



**CAREER & TECHNICAL
EDUCATION** **HUTTO ISD**

Farm Facility Rules and Guidelines 2023-2024

Hutto High School
&
Hutto Ninth Grade Center

INTRODUCTION

Hutto ISD Agricultural Facilities are located on district property at 791 Destiny Lane, Hutto, Texas. The purpose of the Farm Facility is to provide an extension to classroom instruction to maximize learning and to allow FFA members to utilize the complex for their Supervised Agriculture Experience (SAE) Projects.

In order for all parties to best utilize the Farm Facility, there are rules and regulations, which must be observed. To ensure compliance, Hutto Independent School District employees including Agriculture Science Teachers (AST) and administrators will monitor and manage the facility both physically and via available security cameras.

It is our goal as a district to set, monitor, and continuously improve a set of rules and guidelines to be followed. This in turn should provide a safe, educational, and rewarding atmosphere that is conducive to learning.

The opportunity to participate in an SAE project brings with it a great amount of work and dedication. It is for that reason that all stakeholders are expected to place the best interest of the student and the program as their highest priority. All relationships should be built on respect helping to develop a mutual trust among stakeholders.

The district ASTs are a support for each student, the project, and family. They will facilitate the SAE project through education, demonstration, and being an overall resource to ensure that students receive the guidance they need to be successful in their project.

When all entities work together, the SAE can be an opportunity to learn responsibility, experience livestock care first-hand, and foster a relationship based on teamwork.

DISCLAIMER

Unfortunately, not all situations that arise can be anticipated or accounted for in this document. Should events occur that are not covered in the Farm Facilities Rules & Livestock Feeding Guidelines, they will be reviewed on a case by case basis by the agriculture science teachers and campus administration, and will be dealt with according to what is fair and just. Furthermore, Hutto ISD reserves the right to alter the rules according to the situation, at any time.

Pages 1-8 are to be retained for student records. A triplicate form will be provided for both student and parent/guardian to sign and return to AST with all required facility usage fees.

FACILITY RULES

- A. As a Hutto ISD facility supporting school-related activities, all school district and campus policies must be followed by everyone (students, family, guests, etc.). Please refer to the most current **HISD Student Parent Handbook** and **Code of Conduct** for these policies.
- B. Students/Parents are expected to act in a responsible manner at all times at the Farm Facility. Any activities that endanger the health or physical well-being of students, parents, faculty, staff, visitors, facilities, or animals will not be permitted. **Loitering, or other activities not directly related to the furtherance of the SAE of the students, will not be tolerated (ie, hanging out in the parking lot).**
- C. The Farm Facility is accessible only between the hours of **4:00 am to 12:00 am** daily unless otherwise preapproved by the AST. Students, parents/guardians, and guests are only allowed at the Farm Facility during school hours if they have written permission from their AST.
- D. The student must be a paid member of their campus FFA organization in good standing to utilize the Farm Facility.
- E. Provide or arrange transportation to and from the Farm Facility on a daily basis and for only the time needed to tend to the animal(s).
- F. Guests of the student must have prior permission by the AST to enter the facility (see *Visitor Policy Statement*). The student is responsible for his/her family and guests at all times on the complex. If the family or guests violate the rules of the Farm Facility, it will be treated as an offense by the student.
- G. The student, parent/guardian, and their guests are to respect the value of the Farm Facility. Any inappropriate, malicious, or negligent behavior will result in the immediate dismissal from the facility.
- H. The speed limit on Destiny Lane to the Farm Facility is 10 mph. On school days from 8:00 AM until 5:00 PM, students should enter Destiny Lane by the HISD Maintenance and Transportation Facilities. All participants must drive and park in the designated areas only.
- I. No pets are allowed on the Farm Facility unless for the purpose of classroom instruction and prior approval is granted by an AST.
- J. Hutto ISD, district employees, or volunteers will assume **NO** responsibility for accidents or injuries to students, parents, visitors or livestock resulting from the use of the facilities or equipment, as well as, livestock owned by other persons.
- K. When a problem or concern arises, the method to resolve it is by following a set "chain-of-command." Always begin with the AST, campus Assistant Principal, campus Principal, and finally District Officials.

LIVESTOCK REGULATIONS

1. Introduction

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

- The raising of livestock on the Farm Facility is a privilege, **not** a right. Feeding & health regulations and guidelines must be strictly followed.
- Before purchasing an animal for exhibition, consult the AST for breed conformation and characteristics.
- Only a small percentage of those animals exhibited in the show ring will actually realize a profit. **Do not be misled; this is not an easy money making proposition.** The ultimate purpose of the livestock project is to have the student learn and understand those approved practices that will allow an animal to reach its full genetic potential. Learning the true meaning of responsibility is another outcome of the project program.

2. Student Eligibility and Facility Use

All students have the obligation to ensure that they make school their first priority, and raising an animal project is never intended to be a distraction. Therefore, if a student fails two consecutive six weeks periods, the student has demonstrated the lack of academic stability and will be placed on probation until the following interim progress report (IPR). If at the IPR they do not pass the student will have **two weeks** from the IPR to remove their animal from the facility and will no longer be considered a member in "good standing" and not allowed to show during the year.

3. Eligible Livestock Projects

Only the following livestock projects are allowed to be raised on the Farm Facility: Market and Breeding Cattle, Swine, Sheep, and Goats. Livestock projects may not be moved to the Farm Facility without the notification, approval, and a wellness evaluation by the AST, and including paying all facility usage fees and *SAE Agreement Form*.

Space is limited in every livestock project area and it is the task of the AST to ensure that the largest population of students can have the privilege of raising a livestock project. Therefore, a priority system has been established and will be the guideline used to determine student participation in raising a livestock project (refer to the *Farm Facility Priority System* section).

4. Requirements to Participate in Livestock Shows

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

- Be enrolled in an agriculture science class.
- Be a member in good standing of the high school campus FFA Chapter.
- Attend campus mandatory FFA meetings and barn clean-up days as identified by the AST.
- Be passing **ALL** subjects at the time that eligibility is determined. If a student is ineligible to show due to grades, the animal is ineligible to show as well. Students will follow all UIL guidelines in regard to eligibility.
- Have paid entry fees on time and meet show requirements, including health declaration

forms.

- Livestock in poor condition due to disease, injury, or neglect will not be allowed to participate in livestock shows. The final decision will rest with the AST.
- Before leaving the Farm Facility, livestock must meet the weight requirements for the designated show. Livestock that do not meet the weight requirements may not be transported to the livestock show.
- Students will be responsible for all personal travel to and from all livestock shows. This may include the transporting of their livestock project for non-campus sanctioned shows (ex. Jackpots, additional major shows, etc.).
- Exhibit the proper conduct while in attendance at livestock shows.
- The student will be responsible for all feeding, care, and grooming of his/her livestock project while it is at the livestock show.
- It is the sole responsibility of the student to be familiar with all rules pertaining to his/her livestock project (i.e.: weight limits, entry requirements, age, etc.).

5. **Animal Cost**

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

6. **Facility Usage Fees**

Each livestock project that will be raised on the Farm Facility must pay a facility usage fee prior to the animal being housed on the complex. The facility usage fees are evaluated on a yearly basis. The facility usage fee for each livestock species are listed below.

These fees are used to maintain the barn area of the facilities.

Rates are non-negotiable and are due prior to the arrival of any animals at the facilities.

Steers:	\$25 per head per feeding period
Goats/Sheep/Swine:	\$25 per head per feeding period

“Feeding Period” is defined as the period of time an animal is on feed for a show designated for that animal. After the completion of the last livestock show of the market animal (county/major entries paid on time), it must be removed within 30 days. Please schedule processing reservations well in advance to avoid delays, any exceptions must be approved by the AST before the end of the 30 day period. Students are required to attend all FFA meetings. Any missed meetings will result in a \$25 charge.

7. **Use of the Animals by Agriculture Science Teachers**

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

8. **Care of Livestock Projects**

Students will assume the full responsibility for the proper care of his/her livestock project. The student must provide good treatment, fresh and clean water and feed, and a clean pen for their livestock project on a **daily** basis. The **NEGLECT** or **ABUSE** of animals will **NOT** be tolerated

from students, family or visitors/volunteers, and it will result in the immediate dismissal of the student and project from the facility.

9. **Livestock Project Management**

- a. **Management Information:** Before a livestock project has been selected and put on feed, the AST will make available detailed information on feeding, caring, grooming, and exercising of specific types of livestock. The student must attend mandatory livestock feeders meetings for information and education on their specific livestock project.
- b. **Pen Assignments:** Students will be assigned pens (by the AST) upon paying all required fees, submitting paperwork, and bringing a project into the facility. **Students and parents/guardians may not move, expand pens, or alter/modify pens, including locks, for any reason unless approved by the AST.** Exact pen assignments are not guaranteed from year to year. No one may go into the pen of another student without permission of the owner.
- c. **Daily Care:** It is the responsibility of the student to provide the following for their livestock project and the facilities every day (including weekends, holidays, etc.):
 - Fresh feed for the livestock project (**minimum of twice daily** for most livestock projects)
 - Fresh water for the livestock project (clean water buckets or watering areas)
 - Removal of manure, soiled areas, and debris from the pen to the manure collection area twice a day
 - Grooming of the livestock project
 - Exercise of the livestock project
 - Monitor the well-being of the livestock project
 - Clean feed areas, alley ways, exercise areas (arena), wash racks, common spaces and grooming areas after each use
 - Return all equipment to its proper storage place

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

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

In accordance with the Federal Drug Administration's rule on Veterinary Feed Directives, the following guidelines will be followed:

 - It is prohibited to administer any type of off-label or extra-label vaccine, or medication without a veterinarian written prescription on the medication (specific to each student and animal) and notification of the AST.
 - Sprays, feed additives, and other substances administered internally and externally to

any livestock project may contain unapproved substances or medications. Prior to use, communicate with an AST to protect the health, well-being, and integrity of the animal project.

- All established withdrawal times and elimination times for any administered product must be strictly followed.
- Students will work with their campus AST to complete required health declaration logs.
- Unless instructed otherwise, students and parents/guardians will not feed or administer medicine to any animal but their own.

The AST will monitor projects and coordinate health and care with the owner of the animal. Failure to follow the FDA rules will result in immediate removal from the facility and potential forfeiting their use of the facility the following school year.

- f. Use of Livestock Equipment:** Arrangements must be made prior to the use of any livestock equipment belonging to the HISD. Any equipment lost, stolen, damaged, or destroyed outside of normal wear and tear while in the possession of a student or parent will be replaced at their expense.
- g. Disposal of Livestock:** All livestock must be removed from the Farm Facility within 30 days from the provided deadline, end of the feeding period, or April 1st, whichever comes first. If the animal is not removed by the earliest deadline, a \$100 handling fee will be assessed and added to the campus obligation list to deliver the animal to a buyer/auction house on behalf of the student. Absolutely no processing of any livestock will take place at the Farm Facility.
- h. No Heat Lamps!!!**
- i. Pen Cleanout:** All assigned pens must be cleaned out and made ready for the next animal assigned within 30 days from the end of the feeding period or April 1st, whichever comes first. In addition to individual pen clean up, students must attend mandatory end of the year barn clean-up dates. If both of these requirements are not met, a student will be considered as a member not in good standing and will forfeit their use of the facility the following school year and a \$100 fee will be assessed and added to the campus obligation list.
- j. Removal of all Belongings:** Within 30 days from the provided deadline, end of the feeding period, or April 1st, whichever comes first, all students must remove all personal belongings (feed, storage containers, tack, etc.) from the Farm Facility. Failure to comply will result in the forfeiture of personal belongings to the Hutto FFA and the student may be charged for the removal of the items.
- k. Livestock Surgical Procedures:** At times it may be necessary to perform surgical procedures on livestock. A veterinarian will be used to perform the procedures at the expense of the owner. However, regardless of who does the procedure, the student and parent must realize there is always the possibility for complications. The owner must accept all risk of illness or death of the livestock project. Because the Farm Facility is an extension of the classroom, the AST, district and any students (under the supervision of the AST) will not be held liable for any injuries or death to an animal. All surgical procedures must be communicated with the AST and recorded on the health declaration form.

- l. **Removal of Livestock:** The AST reserves the right to remove any animal from the complex, at the owner's expense, if any one of the following conditions exists:
- Animal abuse or neglect in any form.
 - Diseased or infected animals.
 - Animals that are unsafe to handle.
 - Students or Parents/Guardians failing to observe rules.
 - Animals not being fed for show purposes.
 - Students are no longer involved in the program.
- m. **Due Process for the Eviction of Livestock and Facility Privileges:** The following Corrective Action Plan (CAP) will be used if any conditions listed above warrant so:
- Teacher / Student Conference
 - Teacher / Student / Parent Conference
 - Recommendation for action by the administration.
 - Eviction of livestock from the facility at the student's expense.
- Documentation letters will be generated as needed to record and make note of this due process.
- If evicted from any HISD Farm Facility, the student will not be allowed to stall an animal at any district Farm Facility in the future.
- n. **Removal of Deceased Livestock:** Any cattle, swine, sheep, or goat projects that die while on the facility during the feeding period, will be removed within 2 hours of notification of the animal's death. If a professional rendering company is necessary, the cost of this removal will be the responsibility of the student.
- o. **Summer Facility Use:** Students that take possession of their animal projects over the summer may keep their animal at the Farm Facility as long as it is part of the feeding period and they have been approved through the Farm Facility Priority System. Before an animal can be moved to the Farm Facility the AST must receive all fees and required paperwork from the student.

10. **Invoices for Payment**

Students will be invoiced from the FFA chapter for expenses incurred for their livestock project during the feeding period. Invoices will be issued periodically and it is expected to be reconciled within thirty days from the invoice date. Expenses may include but are not limited to: medication costs, veterinarian bills, equipment repair/replacement, etc.

11. **Additional Duties**

The safety, sanitation, and appearance of the Farm Facility are a priority. Students must complete each barn duty once per month. That means 6 different tasks each month your animal is at the barn. Barn duties are 1. sweeping storage room, 2. sweeping barn, 3. cleaning wash rack, 4. cleaning bathrooms, 5. sweeping around the show arena and bleachers, 6. taking out trash from trash cans. You must clean the area in front of your pen everyday as well. We have a log in the storage room in the black cabinet. You need to put the days and times you complete the task. Any task you do not complete, \$15 will be added to your school account for each duty not completed.

12. **Security Access Card**

Access to the Farm Facility is only available between the hours of **4:00 am and 12:00 am daily** with a security access card. Each student will be assigned a card and will be responsible for it during the duration of the feeding program. If a student loses their card the student will notify their AST immediately. Any loss or damage to the card could result in disciplinary actions according to the HISD Student Code of Conduct and HISD Facility Rules & Guidelines, as well as a \$15.00 replacement fee. All unpaid fees will be added to the campus obligation list.

13. **Security**

The Farm Facility is supervised by the AST, high school administration, Hutto ISD Police Department, and the Williamson County Sheriff's Office by physical monitoring and through the use of video surveillance. It is the responsibility of all participants to conduct themselves in a proper manner and to report any security concerns to any of the above parties immediately. Access to the Farm Facility is only available between the hours of **4:00 am and 12:00 am daily** with a security access card. All entry farm gates must be locked if you are the last one to leave the farm. The door must be shut! Storage room must be shut from 4-12 am. You cannot prop the door open with a rock.

14. **Farm Facility Priority System**

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

- PRIORITY ONE – HISD FFA Member in good standing
- If any pen space remains, the following priority will be given:
 - PRIORITY TWO – Younger sibling of a current HISD FFA member and children of HISD Staff that joins a HISD Junior FFA program
 - PRIORITY THREE – Opportunity for Priority One and Priority Two members to secure additional pens beyond Student Project Limits

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

- Remaining pens will be released by species according to the following dates beyond Priority One:
 - June 1 - Cattle
 - June 1 - Sheep/Goats
 - September 1 – Swine
 - All dates are subject to change according to validation dates

15. **Student Project Limits**

As an educational facility, project space will be limited for all students to maximize the number of student projects to ensure program growth. Students will be originally allotted a maximum of 2 project pens, with a maximum of 4 animals overall, after the Priority Three opportunity. All pens are double occupancy. A project pen is defined as a 6'x6' pen.

VISITOR AND VOLUNTEER POLICY STATEMENT

The following guidelines have been developed in order to maintain the safety and security of the Farm Facility and the FFA students. The Farm Facility consists of two components, (1) the Farm Facility and (2) the instructional facilities and grounds. The student is responsible for his/her family and guests at all times on the complex. If the family or guests violate the rules of the Farm Facility, it will be treated as an offense by the student.

“Student Visitor” is defined as a student that accompanies a HISD student with an animal project to the Farm Facility. School age siblings under the age of 18 must be accompanied by the exhibitor at all times.

“Adult Visitor/One-Time Guest” is defined as anyone over the age of 18 and not a HISD student that is there to visit a student’s project one-time at the Farm Facility and they must be accompanied by the student.

“Adult Volunteer” is defined as anyone over the age of 18 and not a HISD student that intends on visiting the Farm Facility on more than one occasion. This may include parents, guardians, siblings, or grandparents. Each student will receive one adult volunteer access card.

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

I _____ (student) and _____ (parent name)
have read and understand the farm facility rules.

I have received a packet of my species information from the ag teacher in charge.

Yes _____

No _____

Student Signature _____

Date _____

Parent Signature _____

Date Barn fee received _____

Form of payment Revtrak or cash

Date animal moved in _____

Date animal moved out _____