP or DAEP placement are ineligible.
4. Have held a C average, or above, in all classes for the entire year.
5. Have not been removed from the officer team.
6. Meet all criteria in the Godley FFA handbook, Godley FFA Constitution & By Laws.
7. Have abided by all rules in the Code of Ethics listed in the FFA Manual.

Expectations for Godley FFA Officers

1. Being an officer is a privilege, not a right
2. A genuine desire to be part of a leadership team
3. No negative attitudes, BE POSITIVE
4. Attend ALL Godley FFA meetings, activities, events, community service projects, etc.
 1. Officer Retreat - June 18–19, 2025
 2. CLC - June 13, 2025
 3. State FFA Convention - June 30 - July 4, 2025
5. Participate in ALL fundraisers
6. Participate or try out for an LDE and/or CDE team
7. Know your entire opening ceremony part by the Officer Retreat
8. Knowledge of proper parliamentary procedure
9. Fulfill duties listed for your position - refer to the officer position
10. Willingness to accept responsibility
11. Be able to work as a team
12. A sincere desire to work with ALL chapter members in meeting their leadership, personal, and chapter goals
13. Follow all rules in the Godley ISD student handbook and Godley FFA handbook.

Election Process:

1. The officer positions are available to FFA members who will serve terms in grades 10 – 12, and will be determined by a total score. The highest number will receive the highest position and so forth. President and Vice President elections will be held separate from other officer positions.

The Godley FFA chapter officers will be elected as follows:

1. Percentage of Votes (50%)
2. Test score (20%)
3. Interview Score (30%)

Total Score = percentage of votes + test score + interview score

Speech Guidelines:

A. Students running for any officer position also need to create a Google Slide with the following information included so the members can get to know them:

1. A photo of them doing something FFA related (showing, photo in official dress, LDE, CDE, etc.)
2. Students FFA Activities (LDE,SDE,CDE,Showing,etc.)
3. Students FFA Awards and Accomplishments

The slide will be approved by the FFA Advisors. Slides must be submitted by April 17, 2025 at 4PM to lbourg@godleyisd.net by email or shared to Leslie Bourgea.

Quiz Guidelines:

Your test will be graded and the score will count for 20% of your total candidate score. You must take the online examination after school on April 21, 2025.

1. Test will be conducted through the Judging Card Quiz Bank.
2. Will be given in the presence of an Ag Teacher.
3. 50 question test over the FFA Manual and Parliamentary Procedure. These resources can be found on the Texas FFA Website

<https://www.texasffa.org/lde-chapter-quiz>

Interview Guideline:

The interview will be worth 30% of the candidate score. Students should be in official dress for this activity. The Interview will take place on April 21, 2025 starting at 4:30PM.

1. Candidates must be in official dress during the interview process.
2. Order of interview will be determined on the day the interview is conducted.
3. Will be conducted by a panel of three judges designated by Ag Teachers.
4. The committee will ask you to do an introduction about yourself and ask you several other questions related to the FFA, your leadership abilities, and agriculture.

Voting Guideline:

1. During class members of Godley FFA will vote by Google Forms on the potential officers. The popular vote will be worth 50% of the candidate's score.
2. Students wishing to run for President and Vice President will prepare a speech that is no more than 3 minutes in length, that will be recorded during the testing and/or interview dates. This speech will be shown to Godley FFA members before they vote. The recorded speech is only required for those running for President or Vice President.
3. In order to be eligible to run for President or Vice President, the candidate must have served as a Godley chapter officer for one term.

Officer Commitment:

Officer commitment and dedication is very important to a successful FFA Chapter and Officer team. It is necessary that you understand some standards and expectations that the advisors have of the officer team.

1. You are an officer twenty-four hours a day, seven days a week. From the time your name is posted, until the time you transfer your office at next year's banquet, you are an officer!
2. You are expected to communicate on a regular basis with the advisors and the other officers. Not knowing something is happening is not an excuse.
3. You are required to be at FFA functions from at least 1 hour before it starts till the time all is clean afterwards unless stated by the advisors.
4. You are expected to get along with all members in the chapter, especially your fellow officers. If you have differences with them, you need to put them aside and achieve the goals that are set for the activity or year. If you encounter problems with someone, you are expected to solve your differences in a mature, quiet and discreet manner. Please do not expect the advisors to take sides or spend chapter time on these issues.
5. You are expected to wear your official dress to FFA meetings and activities when instructed to do so by the FFA Advisors. Officer shirts will be worn on the day of any FFA activity that is occurring,- meetings, etc..-unless instructed otherwise.
6. As an officer you are expected to act in a professional manner working for the good of the chapter. If someone is acting inappropriately or defacing the ag department, you are expected to protect the integrity of our department by stepping up trying to prevent what is happening.

7. You are expected to make every member feel welcome and offer them the opportunity to be a contributing member of our chapter-a true leader involves as many as possible in the functions of our chapter.
8. You are expected to do everything that you are given the responsibility for and make sure it is done with the highest degree of accuracy and diligence.
9. Any decision that the officer team makes, you are expected to abide by it and support it as if it were your own idea.
10. Maintaining a professional and leadership-driven presence on all my social media platforms. You will ensure that my content reflects integrity, respect, and positive influence.
11. Upon making your commitment to being an officer, you must understand that you have made it and are willing to fulfill it. Work is not an acceptable excuse-knowing that in most cases a calendar is given to you and dates are set months in advance so that you can plan. Excuses are just that-you must be willing to work out compromises with other activities so that you can fulfill your obligations.

Officer Discipline:

1. Demerits will be given to officers that do not fulfill these commitments, officer responsibilities or expectations.
2. Upon your 3 demerits you will be removed from the officer team.
 - a. Examples for students getting demerits would be tardy without notice, unexcused absence from meetings, not wearing officer shirts, office referrals, TAP DAEP, failing courses, ect.

If you are willing to accept this challenge, you and your parents must sign the attached contract. This contract is due by April 11, 2025 by 4PM.

Godley FFA 2025 - 2026

Officer Expectations and Responsibilities Contract.

I, _____, understand that being an officer is a challenge and a privilege. I am willing to make the commitment to being an officer and will fulfill all responsibilities of the office that I hold. I will attend all functions and come early to them and help clean up after them. I will not complain when I am asked to do something that is not my duty. I, along with my parents, understand that attendance at functions is important and I will have adequate transportation to all events, even if it means arriving 1- 2 hours early to prepare for the event. I will always be in my officer shirt on the day of an FFA Activity and will wear officer dress to the meetings unless instructed to do otherwise. I understand that there are several FFA members who desire to be an officer and I should make the best of my opportunity to serve as an officer. If I am not fulfilling my responsibilities, I will understand that I will have a meeting with the advisors to discuss options available to me, of which might be stepping down from office so that another officer could finish out my term. I understand that the outcome of the officer elections is final and may not be disputed or appealed.

Signed

FFA Officer Candidate

Parent Signature

Misconduct

Any infraction of district rules, policies or guidelines as set forth in the GISD Student Code of Conduct, GISD Student Co-Curricular/Extracurricular Contract, and/or the GISD 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 contents of this document are at the discretionary interpretation of campus administration and the Director of CTE for determining consequences for inappropriate behavior.

Any parent, guardian, or visitor accompanying a Godley Independent School District FFA student and attending a GISD sponsored or approved event or activity, must adhere to appropriate conduct guidelines outlined in this document.

Problems and Chain of Command

When a problem or concern arises, the best way to achieve resolution is to follow a set "chain-of command." Always begin with an Ag Science teacher. If a satisfactory resolution is not achieved, the following chain of command should be followed:

- Campus FFA Advisor(s)/Agricultural Science teacher(s)
- Campus AP
- Campus Principal
- CTE Director
- Assistant Superintendent

Godley FFA Participation Policy

In order for students to participate in Godley FFA activities and events FFA members must comply with the following guidelines that are effective immediately.

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 6 and 19 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 19th birthday is required to attend each school day until the end of the school year. In addition, if a student 19 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.]
- 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
- For students in the conservatorship (custody) of the state, or Mental health or therapy appointments

- 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 per school year 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 are allowed during the school year for approved extracurricular activities and do NOT count against students attendance record. In order to participate in extracurricular activities such as FFA LDEs, CDEs, SDEs, Stock Shows, Conventions, etc students must be in good standing with their attendance record. A student is deemed in poor standing with their attendance *"when a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period."*

Academic Eligibility for participation in Extracurricular Activities

Academic Eligibility for participation in Godley FFA activities will be determined by the student maintaining the academic standards established by the UIL's "No Pass, No Play" guidelines. In order to participate in extracurricular activities such as FFA LDEs, CDEs, SDEs, Stock Shows, Conventions, etc students must be in good standing academically. District will not approve absences that are not eligible.

Godley Agriculture Project Facility

The purpose of the Godley ISD Agriculture Project Facility (GAPF) is to provide an extension to the classroom instruction and maximize learning for FFA members who utilize the facility for their Supervised Agricultural Experience Programs (SAEP).

In order for all parties to utilize the GAPF, there are rules and guidelines, which **MUST** be observed and followed. To ensure compliance, Godley ISD employees, including Agriculture Science teachers and administrators will monitor and manage the facility.

To be eligible to house SAE in the GAPF, the following must occur.

- 1. Read the entire GAPF Facility Usage Agreement Addendum completely for comprehension.**
- 2. Sign and return the Godley ISD Ag Project Facility Agreement.**
- 3. Sign and return the receipt of Godley FFA Student Handbook.**
- 4. Parents and/or Guardians complete a background check form.**

****Once all forms have been completed and returned a keycard will be issued or activated.**

Without a signed copy of this handbook and signed GAPF Facilities Usage Agreement, an FFA member will not be allowed to use the facilities.

All GISD policies will be followed at all times.

Animals housed at the GAPF may be used for educational purposes under the supervision of an agricultural science teacher.

To protect the safety and security of GISD students and animal projects, all individuals seeking access to the GAPF will be required to have a security pass. Only individuals with a direct connection (as detailed in the *Godley ISD Agricultural Center Rules and Guidelines*) to a Godley FFA student and **who have passed the application process and criminal background check will be granted permission to access the facility.**

Volunteer check annually in August - Fast Pass Application for monthly check

This will be for any custodial guardian listed in Skyward. If parents have someone else that they want to add as a guest to have access to the barn or they give their badge to them while they are on vacation, etc, they would also need to have the same volunteer and fast pass checks

- please complete this [Form](#)

**These GAPF Facilities Usage Guidelines and Agreement apply to all visitors
(student and adult) to the GAPF.**

Project Advisors

Mr. Bennett	Mrs. Bourgea	Mr. Plnkerton	Mrs. Loftin	Mrs. Adams
Cattle Swine	Rabbits Youth Fair	Turkeys Ag Mech	Sheep	Broilers Fancy Chickens Goats

Godley ISD Exhibitor Rules & Guidelines

Exhibiting projects under Godley FFA is considered a privilege; therefore, the following rules must be followed. Any Godley 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 Godley Independent School District and therefore all participating students must be actively enrolled in a GISD school to participate.

Any AST who is supervising a species has sole discretion (with approval of campus administration) to adjust, amend or add additional expectations as deemed important for the success of his or her program.

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. Negative comments, gossip, and disrespectful communications (whether verbal, email, or social media) can result in removal from the Show Program. This applies to both students and parents/guardians.

STUDENT ELIGIBILITY TO PARTICIPATE IN LIVESTOCK SHOWS

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

- Be actively enrolled at a Godley ISD school.
- High school students must be enrolled in an approved Agriculture, Food and Natural Resources class to participate in Godley ISD FFA activities, including livestock shows.
- UIL eligibility guidelines will be followed to determine eligibility.

- If a student is ineligible to show due to UIL ineligibility, the animal is ineligible. Another student may not show an animal that does not belong to them.
- Comply with National FFA and Texas FFA member guidelines.
- Must be in compliance with Godley ISD compulsory attendance.
- All FFA or Junior FFA membership dues are paid and the student is in good standing with the GISD 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.
- Substitute exhibitors for any animal species must be approved and coordinated by the supervising AST in conjunction with livestock show rules.

Parent/Guardian Responsibility and Expectations

Godley ISD and campus administration reserve the right for discretionary interpretation of contents in this guide. Any disciplinary action for violation of this document will be at the sole discretion of Godley ISD campus administration.

Parent/Guardian Responsibilities: To help promote teamwork, good showmanship, and success. Your assistance as a parent is very important and valued.

Parents/Guardian Expectations:

- Review Godley FFA guidelines, show rules, and contents of the GISD FFA Handbook with your child frequently.
- Communicate in a respectful, professional manner to all parties at all times.
- Ensure your child accurately completes and turns in all registration paperwork and other required forms on time.
- Refrain from the use of tobacco, alcohol, drugs and profanity at all FFA events and GISD Facilities.
- 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 organization.
- Ensure that your student is on time to all required meetings and that they follow all Godley FFA contract guidelines.
- Provide transportation and accommodations for your student at all stock shows.
- All animals must be validated and all validation rules must be followed. It is the responsibility of the parents to secure and submit all validations and check the accuracy of the validation.
- The use of alcoholic beverages and tobacco is forbidden on school property, including the Godley project center 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 Godley FFA. Adults are

not allowed to consume alcoholic beverages or have them in their possession while in or around the primary/general areas of the livestock, including animal pens.

- Parents/students may be asked to leave any Godley 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 supervising AST 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.

Godley ISD APPROVED LIVESTOCK SHOWS

GISD approved shows for the current school year will include the following:

- State Fair of Texas
 - Heart of Texas
 - Godley FFA
 - Johnson County
 - Fort Worth
 - San Angelo
 - Texas Elite Showcase
 - San Antonio
 - Houston
 - Austin
-
- Ag teachers will be present at the Godley FFA Show as well as the Johnson County show. Ag teacher participation and attendance at all other shows will be determined based on the number of entries.
 - If an AST is not scheduled to attend a show that a student is signed up for, it is the responsibility of the student/parent/guardian to provide transportation of their person, animal(s) and any needed supplies to and from the show.
 - For the current school year, parents/students can attend additional "Jackpot Shows" on their own but will need to comply with the proper protocol. Additionally, the student should gain permission from supervising AST prior to entering the show.
 - If proper notice is not given, the administration has the right to refuse to excuse the absence(s) for any missed days of school.
 - All entry forms for Major and County Shows will be filled out and brought to the Parent/Exhibitor November Show Entry Meeting held by the ASTs. Quality Counts Certification must be passed prior to the meeting. All payment is due at this time, no exceptions!
 - ASTs will not be responsible for holding original registration papers. Registration papers will be the sole responsibility of the exhibitor and their parents. If an

exhibitor does not have papers present at a show, they will not be able to exhibit their animal.

- If a student validates Godley FFA, the student must collectively stall with the GISD FFA at stock shows attended. The only exception to this may be the separation of species.

The supervising and/or species AST reserves the right to deny stock show attendance and the showing of a project if that project does not meet expectations. These expectations include but are not limited to: the animal is unsafe to handle, failing a visual inspection and approval by an AST, being underweight, or showing symptoms of contagious illness/disease.

GENERAL EXPECTATIONS

- All students are expected to follow the Godley ISD Student Code of Conduct and any extracurricular guidelines set forth by Godley ISD.
- All students showing with the Godley 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. All Godley 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. Godley FFA works as a team to encourage and help one another, which means you are expected to watch other students' shows, etc. We will travel as a group as much as possible and work together to make it a positive experience for all students involved.
- Behavior off campus at shows must comply with all expectations as if the students were on campus. No exceptions.
- All animals must be validated and all validation deadlines & rules must be followed. It is the responsibility of the student and/or parents to check the accuracy of the validation.
- Animals should be clipped and groomed as much as possible before they leave for the shows. Each supervising AST will give instructions for their procedures.
- All families are expected to make their own hotel arrangements.

OTHER

- A student must be present and care for their project the entirety of the show. The student is responsible for feeding, watering, maintaining, prepping their project.
- Students are expected to perform duties for the livestock show. This includes but is not limited to setup, cleanup, etc. as set forth by supervising AST.
- Parents/students may be asked to leave any Godley FFA sponsored event for any 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. This includes negative or disrespectful

comments to or about other team members, parents or FFA Advisors, negative posts on social media, or causing dissension in general.

- Students who choose to attend livestock shows outside of the designated school shows must follow all Godley FFA guidelines as they still represent our organization.
- Any decisions or instructions made by the supervising 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.
- Proper communication with an AST is through official district communication tools. Communication should be through the ASTs school issued email unless there is an emergency and then you may call an AST for assistance. ALL communication should be conducted from 7:00am to 7:00pm, Monday through Friday unless an emergency is present. Facebook messenger is not a formal way of communication.

APPENDIX B

Godley Agricultural Project Facility (GAPF) Rules

Godley Agricultural Project Facility (GAPF) Rules

The following guidelines are effective immediately. Notification of changes will be sent to campus administration and Ag Science Teachers (ASTs). All contents within this document are at the discretionary interpretation of Godley ISD, Godley ISD CTE and Godley ISD Ag Department teachers. This document will be kept updated and located on the GISD 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.

In order for all parties to best utilize the GAPF, 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 GAPF facilities and projects are properly cared for and a positive image is portrayed to the public.

To ensure compliance, Godley 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 GAPF is to provide an extension to classroom instruction, to maximize learning, and to allow FFA members to utilize the complex for their SAE project. An SAE is defined as an hands-on, real-world learning opportunity in agriculture, food, and natural resources (AFNR) programs. SAE projects are student lead, advisors are here to advise.

This facility is to enhance the SAE projects of Godley FFA members and to provide a stable and safe environment for such projects. The mindset of students and parents should be to make sure the entire facility is maintained properly, with the utmost importance placed on the welfare of the animal projects on site.

- Each animal is the sole responsibility of the GISD student, and the student is the sole provider of food, shelter, safety, and proper care for that animal.
- The student will be held accountable for doing everything necessary for the animal project throughout the duration of the project period. The GISD student will be held accountable by the Agricultural Sciences Teacher(s)/FFA Advisor(s) to remedy problems in a timely manner.

Students should view their placement at The Godley ISD Agricultural Project Facility (GAPF) as a privilege. By receiving approval to house your animal at the facility, students are required to follow all rules and guidelines stated in this document. Failure to comply will result in removal of student personal property and animals from the facility.

General Rules & Regulations

1. The Godley Agricultural Project Facility (GAPF) is a classroom facility and *ALL SCHOOL RULES* will apply for students and adults, as well as approved visitors (refer to Godley ISD Student Handbook).
2. Only students exhibiting animals with Godley FFA and their immediate family are allowed on GAPF property.
3. Only Godley ISD students who are Godley FFA members in good standing are eligible to stall animals at the project center. All projects housed at the project center **MUST** be part of an approved SAE, under the supervision of an AST. Godley ISD, Godley ISD CTE and the Godley Ag Sciences Department and its teachers will not be held liable for injury to or death of any animal project housed at the project center.
4. Absolutely no chemicals, pesticides, sprays, etc. or other forms of pest removal products are allowed at the GAPF. If there is a need to remove pests, ASTs need to report the issue to the GISD Director of Maintenance.
5. Dumpsters and trash cans are for project center use only, never for personal or home disposal. Only trash is allowed in dumpsters; no shavings, feed, manure. All organic material is to be disposed of in the compost bin. Empty trash cans daily.
6. Students will be held responsible for their actions. This includes care of their animal(s) and behavior on all school property. Please refer to the Godley ISD Handbook for disciplinary procedures.
7. Students will dress appropriately at all times following the dress code set forth by Godley ISD. Please refer to the GISD Student Handbook for dress code requirements.
8. All cars and motor vehicles are to be parked in designated areas only. Do not park or drive on grass or in an unloading area. Drivers should drive slowly and with caution both inside and outside fenced areas. **DO NOT DRIVE IN PASTURE.** Consider roadways which lead to the project center an extension of the GAPF. Avoid excessive noise, recklessness, littering, or other disruptive behavior on all roadways in and around the GAPF. Any student driving recklessly/irresponsibly will be required to remove their animal from the facility and will no longer be permitted on GAPF property.
9. A curfew will be in effect for the Project Center. The Project center currently opens at 5:00 AM and closes at 11:00 PM. No unauthorized personnel shall

feed or be at the Project Center facility for any reason before 5:00 am or after 11:00 pm without permission from an AST. Anyone present during closed hours will be considered trespassing. If there are extenuating circumstances, please contact the supervising AST, who will then inform the campus principal and Godley Police Department.

10. The Project Center facility is to be used only for feeding and caring for livestock projects. It is not a student hangout location, and loitering will result in a campus discipline referral.
11. All dogs/pets of any kind are not allowed at the Project Center. This is for the safety of pets, animal projects, and persons at the GAPF.
12. Gates should always be shut and locked, even when the facility is occupied. All facility gates should be closed at all times.
13. No structural additions or changes will be allowed without Godley ISD approval. Non-approved additions or changes will be removed immediately.
14. 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 supervising AST. 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 any project. Outstanding debts will be turned into the school in which the student is enrolled. *look in student handbook for fines*
15. Students should report any needed repairs to the AST immediately so that repairs can be done in a timely manner.
16. The appearance of the GAPF is a priority; there will be two scheduled "Project Center Cleanups" which are mandatory for students with animal projects housed at the GAPF. 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 supervising AST.
17. 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 supervising AST. This includes but is not limited to heat lamps and fans.

18. NO unauthorized trailers or other items will be allowed to be parked/stored at the GAPF. Vehicles not authorized by the instructor or the district are prohibited from entering the facility.
19. 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 GAPF. Animals will be removed from the project center within 30 days of the last show in which the student participated. .

Animal and Equipment Care

1. All projects kept at the Ag Barn facility must be approved by the supervising AST.
 - a. If you wish to keep your project at an outside location, the supervising AST must be given an address and contact number.
 - b. All animal projects must be housed at the address recorded at the time of validation.
 - c. NO PROJECT will be shown under Godley ISD FFA chapter without the consent of the supervising AST.
2. No animals will be brought onto the GAPF property without the permission of the supervising AST.
 - a. Each animal's source of origin must be identified.
 - b. Animals may be required to obtain a veterinarian health certificate or equivalent which includes documentation of all relevant vaccinations, etc.
 - c. Animals brought in without prior approval will be removed and will not be allowed back on the premises.
 - d. Any animal carrying an infectious disease or parasitic organism is subject to reimbursement costs associated with the spread and removal of the disease/parasite to others affected.
3. Students will only use pens & storage rooms that are assigned to them by the supervising AST.
4. No key locks, chains or other devices may be used on any Project Center animal pen. Combination locks are allowed on storage boxes. AST must have the combination code in case of emergency. Students will provide combinations to all locks placed on school facilities. If lock codes are not provided and access is needed, locks will be cut off and not replaced. Reminder: For the safety of the animals, locks cannot be placed on animal stalls or pens at any time.
5. Students will respect the rights and property of others and will NOT use feed, supplies or property of other students or handle other students' animals without direct permission.
6. Keep all animals within their specified area. Use the practice arena, exercise area and pastures for training your animals . Clean up behind your animal project.
7. No animal projects are allowed in front of the facility.

8. Feed/Storage rooms will be assigned & will be kept clean, organized & swept daily. All feed/supplements must be kept in rodent-proof containers. Do not purchase more feed than you can securely store.
9. Feed animals in your assigned stall only.
10. No male breeding animals will be allowed at the facility without approval from the AST.
11. Students are responsible for care & feeding of their animals every day at the required times. Students will provide clean fresh feed, hay and water EVERY day. Old feed and hay must be removed and added to the compost bin, prior to adding new.
12. Cleanliness of pens and barns is of utmost importance. Students will clean manure, hay and contaminated bedding from their pens each day and dispose of it in the designated areas. Do not wash solid materials (shavings, hay, feed, manure) down floor drains.
13. Wheelbarrows must be dumped in the compost bin after each use.
14. Abuse of any animal will not be tolerated, and will result in disciplinary action, as well as removal of the animal from GAPF facilities.
15. Students housing animals at GAPF may be assigned duties or responsibilities for the care and maintenance of the facility as determined by the instructor and/or supervising AST. Failure to maintain Godley ISD facilities in clean and proper order or complete assigned duties may result in the dismissal of the student and the removal of his/her animal from the facility.
16. Defacing project facilities or equipment will result in the same disciplinary action as defacing any school property, as well as being required to remove their animal from the GAPF.
17. Keep pens, feeders and water containers clean, neat and orderly.. Water containers should be secured to pens to prevent animals from turning over water.
18. Water hoses are to be neatly rolled up and hung after each use.
19. Before using school equipment (clippers, hoof trimmers, Etc.) contact your species AST for recommendations and best practices. Return all equipment back to its original location. School equipment is NOT to be taken off of the premises without prior AST approval.

20. All market animals must be removed from the project facility at the end of the show season. Market animals must be removed from the facility within 14 days of the last show (not including jackpots) in which they participate. If a meat truck is offered at a major show, and that is the last show of the season, students are encouraged to use that.
21. The drainage system plays an important role in the cleanliness of the GAPF. Solid waste must be removed before washing pens/aisles with a water hose. Solid waste is never to go down the drainage system. Drains are to be cleaned daily. Failure to comply will result in project removal from the facility.
22. The aisles are to remain clean and free of trash, hoses, carts, shovels, rakes, etc. This is the responsibility of all exhibitors. Tack is to be kept in designated areas and put up neatly each day. Hoses are to be rolled and hung properly. Hydrant handles are to be down in a locked position.

All rules and guidelines are subject to change or addition at the discretion of Godley ISD, Godley ISD CTE and Godley ISD AgriScience Teachers.

Veterinary Care Procedures and Expectations

All Project Center residents are responsible for any and all veterinary care for their animal project(s). This includes regular immunizations, hoof trimmings, castrations, dehorning, parasite control, medications necessary to treat illness, and emergency treatment deemed necessary by AST.

*PLEASE NOTE: If, at any time, an AST believes an animal to be in such a state that emergency care is necessary, the owner must agree to remove said animal immediately and seek veterinary treatment. If the owner cannot be reached or the owner refuses to seek immediate veterinary treatment, the AST has the right to seek emergency treatment for the animal at the owner's expense. The owner has three days to pay all veterinary costs.

Pasture Use & Procedures

The pastures and turn-out pens are available to all cattle exhibitors. Animals that are in pastures are to be checked and cared for daily. Pastures can be utilized as set forth by the AST.

Students and parents assume all risks and should consider insurance policies which cover animal projects and other property.

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

Project Management

The Supervised Agriculture Experience Project (SAEP) is the student's responsibility. This also applies to all required SAEP record keeping and documentation. All project management decisions will be made by the student/parent in cooperation with the supervising AST. The student & parent will closely monitor all show rules and will be responsible for compliance. Ethical treatment of projects is required at all times and rule violations will not be tolerated.

The student's AST must approve all project plans before purchase, including personally owned animals, if the animal is to be shown as a Godley FFA exhibit. The instructor must be actively involved in the entirety of the SAE Project, or the project will not be eligible for the following:

- to participate in livestock shows approved by Godley ISD
- to be housed at the GAPF
- to be affiliated with any Godley ISD FFA program.

**Any requested exception to this rule will be considered on a case-by-case basis, and rare exceptions may only be granted with approval of the Campus Principal and the CTE Director.*

Any animal that is raised as a project at the GAPF and enters a show under any group other than Godley FFA will lose their facility privileges (unless special permission is granted and is issued in writing by the supervising AST). If a student wishes to attend a show without the FFA they must follow Godley ISD expectations, as well as specific show rules.

The supervising AST will provide the following for parents and students:

- Lead the selection & purchasing process for student animal project.
- 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.
- Provide students with entry forms for all school sponsored livestock shows, unless forms are available online. The AST will provide information on how to access online forms.

Animals can enter the facility only after visual inspection by the supervising AST. This may include a veterinarian issued health check.

AST's will assist students in administering medication(s) and/or advise the student to contact the veterinarian. Failure to follow instructions could affect the health of other students' projects.

Project Care

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 ASTs reserve the right to seek treatment for that project at owner's expense, when owners are unable to be contacted. Once contacted, if owners do not follow the supervising AST's recommendations for emergency care and/or treatment, the animal must be removed immediately from the facilities by the owner.

- Cruelty to animals will not be tolerated and is cause for immediate eviction of the animal as well as the student. The supervising AST in collaboration with campus administration will make the final decision. This includes but is not limited to: neglect, abusive training, malicious actions, using electronic devices without permission, or administering unapproved drugs.

Any unethical treatment of an animal will result in immediate removal of the student from the Godley ISD FFA program.

- All projects must be fed at least twice per day unless otherwise instructed by an AST.
- Hay bags are not permitted in stalls as they can pose a safety hazard to the animal.
- In the event a student must go out of town or have someone other than a family member feed the animal(s), the supervising AST must be notified as early as possible.
- 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, etc. Students must adhere to practices set forth by the AST, and these practices may not be changed. This applies to all projects that are shown under the Godley FFA Chapter.
- Projects without feed or water or with unsatisfactory pen/area conditions will result in *ONE WRITTEN WARNING*, and repeated offense will lead to removal of the project from the student/facilities.

- Shavings for pens will be at the discretion of the AST. Wet sand or shavings and feces are to be removed daily. Sand and/or shavings are an expense of the student/parent.
- Projects are to be fed as advised by supervising AST. BE CONSISTENT. It is recommended that feeding should be done before 8 am and 7pm.
- Fresh, clean water should be supplied daily to your project. Empty or dirty water buckets are unacceptable; they should be cleaned & filled every day. Water buckets must be dumped and cleaned outside of the stalling area.
- Exercise programs will be on a per-species basis and will be given to the student/parent from the species AST. Please note these programs can change as needed for the project.

Medication to Animals

- All projects and animals under the Godey FFA are supervised by the AST. ALL forms of medication or substances or any other treatment MUST be approved by the species AST.
- We will follow all major show rules regarding feed and drug residue restrictions. The supervising AST will not knowingly give 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 supervising AST first.

Successful projects 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. For more information, see VFD Addendum.

- NO medication, including but not limited to, off-label or extra-label vaccine, medication, spray, feed additive, over counter medication and/or vaccinations or other substances will be given internally or externally to any livestock project without approval of the species AST. 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 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 supervising AST immediately.

Pen/Stall Assignment

Due to space restrictions and equipment costs, the number of animals a student may house at the GAPF is limited to the available space. The supervising AST will assign a stall or pen where the project animal will be kept.

Students and parents are not to move their project animals without permission from a supervising AST.

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, and the lock will not be replaced. Combination locks will be allowed only on show boxes. AST must have the combinations in case of emergency.

All animals housed at the GAPF must remain in the stalling area for their breed/species. Animals may not co mingle stalling with other breeds/species. Each animal category will have their own area for stalling, unless approved by the AST.

The supervising AST will make all stall/pen assignments as well as storage area assignments for each student project. *The assignments will not be changed without AST approval.*

In the event of an emergency (pen flooding, sick animal or birthing calf), the AST may *temporarily* allow access to an additional stall.

Pens are reserved for actively enrolled Godley ISD FFA students only.

Each family will be given one pen, per species with a maximum of 2 species per pen. When space is limited and conditions are warranted, students may be limited to a maximum number of animal projects that will be housed at the GAPF.

Multiple stalls will only be assigned after all students' stall needs have been met and the last chance to validate has passed.

Pen adjustments will be at the discretion of the AST.

In the event that **more requests for stalls or pens have been made than we have spaces available**, a random draw will be used to determine spaces.

Understand that there may be occasions when space simply cannot be provided.

Eviction from GAPF

Godley ISD, Godley ISD CTE and Godley ASTs reserve the right to request removal from the GAPF if deemed necessary. Reasons for eviction from the GAPF include, but are not limited to:

- Serious infractions of the GAPF Rules or GISD Student Code of Conduct
- Placement in DAEP
- Unenrollment from GISD
- Improper care of animal
- Continuous ineligibility due to UIL No Pass, No Play
- Continuous ineligibility due to attendance

If animals are evicted from the GAPF, students and parents will receive notification and have 3 days to remove the animal from the GAPF. If the animal is not removed within 3 days, the animal will be sold at the next available sale.

End of Season Removal of Projects

- All market animal projects must be removed from the facility upon competition of the show season. These animals will be viewed as projects, not as pets. If a student chooses not to sell their project, or not to continue on with any Godley ISD approved stock shows, it is the responsibility of the student to make arrangements to move the animal within the 14 day deadline.
- The student is to remove all projects from the Ag Barn facility within 14 days after the last approved show. NO ANIMAL will be allowed to show after this deadline. If the project is not removed within the 14 day period, the animal will be removed at the students'/parents' expense and sold at a local auction facility.
- Any student who is required to remove a project due to disciplinary actions will be required to do so within a 3-day period (including weekends and holidays). Arrangements must be made with an AST for project removal. In addition, the departing student must clean their stall(s) or incur a stall cleaning fee of \$100.00.
- 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 GAPF within 14 days of the last GISD-approved livestock show. The departing student must completely clean their stall(s) or incur a stall cleaning fee of \$100.00. This will be at the discretion of the AST.
- Failure to comply will result in the forfeiture of personal belongings to the GAPF or assessed an outstanding fine with Godley ISD.
- Purchasing and housing animals at the barn without prior permission from supervising AST is prohibited.
- Projects will be removed when students *continuously* fail to comply with UIL eligibility or GISD attendance policy during the school year. In addition, students are required to be FFA members or paid Junior FFA members. Failure to do so will result in the student not being eligible to show and therefore the project must be removed immediately.

Project Death

- If an animal project dies at the project center, it is the student's/parent's responsibility to contact the supervising AST immediately, or if he/she cannot be reached, contact should be made with another Godley AST.

- The AST will provide information to students/parents about the removal process.
- It is the student's/parent's responsibility to remove the project within four hours of death.
- The removal of a deceased animal is at the expense of the student/parent.

Scramble Animals

- Any Godley ISD FFA student that wishes to participate in any calf scramble at any show or event must have approval and permission from the supervising AST prior to the student signing up to participate in the event.
- Scramble forms and certificates must be signed and approved by the AST who is 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 have 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 Godley FFA or the scramble show rules, Godley FFA will drop sponsorship of the scramble animal.
- Scramble participants must meet all expectations as written out by the Scramble Office from the prospective show. If expectations are not met their sponsorship will be at jeopardy. Reports are the responsibility of the student. If reports are not kept as they should be the student will forfeit their animal.
- The supervising AST reserves the right to make decisions concerning the project center rules/ projects and barn in the best interest of the residents/livestock at any time. These rules will be assessed, reviewed, and amended by the AST and GISDAdministration as needed and written notification will be given to notify you of any changes made to this agreement.

Terms, Conditions And Consequences

REMINDER: Terms, conditions and rules are subject to change. All contents of this manual are at the sole discretion of the Ag science teachers, campus administration and the CTE Director. This document will be kept updated and located on the GISD 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 for immediate removal of any animal from the facilities if any one of the following conditions exists, including but not limited to:

- 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 as requested by the ASTs
- Student is no longer involved in the program
- Student has excessive disciplinary issues
- Student verified use or possession of drugs, alcohol, tobacco or any other controlled substance whether the offense occurs on campus or at a school event.
- Student has excessive TAP placement
- Student is expelled or withdrawn from GISD
- Student is placed in DAEP (Discipline 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 Godley 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.

Failure to abide by all rules can result in the following consequences. Unless an offense is cause for immediate removal. AST have the right to skip steps 1-3.

OFFENSE	CONSEQUENCE
1ST OFFENSE	Student and parents/guardians will receive a verbal warning from the AST.
2ND OFFENSE	Student and parents/guardians will receive a written warning from the AST.
3RD OFFENSE	Student and parents/guardians will have a formal meeting with GISD administration and AST.
4th OFFENSE	Student and animal(s) will be evicted from the barn and the program.

APPENDIX C

Godley Agricultural Project Facility (GAPF) Agreement

Godley Agricultural Project Facility General Rules Agreement

2025-2026 Barn Agreement

My student and I have read the Godley Agriculture Project Facility General Rules and agree to abide by them at all times. We have been given a copy of these rules and regulations to refer to as needed. We understand that the document will be kept up to date on the Godley ISD website and it is our responsibility to check for updates. We understand that any/all issues with the Project Center facilities will go through the AgScience Teachers, and that we have been given contact information for all teachers. We understand that ONLY Project Center occupants and immediate family members are allowed on Project Center grounds. We also understand that violation of these rules and regulations will result in loss of Project Center use privileges. In the event that privileges are revoked, I will remove my animal within the required 3 day period.

Student's Name (Printed) _____

Student's address _____

Parent Cell _____ Student Cell _____

Other Emergency Contact #'s _____

Project Type _____

Barn / Stall
Assignment _____

Barn / Stall
Assignment _____

Barn / Stall
Assignment _____

Godley ISD Agricultural Project Facility Agreement cont. Rules, Regulations, and Animal Welfare Agreement Signature Page

Please initial the following statements and sign where indicated.

_____ As a student member of the Godley FFA Chapter who is currently raising a project animal, I know the importance of the humane treatment of our animal projects.

_____ I agree my project(s) must be fed on a **daily** basis (twice a day) and on a consistent feeding schedule throughout the feeding period with a feed ration approved for my animal(s).

_____ I agree the stall, pen or coop must be cleaned by me daily by removing any manure and any soiled bedding.

_____ I agree the animals should be provided with fresh water daily in a clean container.

_____ I agree my project(s) should be dewormed regularly and be provided veterinary attention when their health deems necessary.

_____ I agree not to be abusive or use excessive force on my project, especially when training or exercising my animal.

_____ I agree not to use any drugs (or unnatural alteration techniques) on my animal without the approval of a veterinarian and my supervising AST.

_____ I have read all of the Godley Agricultural Project Facility (GAPF) Rules and agree to abide by them, effective immediately.

_____ I understand that failure to comply with the GAPF Rules may result in immediate removal from the GAPF and/or the Godley ISD FFA Chapter.

I know that failing to meet the standards set by my project AST will be grounds for removal of my project following the fourth warning from my AST. The animal(s) will then be sold at the current market value at a local livestock exchange if applicable.

Please print, sign, and date below. This document must be signed in blue or black ink.

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

AST Name

AST Signature

Date

CTE Director Name

CTE Director Signature

Date

APPENDIX D

RECEIPT OF Godley FFA STUDENT HANDBOOK

RECEIPT OF Godley FFA STUDENT HANDBOOK

ACKNOWLEDGMENT OF 2025 - 2026
Godley ISD FFA STUDENT HANDBOOK

Student Name (please print)

GISDStudent ID#

Campus

My student and I accept responsibility for accessing, reading and following the guidelines in the Godley ISD FFA Student Handbook on the Godley ISD website (www.godleyisd.net). We further understand that a printed copy of the handbook may be requested from the AST, CTE Coordinator or Campus Principal. My student and I are fully aware that the *GOdley ISD FFA Student Handbook* located on the Godley ISD website is the most current and applicable document.

I understand that the Godley ISD FFA Student Handbook and Godley 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 Godley ISD FFA Student Handbook, or the Student Code of Conduct, I should direct those questions first to the AST.

Student Signature

Date

Parent Signature

Date

APPENDIX E
VFD Addendum

VFD ADDENDUM

Drugs Transitioning from Over-the-Counter (OTC) to Veterinary Feed Directive (VFD) Status

Upon completion of their voluntary transition from OTC to VFD, all feed uses of the following drugs, alone and in a combination, will require a VFD as of January 1, 2017, except in cases where a sponsor chooses to voluntarily withdraw the drug application:

Drugs Transitioning From OTC to VFD Status

Established drug name	Examples of proprietary drug name(s) [§]
chlortetracycline (CTC)	Aureomycin, CLTC, CTC, Chloratet, Chlorachel, ChlorMax, Chlortetracycline, Deracin, Inchlor, Pennchlor, Pfichlor
chlortetracycline/sulfamethazine*	Aureo S, Aureomix S, Pennchlor S
chlortetracycline/sulfamethazine/penicillin*	Aureomix 500, Chlorachel/Pfchlor SP, Pennchlor SP, ChlorMax SP
hygromycin B	Hygromix
lincomycin	Lincomix
oxytetracycline (OTC)	TM, OXTC, Oxytetracycline, Pennox, Terramycin
oxytetracycline/neomycin*	Neo-Oxy, Neo-Terramycin
penicillin [†]	Penicillin, Penicillin G Procaine
sulfadimethoxine/ormetoprim*	Rofenaïd, Romet
tylosin	Tylan, Tylosin, Tylovet
tylosin/sulfamethazine*	Tylan Sulfa G, Tylan Plus Sulfa G, Tylosin Plus Sulfamethazine
virginiamycin	Stafac, Virginiamycin, V-Max

Note: apramycin, erythromycin, neomycin (alone), oleandomycin[†], sulfamerazine, and sulfaquinoxaline are also approved for use in feed and are expected to transition to VFD status, but are not marketed at this time. If they return to the market after January 1, 2017, they will require a VFD.

[§]Type A medicated articles used to manufacture medicated feed, all products may not be marketed at this time

*Fixed-ratio, combination drug

[†]Currently only approved for production uses

Current VFD Drugs

Established drug name	Proprietary drug name(s) [§]
avilamycin	Kavault
florfenicol	Aquaflor, Nuflor
tilmicosin	Pulmotil, Tilmovet
tylvalosin	Aivlosin

[§]Type A medicated articles used to manufacture medicated feed

Online, please click on the hyperlink to read more about medication and the VFD.

This information is up-to-date as of August 8, 2016. As the industry transitions, CVM anticipates additional changes during the coming months to this information. Please check the link below for the most recent updates:

<http://www.fda.gov/AnimalVeterinary/DevelopmentApprovalProcess/ucm071807.htm>

