



NORTHSIDE INDEPENDENT SCHOOL DISTRICT



# 2024-2025 Agriculture Science & Technology Academy Policy Handbook

**Northside Independent School District**  
**AGRICULTURE SCIENCE &**  
**TECHNOLOGY ACADEMY**  
**HANDBOOK**  
**2024-2025**

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## MISSION STATEMENT

The mission of the Agriculture Science & Technology Academy is to provide a hands-on, rigorous education that will equip students for their postsecondary choices. We will focus on responsibility, integrity, and leadership development through our courses by providing students real world experiences in the many fields of Agriculture.

## INTRODUCTION

### To the Agriculture Science Student:

We are glad to have you at the Ag. Science and Technology Academy and we sincerely hope that your experience here is rewarding. This handbook will answer many questions that concern the coming year. There will be additions to this handbook during the year. We hope you will refer to this as the need may arise.

### Parents:

We are well aware that many of you are not quite sure what to expect from the Ag Science Academy. This booklet was prepared to answer as many questions as possible for the student and parent.

We feel that the Agriculture Science Academy is one of the best programs offered today. We offer not only classroom work, but field work also. We teach leadership, cooperation and responsibility. These are traits we want all our young people to acquire.

Therefore, we ask for your help and cooperation in the coming year. Let's all work together and learn together.

## GENERAL RULES

- Only those students who apply and meet the criteria may attend the Ag Science Academy. During their 4 year commitment, students understand it is a privilege to attend this school and are enrolled conditionally. Failure to maintain satisfactory attendance and grades can result in removal from the program. Any discipline incident violating the student code of conduct can also be grounds for removal from the program. Removal from the Ag Science Academy is at the sole discretion of the Ag Science Administration and cannot be appealed, regardless of the student's home campus.
- Each student enrolled in the Agriculture Science Academy will have their FFA dues paid for by the school. Therefore, each student will be an active member of the ASTA FFA.
- Shop safety procedures will be enforced as directed in the Northside Independent School District Policy Guidelines.
- Only students who are enrolled into the Ag Academy will be allowed to take agriculture academy classes.

## SUPERVISED AGRICULTURAL EXPERIENCE PROJECT

### Specific Requirements:

Each student must carry out an approved supervised agricultural experience project (SAEP) yearly while enrolled in the Ag Science Academy.

### 75.214 Career & Technology Education Course Requirements

- (e) The SAEP shall relate directly to agriculture science and shall be for the purpose of reinforcement, in-depth study or enrichment related to classroom instruction; however, the use of time during the school day for activities such as the feeding and grooming of animals for show purposes is prohibited. The preceding limitation does not prohibit activities that are designed to assist students in mastering the course essential elements. The SAEP requirement for students enrolled in the Ag Science Academy may be satisfied by one of the following four methods or a combination of the four:
1. Agricultural Entrepreneurship/Ownership
  2. Research/Experimental
  3. Foundational
  4. Paid/Unpaid Placement

## LIVESTOCK PROJECTS

When selecting an animal project, it is critical that the student have the parents' advice and support. There are many things to consider:

- Can the student and/or parent afford the project?
- Where the project will be kept?
- Transportation to feed and care for the project
- Transportation of the project when necessary
- Time involved
- Risk of losing money

You must keep in mind that these projects are a gamble and they can become a total loss. All this must be considered. The risk can be reduced by hard work and desire to learn and apply your knowledge.

### Livestock Project Requirements:

- The animal(s) purchased for student SAEP must be an animal designated for either breeding or slaughter purposes.
- All projects must be approved by an ASTA Coordinator
- Family domestic animals do not meet the required project criteria.
- Eligibility will be based on the district UIL calendar.
- Livestock Projects may be one or more of the following:
  - a. Goats
  - b. Lambs
  - c. Swine
  - d. Poultry
  - e. Cattle

### **Purchase of Animal Projects:**

- The selection and purchase of an agriculture science project is a cooperative effort involving the student, parent, and teacher. The agriculture science teacher's role is advisory only. The teacher will not dictate what to buy, how much to spend, or from whom the purchase is to be made.
- The purchase of projects for agriculture science should be coordinated with the agriculture science teacher before projects are selected and purchased.
- The student and parent are responsible for the purchase of any and all agriculture science projects. See (c) Ag Teachers Responsibilities.
- Projects purchased for the purpose of showing must meet the requirements of the show(s) intended. The agriculture science teacher will assist in providing the student and parent the necessary information regarding the care and grooming of the projects for each show.
- All projects must be owned by the student. All projects must be entered in a student record book in order for the project to be eligible for a show.
- The student is responsible for validations and entries at all shows.
- The parents and students will make arrangements for transportation when selecting projects.

### **PROJECT SUPERVISION**

1. The *student* is responsible for:
  - the daily care of his/her project.
  - informing the agriculture science teacher regarding any problems and/or progress of his/her project.
2. The *parent* is responsible for:
  - the general supervision of the project on a day-to-day basis.
  - communication with the agriculture science teacher should a question or problem arise concerning the project or the student's performance of his/her responsibilities.
3. Agriculture Science Teacher:
  - Any problems that occur with livestock or poultry projects should be handled during the normal working hours when possible. The agriculture science teacher is not required by Northside Independent School District policy to make emergency calls for the purpose of treating sick or injured animals during the evening hours. However, the agriculture science teacher may assist with such problems at his/her discretion.
  - The agriculture science teacher will visit each supervised experience program as required by Texas Education Agency rules.
  - All projects purchased by the agriculture science teacher to be used for the project program and bought for a specific student, must have a signed approval form stating that the agriculture science instructor will act as the student's purchasing agent.

- Supervision of the students at out-of-district shows by school personnel may be provided. The number of agriculture science teachers assigned supervision responsibilities at out-of-district shows will be determined by the school principal based on need.

### **USE OF DRUG PROCURING AND MEDICATION**

The agriculture teacher or the Northside Independent School District will not be held liable for injury to livestock or poultry while assisting the student with their project. This includes such things as giving medication, castration, dehorning, docking, worming, trimming, and any other activity directly involving the agriculture science teacher with student's animals.

### **PROJECT LOCATION**

Because the student and his/her parents are responsible for the daily care and supervision of the student's project, projects must be located in an area that is both convenient to the student and conducive to the care and well-being of the project. Poor selection of a location will handicap the student in his/her efforts to fulfill his/her responsibilities.

### **LIVESTOCK SHOW PARTICIPATION**

- To show a animal, a student must be a member of the FFA Chapter and enrolled in an agriculture science class.
- In order to participate in a livestock show, students must be considered academically eligible by NISD UIL Rules.
- Students whose projects are not ready or are not of sufficient quality to participate in a major show will not be allowed to show. This decision will be made by the agriculture science teacher.
- The agriculture science teacher will prepare an approved list of eligible students authorized to attend all livestock shows.
- Parent permission forms for out-of-district shows must be signed by parents and returned to the agriculture teacher before the student leaves for these shows.
- The parents and student will make arrangements with the agriculture teacher for supervision, travel, housing and transportation of animals to the major shows in which students enter as a team. See Teacher's Responsibilities.
- Students and parents will be responsible for travel to and from livestock shows and for transporting their animals to and from these shows.
- The student code of conduct will be enforced while the student is representing the school at all non district competitions.

## AG. SCIENCE FAIR

In the Agriscience Fair students use the scientific process as they reinforce skills and principles they have learned in agriscience courses. They conduct research projects and prepare a scientific report and display for judging at the state level. Ag Science Fair projects must fall under one of the following categories:

- Animal Systems
- Environmental Services/Natural Resource Systems
- Food Products and Processing Systems
- Plant Systems
- Power and Structural and Technical Systems
- Social Science

### Project Requirements:

- All Ag. Science Fair Projects must be approved by the Ag Coordinator.
- All Ag. Science Fair Projects being utilized as the student's sole SAEP, must be exhibited at an approved contest.
- Show entries are the responsibility of the student, under the guidance of the Ag instructor.
- Students must attend monthly project meetings.
- An SAEP record book must be kept in relation to this project.
- To compete in a science fair, a student must be a member of the FFA Chapter and enrolled in an agriculture science class.
- In order to participate in a science fair, students must be considered academically eligible by NISD UIL Rules.

### Project Supervision:

The *student* is responsible for:

- the daily care of his/her project.
- informing the agriculture science teacher regarding any problems and/or progress of his/her project.

The *parent* is responsible for:

- the general supervision of the project on a day-to-day basis.
- communication with the Ag. Coordinator should a question or problem arise concerning the project or the student's performance of his/her responsibilities.

Supervision of the students at out-of-district shows/contests by school personnel may be provided. The number of agriculture science teachers assigned supervision responsibilities at out-of-district shows will be determined by the school principal based on need.

## AG MECHANICS PROJECTS

The Agricultural Mechanics SAE is a fabrication project that applies skills taught in the Agricultural Engineering Pathway. Students enrolled in Agricultural Mechanics courses will complete a fabrication project, and will have the opportunity to exhibit eligible projects at local and state Agricultural Mechanics Shows, with instructor approval and proper entry.

### Project Requirements:

- NISD Safety Protocol will be followed at all times in the shop
- All projects must be approved by the instructor
- Students must attend monthly project meetings
- A record book will be kept by each student
- Show entries are the responsibility of the student, under the guidance of the instructor
- Upon completion of the project and/or its final show, it must be removed from ASTA facilities within one week.
- If an Ag Mechanics project is a student's sole SAEP, it must be exhibited at at least one recognized show, following all guidelines above.
- To show a Ag Mechanics project, a student must be a member of the FFA Chapter and enrolled in an agriculture science class.
- In order to participate in a Ag Mechanics show, students must be considered academically eligible by NISD UIL Rules.

### Project Supervision:

The *student* is responsible for:

- the daily care of his/her project.
- informing the agriculture science teacher regarding any problems and/or progress of his/her project.

The *parent* is responsible for:

- the general supervision of the project on a day-to-day basis.
- communication with the Ag. instructor should a question or problem arise concerning the project or the student's performance of his/her responsibilities.

Supervision of the students at out-of-district shows/contests by school personnel may be provided. The number of agriculture science teachers assigned supervision responsibilities at out-of-district shows will be determined by the school principal based on need.



## **EXPLORATORY SAEP**

These are beginner student-led, instructor-advised, work-based learning experiences that result in measurable outcomes within a predefined, agreed upon set of Agriculture, Food and Natural Resources Standards and Career Ready Practices. Exploratory SAEs are appropriate for first year agriculture students ONLY.

### **Project Requirements:**

- All Exploratory SAE projects must be approved by the Ag Coordinator.
- Students must attend monthly project meetings.
- Create an SAEP Plan
- An SAEP record book must be kept in relation to this project.
- All Exploratory SAE projects will culminate in an end of project presentation.
- *Please see the hand-out, Exploratory SAEPs for more detailed information and requirements.*

### **Project Supervision:**

The student is responsible for:

- the daily care of his/her project.
- informing the agriculture science teacher regarding any problems and/or progress of his/her project.

The parent is responsible for:

- the general supervision of the project on a day-to-day basis.
- communication with the Ag. Coordinator should a question or problem arise concerning the project or the student's performance of his/her responsibilities.

## **PRODUCTION AG SAEP**

Just like exploratory SAEs; Production Ag SAEs are student-led, instructor-advised, work-based learning experiences that result in measurable outcomes within a predefined, agreed upon set of Agriculture, Food and Natural Resources Standards and Career Ready Practices. Production Ag SAEs are appropriate for all agriculture students.

These projects give students the opportunity to apply their academic and practical knowledge to "real life" situations through the development and operation of a small Agri-business.

### **Project Requirements:**

- All Production Ag SAE projects must be approved by the Ag Coordinator.
- Students must attend monthly project meetings.
- Create an SAE Plan
- Creation of a Business Plan
- Running of an Agribusiness for a minimum of 4 months.
- An SAEP record book must be kept in relation to this project.
- All Production Ag SAE projects will culminate in an end of project presentation.
- *Please see the hand-out, Production Ag SAEPs for more detailed information and requirements*

### **Project Supervision:**

The student is responsible for:

- the daily care of his/her project.
- informing the agriculture science teacher regarding any problems and/or progress of his/her project.

The parent is responsible for:

- the general supervision of the project on a day-to-day basis.
- communication with the Ag. Coordinator should a question or problem arise concerning the project or the student's performance of his/her responsibilities.

## **CODE OF ETHICS**

Agriculture science students will honor the FFA code of Ethics. They will conduct themselves at all times in a manner befitting their organization, chapter, school, and community by:

- Dressing neatly and appropriately for the occasion.
- Showing respect for the rights of others and being courteous.
- Being honest and not taking unfair advantage of others.
- Respect property of others.
- Refraining from loud, boisterous talk, swearing, and other unbecoming conduct.
- Demonstrating sportsmanship in the show ring, judging contests, and meetings.
- Attending meetings promptly and respecting the opinion of others in discussions.
- Taking pride in their organization, activities, supervised experience programs, exhibits, and in the occupations of agriculture.
- Sharing with others experiences and knowledge gained by attending National and State meetings.

## **AGRICULTURE MECHANICS AND HORTICULTURE CLASS RULES**

- Students must furnish work clothes. Protective clothing must be worn or the student cannot participate. Coveralls are recommended. Proper footwear is a must.
- No horse playing whatsoever will be tolerated. Severe disciplinary action will be forthcoming when this rule is broken.
- **PROTECTIVE EYE GLASSES** will be worn at all times in the shop area.
- Students will not be allowed into the shop other than during their class period without permission from their Ag teacher.
- Students are responsible for cleaning, putting equipment away properly, and restoring the work area that has been used by the student. Students will also be assigned areas that they will be responsible for keeping clean.

# **GUIDELINES FOR THE NORTHSIDE INDEPENDENT SCHOOL DISTRICT AGRICULTURE CENTERS**

All policies of the Northside Independent School District Agriculture Center (C.E. Vickery Center) 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 project center rules. Three or more rule violations will result in removal of project from center.

- Students and parents must arrange transportation to and from the Northside Independent School District Agriculture Centers.
- The primary responsibility for discipline and supervision rest with the student and his/her parents when instructors are not present after school hours.
- Students will be held financially accountable for willful vandalism on the part of the student who commits the act.
- Alcoholic beverages and tobacco use are prohibited on the premises. Use of, possession of, or distribution/purchasing of illegal or alcoholic substances will result in immediate removal of student and animal project from the project center.
- Each student is responsible for keeping his/her pen and the surrounding area clean. No excessive manure piles will be permitted.
- Each student is responsible for feeding and general care for his/her project. Students **MUST NOT** feed animals that do not belong to them unless prior arrangements have been made with the owner or an Ag. teacher.
- Each student who uses the C.E. Vickery Ag. Project Center is expected to attend all workdays at the project center. Failure to do so will result in a project center violation.
- A student should not be in another student's pen unless permission is given by the agriculture teacher, responsible parent, or student whose project is to be looked after.
- **NO FIREARMS.**
- Animals such as pets, dogs, service animals, emotional support animals, etc will not be allowed in or near the Agriculture Barns or turn-out areas at any time. This is for the safety and health of all students and animals in the barn areas.
- A non-refundable fee will be required to use the Ag. Project Center. (See Ag. Project Centers Form on page 25 for fees.)
- Projects are considered completed within 5 days of the student's last show and must be removed from the project center.
- 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 stock yards at the owner's expense. The remainder of the money from the sale of the animal will be sent to the owner.
- Only students currently enrolled in an Agriculture Science course in Northside Independent School District and an FFA member are eligible to utilize the Agriculture Project Center. Students not enrolled in agriculture, or students who do not have their animal located in the project center, should not loiter in the centers. Visitors should check in with the Ag. teacher on duty.

- All projects housed at the C.E. Vickery are to be exhibited under the FFA.
- No mechanical, wooden, electrical, metal structures may be placed in pens without Ag. instructors approval. All items placed in feeding pens or lockers must be approved in accordance with NISD rules.
- Animal pens must be cleaned within 10 days after the project is completed. All students using the project centers must attend the final workday determined at a later date. Pens and lockers must be cleaned by designated dates set by the Ag. teachers.
- Students who fail to abide by these rules, or failure to keep their pens/lockers clean, may be fined \$100.00 and could lose their opportunity to use the Ag Project Centers in the future.
- **THEFT** in the project centers will not be tolerated. Stealing from the project center or from another student will result in immediate removal of student and animal from the project center.
- Students/parents must observe opening and closing times. Students and/or parents entering the centers before/after hours will be issued a project center violation. Student **WILL NOT** be allowed to go to the Vickery Center during school hours!
- Students that **FAIL** two or more grading periods **WILL LOSE** their ability to utilize the Vickery Project Center for the next school year. Students **MUST** be eligible to participate in the Ag Program.
- Students are not allowed to take their livestock projects to jackpots or practice shows without the permission of their Ag. Teacher (project leader). Parents and students that fail to abide by this rule will lose the opportunity to use the Project Center pens.
- Students with excessive absences and/or discipline problems (as determined by the ASTA Administrative Staff) will not be allowed to utilize the project center the following year.
- Student/family behavior that is detrimental to the atmosphere in the project center (ie cursing, harassment, negative behavior towards students, staff, other parents, etc) can be cause for removal from the project center barns. Removal will be at the sole discretion of the Ag Science Academy admin.
- The mishandling of animals on the grounds of the Ag Science Academy will not be tolerated at any time. Behavior such as this can be grounds for immediate removal from the barns and the Gerlach Livestock show. Dismissal will at the sole discretion of the Ag Science Academy admin.

**Vickery Center hours:** 6:00-8:45a.m. and 2:30-8:00p.m.



# A.S.T.A FFA

## Member Expenses

Students that are extremely involved in the Agriculture program have many expenses. Listed below are examples of expenses and due dates for these items. Please understand that we serve a large number of students. We expect the students to adhere to the due dates listed on the Ag. Department calendar.

- **FFA Jacket** - \$60.00 Estimate (This is not required) - Order Online.
- **Ag Booster Club Dues** - \$5.00 (Organization for Parents) - Due at 1st Booster Club Meeting in September. Make checks payable to OHS Booster Club.
- **Vickery Center Project Fees** - (Price Variable) Depending on the type of Livestock the students want to raise. Check with your Ag. Teacher - Project Leader - Due in March and April. Project fees are paid in advance for the next school year. (make checks payable to ASTA High School.)
- **Livestock Validation Fees** - (Price Variable). All livestock exhibited at the various Livestock Shows must be identified by tag # to the student for ownership purposes. Check with your project leader for due dates. (Make checks payable to ASTA High School.)
- **Entry Fees to Livestock Shows** - Price Varies depending on the show and type of Livestock the student wants to exhibit. Students will receive information concerning prices and dates, at project meetings and during Ag courses.
- **Commercial Livestock (Down Payment) Deposits** - money for the next school years animal projects are ordered in late March or April. The Ag Teachers (Project Leader) will inform the students of the due date 10 days in advance of money due date. (Make checks payable to WGLS)
- **FFA Award Ceremony Tickets** - Price to be announced. Paid in Late April (payable to ASTA High School)

# Veterinarian & Feed Store Information

At times, it becomes necessary for a student to contact a veterinarian for animal health purposes. Neither ASTA Ag. Science teachers, nor Northside I.S.D., advertise, promote, or recommend any of the following individuals or businesses. This information is being provided as a convenience and should be used at your discretion.

## VERTERINARIANS

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### **Dr. Carter**

1991 Hwy 90 W  
Castroville, TX  
830-538-2274  
*Pigs, lambs, goats*

### **Gillespie Animal Clinic**

402 S. Creek  
Fredericksburg, TX  
830-997-4348  
*All livestock*

### **Kendall County Vet Center**

141 TX-46  
Boerne, Tx, 78006  
1-830-336-2041  
*All livestock*

## FEED STORES

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### **Jupe Feed & Store**

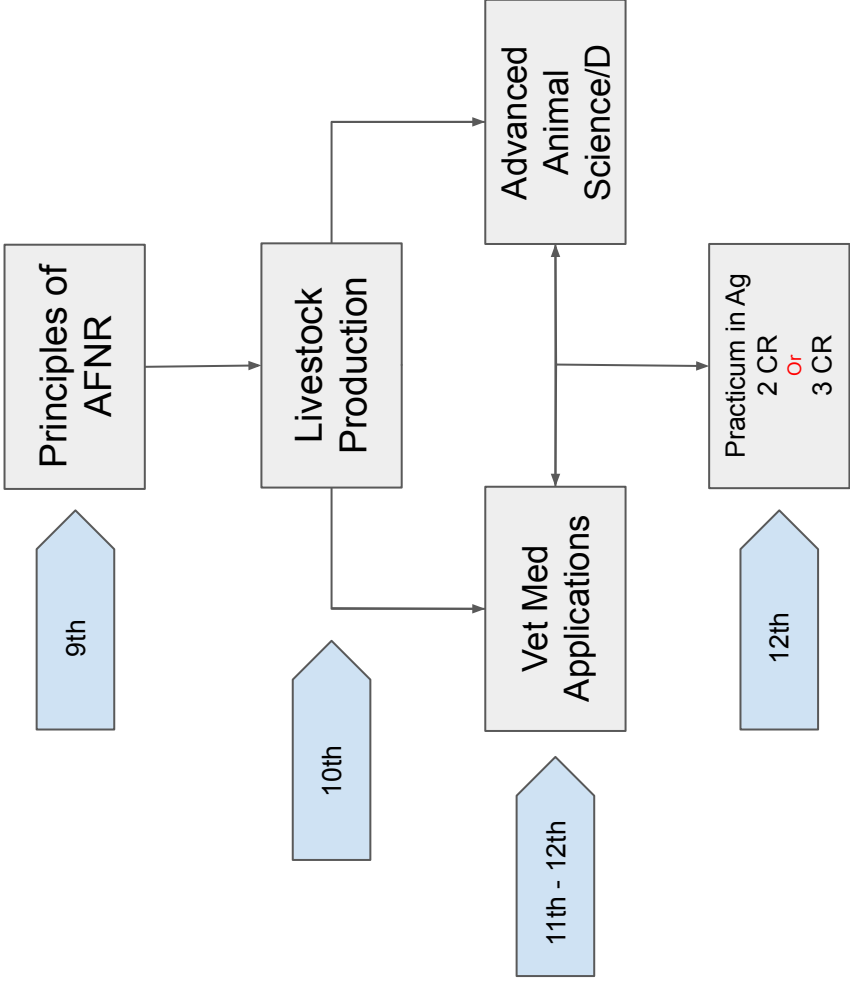
14392 Bandera  
695-3551 / 695-3552

### **P. J. S Farm & Ranch Supply**

1560 at Galm Road  
523-5282

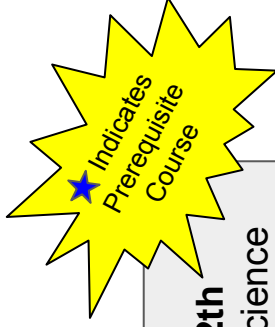
*The agriculture teachers, nor NISD, will not be held liable for injury to livestock or poultry while assisting the student with their project. This includes such things as giving medication, castration, dehorning, docking, worming, trimming, transportation, and any other activity directly involving the agriculture science teachers with student's animals.*

# ANIMAL SCIENCE PATHWAY



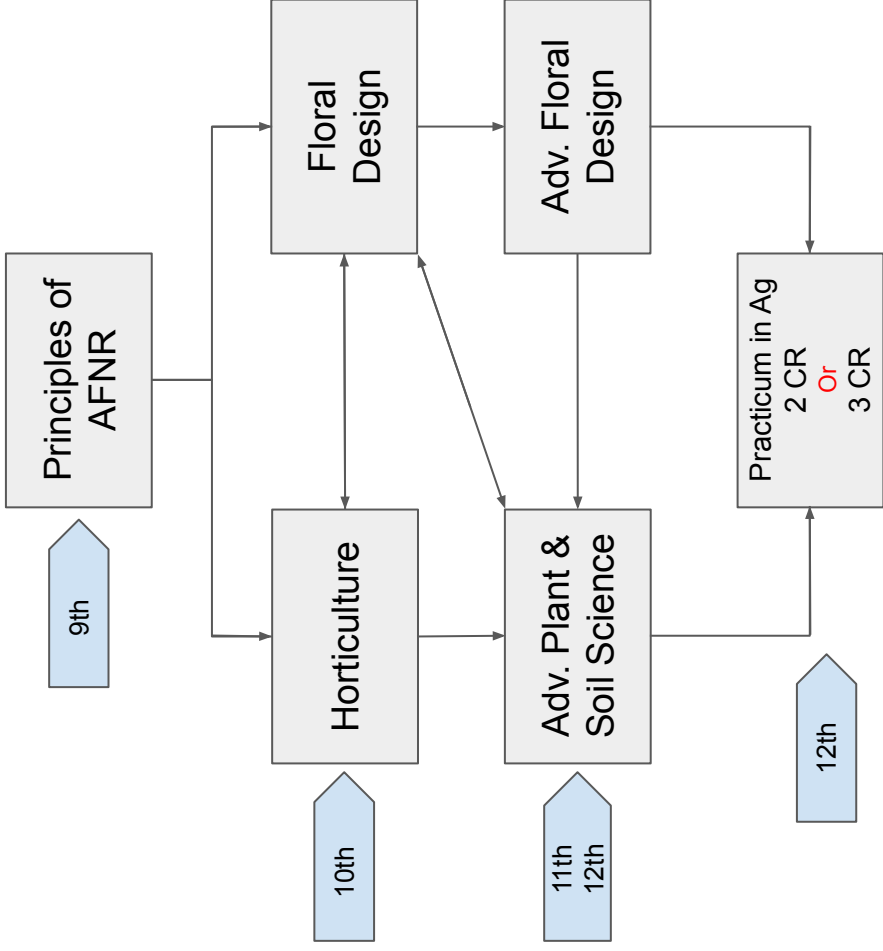
## Ag Electives

**10th - 12th**  
 Wildlife Dual Credit  
 Floral Design  
 Horticulture  
 Ag Mech Metal Fab  
 Leadership in Ag 1,2,3



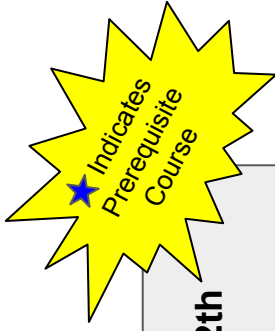
**11th - 12th**  
 Adv Plant Science  
 Adv Plant Science Dual  
 ★ Adv Floral Design  
 ★ Ag Structures  
 ★ Ag Equipment

# PLANT SCIENCE PATHWAY



## Ag Electives

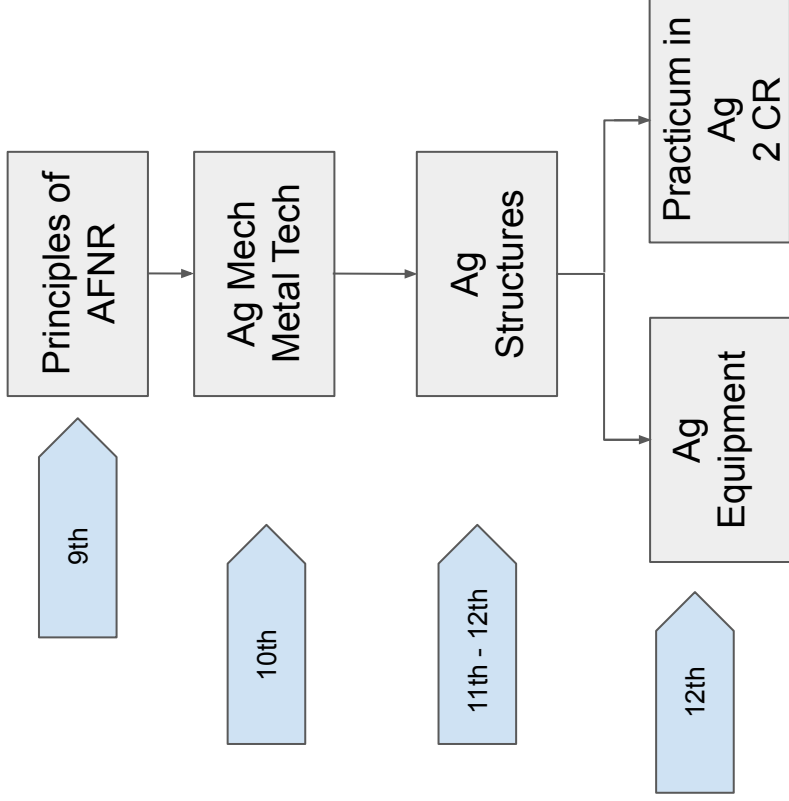
**10th - 12th**  
 Wildlife Dual Credit  
 Livestock Production  
 Ag Mech Metal Fab  
 Leadership in Ag 1,2,3



**11th - 12th**

- ★ Vet Med Apps
- ★ Adv Animal Sciences/D
- ★ Ag Structures
- ★ Ag Equipment

# APPLIED AG ENGINEERING PATHWAY



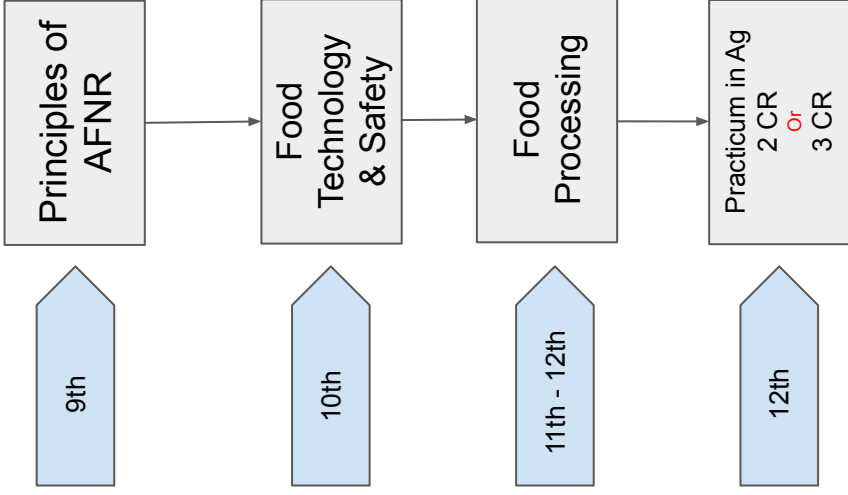
## Ag Electives

**10th - 12th**  
 Wildlife Dual Credit  
 Floral Design  
 Horticulture  
 Livestock Production  
 Leadership in Ag 1,2,3



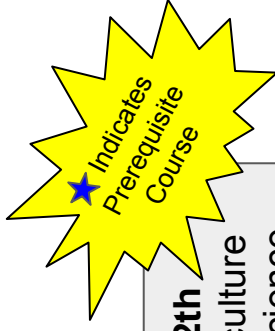
**11th - 12th**  
 Adv Plant Science  
 Adv Plant Science Dual  
 ★ Adv Floral Design  
 ★ Vet Med Apps  
 ★ Adv Animal Science/D

# FOOD SCIENCE PATHWAY



## Ag Electives

- 10th - 12th**  
 Wildlife Dual Credit  
 Floral Design  
 Horticulture  
 Ag Mech Metal Fab  
 Leadership in Ag 1,2,3



- 11th - 12th**  
 GIS in Agriculture  
 Adv Plant Science  
 Adv Plant Science Dual  
 ★ Adv Floral Design  
 ★ Ag Structures  
 ★ Ag Equipment



# Booster Club Committee Descriptions

|                          |  |
|--------------------------|--|
| <b>Auction Committee</b> | Assist Auction Committee Chairperson in contacting previous buyers and new buyers for the Gerlach Livestock Show & Sale. |
| <b>Concession Stand</b>  | Work scheduled times during livestock show.  |
| <b>Construction</b>      | Assist with any needed repairs or remodeling at the showgrounds during scheduled workdays or other times as necessary.   |
| <b>Hospitality</b>       | Work scheduled times during the auction serving refreshments to buyers.  |
| <b>Benefit Auction</b>   | Assist chairperson in securing donations and send out advertisements for the fundraiser auction held in the fall.        |
| <b>Parking</b>           | Work scheduled times during the stockshow, specifically during the sale, to direct parking.                              |
| <b>Data Entry</b>        | Assist treasurer and show records chair during stock show to enter auction information.                                  |
| <b>Refreshments</b>      | Provided refreshments for specified Booster Club meetings.   |
| <b>Animal Load Out</b>   | Help load and sort animals before, during, and after Gerlach Auction.  |

**ASTA FFA Booster Club**  
**Membership Form**  
(To be turned in at Booster Club Meeting Only)

Parent's Name: Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Student(s) Name(s): \_\_\_\_\_

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

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

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Alt Phone Number (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Alt Email \_\_\_\_\_

His Occupation: \_\_\_\_\_ Her Occupation: \_\_\_\_\_

Student(s) Ag Teacher(s) \_\_\_\_\_

Circle the project your student is raising: Cattle Swine Sheep Goat Poultry Ag Mech N/A

May we include your family's name and phone number on a list to be given to all families with the same kind of project? Circle: YES NO

**FFA Booster Club Dues:**

- |                       |         |
|-----------------------|---------|
| 1. Family Membership  | \$5.00  |
| 2. Advertisement Sign | \$20.00 |
- Includes dues for both parents
  - A sign with you specific message will be displayed on the pens in the steer, swine, or lamb/goat barn at Gerlach Livestock Show.

Total: \$ \_\_\_\_\_

If purchasing a sign – please list your specific message here (NO COMPANY NAMES)

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\_\_\_\_\_ I work for a business that could be of help to the Booster Club.

Name of Business: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_