

**Manor I.S.D.  
Manor High School**



***FFA Student Handbook***



**2019-2020**

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**Non-Discrimination Statement**

The following non-discrimination statement must be included on all CTE program publications and other materials that are distributed to students, parents, and/or community (ex. Newsletters, Journals, Bulletins, Fact Sheets, Reports, Summaries, Guides, and/or Brochures):

Manor Independent School District offers Career and Technical Education programs in the Agriculture, Food and Natural Resources; Architecture and Construction; Arts, A/V Technology and Communications; Business Management and Administration; Education and Training; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety, Corrections and Security; Science, Technology, Engineering and Mathematics; Transportation, Distributions and Logistics. Admission to these programs is based on interest and aptitude, age appropriateness, and availability of space in classroom.

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

It is the policy of Manor Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Manor Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the Title IX Coordinator, Dr. Creslond Fannin, and/or the Section 504 Coordinator, Tori Linzenmeyer, at 10323 Highway 290 East, Manor, TX 78653, 512-278-4800.

Dear Parents and/or Guardians,

On behalf of the Manor Agricultural Science Department, we would like to thank you in advance for allowing your son/daughter to join our FFA organization. Throughout the year we will experience many situations together. If you ever have a concern, please encourage your son/daughter to conference with his/her advisor. If there are further concerns please feel free to call an FFA Advisor to set up a conference.

We would also like to encourage you to join our Manor FFA Alumni Association to help serve our students and their projects.

Thank you again for your support,

*The Manor FFA Agricultural Science Teachers/FFA Advisors*

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## **TEACHER ROLES & RESPONSIBILITIES**

- Barn Contact** - Ms. Bowen & Mr. MacDonald
- Career Development Events (CDEs)** - All Teachers
- Chickens** - Ms. Bowen & Ms. Tucker
- Discovery Program** - Mrs. Bartos
- District/Area Meetings** - Ms. Bowen & Mr. MacDonald
- FFA Awards** - Ms. Bowen
- FFA Jackets** - Mrs. Bartos & Ms. Bowen
- FFA Membership** - All Teachers
- Fundraising & Accounts** - Mrs. Bartos
- Goats** - Mr. MacDonald & Mrs. Morales
- Greenhand Program** - Mrs. Morales
- Junior FFA Program** - Mrs. Bartos
- Lambs** - Mr. MacDonald & Mrs. Morales
- Leadership Development Events (LDEs)** - All Teachers
- Major Livestock Show Registration** - Ms. Bowen
- Manor FFA Banquet** - Mrs. Bartos & Ms. Bowen
- Manor FFA Officer Team** - All Teachers
- Mustang Buyers Group** - Mrs. Bartos & Ms. Tucker
- National FFA Week** - Mrs. Bartos & Ms. Bowen
- Rabbits** - Mrs. Bartos & Ms. Tucker
- Record Books** - Ms. Bowen
- Speaking Development Events (SDEs)** - All Teachers

**State Convention** - Ms. Bowen & Mr. MacDonald

**Swine** - Ms. Bowen & Mr. Simms

**TCYS Entries** - Mrs. Bartos

**TCYS Youth Fair** - Mrs. Bartos

**Veterans' Breakfast** - Mrs. Bartos

### **MANOR FFA GUIDELINES**

The Manor FFA guidelines are set forth to enhance the agricultural educational experience of the students. The Manor FFA is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. Guidelines are written to act as a system of procedures for Manor FFA members participating in FFA activities and leadership roles. Understanding these expectations is intended to help everyone have a great experience. The National FFA Organization operates under a Federal Charter granted by the 81st Congress of the United States and is an integral part of public instruction in agriculture. The U.S. Department of Education provides leadership and helps set direction for the FFA as a service to state and local agricultural education programs. FFA is considered a CTSO (Career & Technical Student Organization). CTSOs are student organizations associated with CTE (Career & Technical Education) courses. CTE offers hands-on courses in various high demand careers.

#### **CHAIN OF COMMAND**

All questions and concerns for the FFA program should be addressed with the AST of that activity. If that does not satisfy your needs, the following chain of command must be followed.

*Step 1: Address the issue with the AST of that activity*

*Step 2: Address the issue with all of the AST staff.*

*Step 3: Address the issue with the Assistant Principal.*

*Step 4: Address the issue with the CTE Director.*

**If the chain of command is not followed it could result in removal from the organization.**

#### **STUDENT-FFA MEMBER CODE OF CONDUCT**

Manor FFA members must abide by all rules as published in the Manor I.S.D. Student Code of Conduct, Manor ISD Student Handbook, and the Manor FFA Student Handbook. These rules will apply to all Manor FFA events and settings. Manor FFA members will be held accountable for any additional rules approved by the Manor FFA Advisors, Principals, Director of CTE, and Superintendent that are specific to Manor FFA. Failure to comply could result in conditional suspension depending on the severity of the case and circumstances.

#### GENERAL RULES:

1. Be a good citizen and associate with other good citizens.
2. Treat people the way you want to be treated.
3. Be respectful to adults, peers, and others at all times.
4. Be honest and trustworthy.
5. Take pride in your schoolwork and do the very best that you can.
6. Treat equipment and facilities as though you own it. Take and keep only what belongs to you.
7. Be a positive force at every team practice, game, match, or meet.
8. Be a good communicator. Advisors and members cannot read your mind.
9. Give your best effort in the classroom, at practice, and in competition. Be at every team practice and various events on time.
10. Refrain from profanity.
11. Obey the laws of our society.
12. Conform to the dress code set forth in the Student Handbook and take pride in your dress and appearance.
13. Complete a FFA Record Book.

#### **CONDUCT AND ATTITUDE**

Advisors and adults should receive “yes Ma’am”, “yes Sir”, “no Ma’am”, and “no Sir” responses from members when addressing them. Whenever Advisors are talking, members are to give them their undivided attention. Advisors should always be addressed as “Mr.” or “Ms.” A person’s conduct is directly related to their attitude. Members should see themselves as ambassadors, not only for their program, but for their school and community as well. People in other communities will develop an impression of Manor based on the conduct of our Members. Members with excessive and/or serious inappropriate behavior or attitude problems will be disciplined and could be removed from the Manor FFA organization.

***Always remember, Manor is on the back of every FFA Jacket!***

#### **CLASSROOM EXPECTATIONS**

Student members will be expected to:

- maintain a minimum grade of 70 in all classes to be eligible to show/participate in all Manor FFA co-curricular activities according to the U.I.L. Failing members must attend tutorials. If a student fails a grading period, the member is still expected to care for projects and attend practices. In addition, members who fail are ineligible for competition.
- be successful in the class under the authority of the teacher and to demonstrate a respectful and cooperative attitude.

### **SCHOOL ATTENDANCE**

Manor FFA members are expected to be in and on time to class every day. Manor FFA members with excessive academic absences or tardies may be removed from a Manor FFA team or a SAE Program/Project (Supervised Agriculture Experience). The advisor of each team will assess absences, excused or unexcused.

Manor FFA Advisors will submit attendance for all school-related absences. These absences will be coded according to the M.I.S.D. Attendance Policy. Examples are as follows:

- Extra-Curricular Activities: showing in livestock shows, participating on a LDE or CDE team
- Co-Curricular Activities: leadership activities, school tours

### **MISSED PRACTICE**

You may only have 3 unexcused tardies and/or absences before being dismissed from any Manor FFA team. If you are going to be late or absent, you must notify your advisor(s) prior to practice.

### **FFA PARTICIPATION CONFLICTS**

Manor FFA members are encouraged to participate in as many activities as possible. Manor FFA Advisors and students will work together to develop an alternative schedule or solution when conflicts arise with other activities. District, Area, or State competition takes precedence over non- district competition.

### **ELIGIBILITY**

Students must meet the eligibility rules published by the University Interscholastic League and other rules provided by the Local Board. Students must obtain administrative approval to be eligible to participate in Manor FFA activities. This will

include attendance, academics, and a completed extracurricular release form that must be completed by all teachers of each member in order to participate.

### **TRAVEL**

Members are required to travel to Manor FFA events with the team unless extenuating circumstances arise. All arrangements must be made prior to the trip. For stock shows, members and their parents **MUST** make arrangements with the appropriate Manor FFA Advisor if the parents/guardians will not be accompanying the student. Manor FFA will transport member's animal/project to the respective stock show, but must have a signed permission form, if the student needs to ride with the advisor. Members may only be released to their parents/guardians and if the district's consent form has been signed and given to a Manor FFA Advisor. All school district and campus policies must be followed on Manor FFA trips. *Graduated seniors are no longer eligible to travel with the Manor FFA. They may attend conventions and stock shows on their own.*

**\*No FFA members will be allowed to ride in a Manor FFA Advisor's personal vehicle.\***

### **OVERNIGHT TRAVEL**

Manor Ag Teachers/FFA Advisors will not be allowed to stay in rooms with Manor ISD students. Adult supervision and student safety is extremely important to us and is something we will not take lightly. Manor FFA students are responsible for behaving properly, appropriately and for following all written and oral rules/directions given, when staying overnight on a school sponsored event. It is a privilege to travel as a member of Manor FFA; therefore, students must act in such a way that affords them this privilege. Any misconduct will result in disciplinary action from Manor ISD Administrators and Manor FFA Advisors. *Graduated seniors are no longer eligible to travel with the Manor FFA. They may attend conventions and stock shows on their own.*

### **IMPROPER CONDUCT**

The Manor FFA member is expected to represent their community, chapter, and school with integrity and class. A Manor FFA member who displays improper conduct will be subject to disciplinary action by school administrators and Manor FFA Advisors. Discipline could result in dismissal from the Manor FFA organization.



### **SUSPENSION FROM THE FFA ORGANIZATION**

The student may be removed from the Manor FFA program if the student engages in conduct punishable as a felony listed under Title V of the Texas Penal Code. Only the Manor FFA Advisors may suspend a member from the program. Reinstatement may occur, if the advisors have reevaluated the member's attitude, behavior, and/or academic performance and see a significant change. The team advisor may suspend a member from the team. Documentation of why the member is being suspended will be provided and the parents will be contacted. The Manor FFA Advisors are responsible for seeing that discipline is consistent; however, punishment will be determined based on history and offense. Manor FFA Advisors and Manor I.S.D. Administration will work collaboratively in determining proper disciplinary action.

### **IN SCHOOL SUSPENSION (ISS)/ALTERNATIVE EDUCATION (MAP)**

Students that are assigned ISS may practice after school but may not participate in competitions unless they have fulfilled their ISS assignment.

Students placed in MAP will not be allowed to participate in co-curricular activities during the length of their placement. When a student is assigned to MAP and serving in a leadership role, they will have the opportunity to resign from their position or be removed by the Manor FFA Advisors. Once the student returns to campus, they will serve a probationary period, which will limit their involvement in all Manor FFA activities. Students who are repeatedly assigned to ISS or MAP will be dismissed from the Manor FFA program.

### **DRUGS/ALCOHOL**

Per Manor ISD policy all students who participate in extracurricular activities, including Manor FFA, in grades 7-12 are subject to MISD Suspicionless Drug Testing. The complete drug testing policy can be found online at [https://pol.tasb.org/Policy/Download/1150?filename=FNF\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1150?filename=FNF(LOCAL).pdf).

### **TOBACCO**

Per Manor ISD policy all students who participate in extracurricular activities, including Manor FFA, are required to follow the Manor ISD Student Code of Conduct. Any member in possession, using, selling, or delivering tobacco products will be subject to disciplinary actions. This includes all Manor ISD Facilities as well as extracurricular FFA activities.

## **STEALING**

Taking things that do not belong to you will not be tolerated. A member caught stealing at any time will be subject to consequences as outlined in the M.I.S.D. Student Code of Conduct. This also includes equipment not turned in after the season, and equipment that belongs to the district that was “found” or “given” to a member by someone else. Depending on the seriousness of the offense, a member may also be prosecuted by the law.

## **PROFANITY**

Profanity or crude language in the Manor FFA program will not be tolerated. Members heard using profanity or crude language will be disciplined. This is not appropriate or becoming of a Manor FFA member; therefore, we will work together as a chapter to be a “no profanity” organization.

## **GROOMING**

**HAIR:** As stated in the MHS Student Handbook, distracting colors and haircuts that are not a natural human color are not permitted.

**FACIAL HAIR:** Groomed facial hair is permitted per the MHS Student Handbook. We will maintain a uniform, clean, and neat appearance.

## **LETTERING IN MANOR FFA**

We believe that the awards students receive for taking part in Manor FFA are symbols of hard work, dedicated effort, positive attitude, and a desire to be successful. Therefore, all students are encouraged to strive to letter in Manor FFA. The advisors will notify the members when they are ready to accept applications for ordering jackets. Upon approval, the student is eligible to purchase their letter jacket. If funding is available, assistance will be provided.

Agriculture students may obtain letterman status by completing a variety of activities. All activities must be documented in your AET Record Book. See the Letter Jacket application for more information.

## **LIVESTOCK SHOWS**

In accordance with Manor I.S.D. Career & Technical Education overnight travel procedures, Manor Ag Teachers/FFA Advisors will only attend livestock shows where 3

or more students are exhibiting their projects. This policy can change according to district funding.

Exhibitors may attend other livestock shows, but it will be the parent's responsibility to make travel arrangements and transportation of animal to the show. Livestock shows can be very large and very spread out. It is encouraged that all exhibitors (students) are accompanied by a parent/guardian. However, we understand that "life" may hinder parental supervision during the entire show, but we would appreciate any parental involvement that can be lent. If a parent/guardian is unable to attend a livestock show with their child, communication and arrangements for the student's travel and safety must be made between the parent/guardian, student, and teachers/advisors prior to students and advisors leaving Manor ISD.

With today's educational financial status, we must be mindful of our travel expenses. Therefore, if only one student is entered, an advisor will not be allowed to attend. It will be the responsibility of the students and parents to attend the show on their own at their own expense. In some circumstances, it may be required to have more than one teacher/advisor attend any given stock show. This will be determined on a case by case basis.

#### **FACILITIES: MANOR FFA AG PROJECT FACILITY**

Manor FFA has a facility to house animals. Spaces are limited and are on a first come, first serve basis according to membership. Animal spaces will be assigned in the following order: (1) Active FFA members (2) Jr. FFA members who have siblings that house animals in the facility (3) Jr. FFA members who have previously housed animals in the facility (4) Jr. FFA members. Please see the Barn Contract for more details.

#### **SOCIAL MEDIA**

Students, Parents, and Staff are expected to follow the same rules for good behavior and respectful conduct online as offline. No defaming Manor FFA, another FFA member, fellow peer, adult, AST, etc. on social media website such as Facebook, Twitter, Instagram, Snapchat or other social media site. Failure to act appropriately may result in a write up and or removal from the FFA program.

#### **MANOR FFA OFFICERS**

*All Officers have the responsibility of:*

- *assisting each other and working together as an Officer TEAM,*
- *being present at all required functions (unless prior appropriate*

- *notice has been given to the advisors),*
- *assist in recruiting active members,*
- *help to maintain order during meetings,*
- *required to memorize their parts in the Opening and Closing Ceremonies,*
- *and acting as an example for other members.*

#### SPECIFIC OFFICER DUTIES:

##### **President**

- Organize events
- Correspond with ag teachers
- Arrange officer meetings and plan agendas
- Promote Manor FFA teams
- Responsible for actions of officers and members
- Strong enough to keep order during meetings (*even if members are your friends*)
- Preside over meetings according to accepted rules of parliamentary procedure
- Represent the chapter in public relations and official functions

##### **Vice-President**

- Assume all duties of the President if necessary
- Work closely with the President and Advisor to assess progress toward meeting chapter goals
- Personal responsibility to get needed work accomplished

##### **Secretary**

- Prepare and post the agenda for each chapter meeting
- Prepare and present the minutes of each chapter meeting
- Be responsible for chapter correspondence
- Maintain member attendance and activity records

##### **Treasurer**

- Present monthly treasurer reports at chapter meetings

##### **Reporter**

- Release news and information to local and regional news media
- Serve as chapter photographer, and as so, be present at all Manor FFA events

##### **Sentinel**

- Assist the President in maintaining order (*once again, reprimand members even if they are your friends - nothing can be accomplished without order*)
- Keep the meeting room, chapter equipment and supplies in proper condition
- Welcome guests and visitors

- Keep the meeting room comfortable
- Assist with special features and refreshments
- Be available to pick up food, drinks, etc. for meetings

### **Student Advisor**

- Keep activity calendars up to date
- Release news/information and maintain social media sites

### **Chaplain**

- Provide invocation at banquet and other events as needed
- Assist with motivating members to participate in activities

Manor FFA Officers are required to perform on a rigorous and continuous basis. Read the following guidelines and decide if you are highly qualified, able, and willing to perform ALL of them. When you are fully convinced that you will, without reservations, be able to carry out the role and responsibility of a Manor FFA Chapter Officer, then and only then sign the Officer Requirements document. Have your parents sign it and return to your Manor FFA Advisor. If any part of the guidelines or duties are not fulfilled, you will be removed from office.

1. Officers must remain dedicated to the Manor FFA Chapter.
2. Officers must dedicate a large amount of time to Manor FFA activities.
3. Officers must become knowledgeable of the agricultural industry and the Manor FFA organization.
4. Officers must maintain passing grades in all subjects at all times.
5. Officers must accept and search out constructive criticism and evaluate their own performance as an officer.
6. Officers must be willing to take and follow instructions of the Manor FFA Advisors.
7. Officers must follow the FFA Code of Ethics in and out of school at all times.
8. In addition to the above stated requirements of the Manor FFA Chapter and its membership, officers must also abide by the Student Code of Conduct as outlined in the M.I.S.D. Student Handbook.
9. If elected, you must be able to attend and participate in all Manor FFA activities unless previous notice is given to an Advisor. These activities include, but are not limited to:
  - the Manor FFA Banquet
  - all chapter meetings
  - all officer meetings
  - all fundraisers
  - Manor FFA Alumni Shrimp Stampede

- and any other scheduled meetings, recruitment activities, or community service activities.

# 2019-20 Manor FFA Calendar

*These dates are tentative and could change at any time. Be sure to check for changes that may occur.*

## September

9 FFA Meeting/Back To School Bash  
14 Area XII Greenhand Camp  
21 Area XII Day Of Service  
28-29 State Fair Lamb/Goat Show  
Fall Fundraiser

## October

5 ManorFest Community Service Project  
5 Bowie Lamb/Goat Jackpot  
7 FFA Meeting  
7 FFA Dues Deadline  
7 TCYS Entries Due  
8 State Fair - College Fair/Ag Awareness  
9 State Fair Ag. Science Fair  
9 District Fall Meeting  
12 Clifton Career Lamb/Goat Jackpot  
14 Heart O' Texas Public Speaking  
15 Lamb/Goat Validation  
16 State Fair Public Speaking  
19 Hendrickson Lamb/Goat Jackpot  
26 Manor FFA Alumni Lamb/Goat Show  
Fruit Fundraiser  
Fall Fundraiser Delivery

## November

2 Lake Travis Lamb/Goat Jackpot  
4 FFA Meeting  
4 Major Show Entries Due  
13 District LDE Contest  
16-17 Swine Validation  
23 Area XII LDE Contest  
Fruit Fundraiser

## December

6 Veteran's Breakfast  
7 Manor FFA Swine Show  
14 Rabbit Validation  
FFA Christmas Party  
TCYS Broiler Pick Up  
Fruit Fundraiser Delivery

## January

13 Alumni/FFA Meeting  
11 Spring District/Area Meeting  
16-18 TCYS  
23 TCYS Auction Set-Up  
24 TCYS Auction  
TCYS Floral Contest  
TCYS Welding Contest

## February

8 San Antonio Public Speaking  
11-13 San Antonio Lamb/Goat Show  
15 San Antonio Ag. Science Fair  
15-20 San Antonio Barrow Show  
19-20 San Antonio Poultry Show  
22-29 National FFA Week  
Day At The Capitol

## March

1-3 HLSR Gilt Show  
8 HLSR Ag. Science Fair  
10-12 HLSR Lamb/Goat Show  
12 HLSR Poultry Show  
14-15 HLSR Public Speaking Contest  
14-19 HLSR Barrow Show  
16-17 Austin Lamb/Goat Show  
18 Austin Poultry Show  
20-22 Austin Barrow Show  
26 TSU Invitational CDE  
27 Angelo State Invitational CDE  
27 Blinn Invitational CDE  
Austin School Tours

## April

2 SHSU Area CDE  
3 Area Vet Tech CDE - Blinn  
4 Texas A&M Area CDE  
6 Alumni/FFA Meeting  
14 Region 2 Wildlife CDE  
15 TSU Area CDE  
18 Area XII CDE – Wool  
18 Texas Tech Area CDE  
25 Texas Tech State CDE  
27 District Degree Check  
28 District Banquet  
28 State Wildlife CDE  
30 TSU State CDE

## May

1 SHSU State CDE  
2 Texas A&M State CDE  
8-9 Area XII Convention  
Manor FFA Banquet

## June

29-30 Leadership Camp  
27 FFA Alumni Shrimp Stampede

## July

6-10 State Convention

ACKNOWLEDGMENT OF RECEIPT OF MANOR FFA HANDBOOK

**ALL FFA MEMBERS MUST RETURN THIS COMPLETED FORM TO THE AGRICULTURAL SCIENCE DEPARTMENT.**

Parents,

Please read the following information, sign and return to an FFA Advisor.

We have received, read, and understand that Manor Independent School District's FFA Student Handbook (available at mhs.manorisd.net). We agree to abide by Manor I.S.D.'s FFA Handbook. I understand that my child \_\_\_\_\_ will be held accountable for the behavior and disciplinary consequences outlined in the Manor FFA Handbook. I understand that this includes all behavior at school, school-sponsored and school-related activities, school sponsored travel, some behaviors occurring within 300 feet of school, some behaviors occurring off-campus, and for any school-related misconduct regardless of time or location. I understand that any student who violates the Student Code of Conduct or the FFA Handbook guidelines is subject to disciplinary action.

I have read and understand all of the statements above.

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Signature of Parent/Guardian

Date

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Signature of Student Member

Date