



## AGRICULTURAL PROJECT FACILITY REGULATION

The following are the District's rules and guidelines that will apply to the use of the District's Agricultural Project Facilities:

1. Use of the Pflugerville ISD Agricultural Project Facility is based on space and availability. Students participating in PfISD FFA programs will have priority to use District Agricultural Project Facilities. If additional space is available, next level priority will be given in the following order:

- A. Junior PfISD FFA members (at least 8 years of age)
- B. 4-H siblings of PfISD FFA members (at least 8 years of age)

2. Approved Agricultural Project Facility users must acquire written permission, from the appropriate PfISD agriculture teacher, at least 48 hours prior to placement of an animal project on the facility grounds. The following must be completed before permission will be granted to place an animal at the District Agricultural Project Facility.

- A. All pen and tag fees must be paid
- B. Agricultural Project Facility Acknowledgement form must be signed and submitted to the appropriate PfISD agriculture teacher.
- C. Parents/Guardians must complete and submit the [PfISD Volunteer Application](#) in the PfISD Career Portal (AppliTrack). Note: The application must be completed each year, after April 15, and only parents/guardians with approved applications will be permitted at the agricultural project facility.

### **PEN ASSIGNMENTS:**

3. Pen assignments are based on availability; each approved Agricultural Project Facility user will be limited to the use of one species pen assignment until all PfISD agriculture students have been given the opportunity to participate in use of the facility with an animal project. Users will be assigned additional pens by a lottery system.

4. The approved feeding period is from May 1 - April 15

5. Pen locations will be assigned by an agriculture teacher to approved project facility users in an equitable manner that will allow the maximum number of students to participate in animal projects being housed at the project facility site.

6. Project facility pen restrictions (up to):

- A. Two hogs per pen
- B. Three lambs per pen
- C. Three goats per pen
- D. One steer per pen
- E. One heifer per pen
  - a. Heifers may only be kept at the facility during the approved feeding period of May 1<sup>st</sup>- April 15<sup>th</sup>

7. Animals of different species may not share pens unless approved by an agriculture teacher.

8. Animals and all supplies must be removed within two weeks after the animal's last intended show unless prior arrangements have been made with the agriculture teachers. All pens must be cleaned, free of all animal waste and bedding, and sanitized within one week of the animal leaving the project facility.

- A. Fines or disciplinary consequences may be assessed for any pen that is determined to be vacated without meeting the cleaning and sanitation requirements of the supervising agriculture teacher.



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### FACILITY AND EQUIPMENT USE:

9. Facility hours of operation are between 5 am - 9 pm each day. The last project facility user must make sure all gates are closed and locked upon departure from the facility.
  - A. Time spent at the facility should be limited to the time needed to care for animal projects.
10. No alterations to the District Agricultural Project Facilities may be made.
11. Students are allowed one approved guest at the facility outside their immediate family. All guests, including project sponsors and parents/guardians, must complete the PfISD Volunteer Application process before admittance to the facility can be granted. The Campus Volunteer Coordinator can assist with access to the Volunteer Application in AppliTrack, on the PfISD Career webpage.
  - A. Under no circumstance, should a guest or sponsor be given an access code or badge/card.
12. Students must provide their own transportation to and from the project facility daily.
13. Only student and parent/guardian vehicles/trailers are allowed to park in designated areas of the facility. Personal trailers may be staged overnight in preparation for travel to a show and no longer than the day following a show (no long-term storage at the project facility will be permitted).
14. Students will be required to complete weekly facility cleaning duties as assigned by the agriculture teacher. These duties could include but are not limited to sweeping the aisle, picking up trash, and cleaning the tack rooms.
15. All grooming areas must be cleaned after each use by the user. All grooming equipment, including wash hoses, clippers and blowers, must be returned clean to their designated area or secured by the student until they can be returned to the agriculture teachers.
16. Pens must be cleaned daily by students who participate under this agreement. Students will also be required to clean their pen immediately upon the request of an agriculture teacher.
  - A. Waste must be disposed of in the properly designated area. All wheelbarrows and waste containers must be emptied immediately after each use.
17. Combination locks may be used to secure pens, but a combination must be given to an agriculture teacher. The agriculture teacher has the right to cut any lock at any time necessary and a replacement lock will be at the student's expense.
18. Each student may keep personal tack/supplies at the facility. All of the supplies and equipment stored by facility users must fit in the space assigned by the supervising agriculture teacher.
19. Due to Fire Code regulations, extension cords and heat lamps are not permitted in the Agriculture Facilities.
20. No horses, dogs, or intact male livestock will be allowed on facility grounds.
21. All scheduled project facility clean up days are mandatory for anyone using the facility. If for any reason a student cannot attend, a representative may stand in for the student.
  - A. One person cannot work for two people.
  - B. Suitable representatives include parents/guardians or other PfISD FFA members who are not already representing themselves at the clean-up event.
  - C. The representative must be approved by the agriculture teacher prior to the clean-up day event. If a student fails to meet this requirement, action will be taken in accordance with the student discipline section of this contract.



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22. Only parents/guardians of participating PfISD FFA members may use District equipment/trailers with advance approval from an agriculture teacher to transport project animals. No student will be allowed to use District trailers or equipment. Parents/guardians must provide the agriculture teacher with a copy of their valid driver's license and proof of valid insurance, which will serve as the primary insurance in the event of an incident. The District equipment/trailer must be cleaned after each use. This includes the removal and disposal of all bedding in the proper location.

23. Clippers and blowers are available on a first come, first served basis for students to check out, from an agriculture teacher, one-day prior to use. The equipment must be secured by the student to whom it was checked out and returned to the agriculture teacher clean and in working condition within 24 hours of check out. All damages that result in the repair or replacement of these items will be the responsibility of the student.

24. Anyone in possession of a prohibited substance on the District Agricultural Project Facility grounds will be required to leave immediately.

### **ANIMAL CARE:**

25. Project facility users must feed and water their own animal projects daily. On any given day, if a student is unable to do so an immediate family member may provide feed/water. Students may only provide feed/water to other participants' projects with advance approval from the agriculture teacher. Under no circumstance, will sponsors or unapproved guests be allowed to feed animals.

26. Animals must be supervised at all times while using the arena(s) or turn out pen(s). Overnight use of these spaces is prohibited; all animals must be returned to their respective pens by 9:00 p.m. each day.

27. All medication, including prescription medication, used on project animals must be disclosed to the agriculture teachers before use. The use of illegal drugs/substances, and/or use of unethical or inhumane materials/practices is strictly prohibited.

28. Neglect, abuse or abandonment of a project animal is strictly prohibited.

29. Failure to adhere and abide by these provisions and all District policies and procedures will constitute breach-of-contract and authorizes the agriculture teachers to deliver all animals on the premises to the nearest auction and sold in the lessee's name. In such a case, a hauling fee will be assessed to the lessee.

30. Project facility users should be respectful of and are answerable to all agriculture teachers in the District.

31. Agriculture teachers will be available to assist students with their animal projects at the Agricultural Project Facility by appointment; facility users should work with the agriculture teacher to schedule a date and time to meet at the Agricultural Project Facility. Note: A daily schedule for regular facility visitation may be available from the agriculture teacher.

32. Students are responsible for providing veterinary care for their animals. Any veterinary expense incurred is the responsibility of the student. After-school hours emergency care contact information will be posted at the facilities. Facility users should contact one of the veterinarians referenced, or a veterinarian of their choice, for after-school hours emergency care of their livestock project.

33. Disposal of deceased livestock projects housed at the District agricultural project facilities must follow TCEQ and Texas Animal Health Commission regulations and best practices. The agriculture teacher must be informed and will assist facility users with understanding of the appropriate process.



## AGRICULTURAL PROJECT FACILITY REGULATION

### STUDENT DISCIPLINE:

In addition to the rules and guidelines set forth in this document, students will be subject to rules and procedures found in both the FFA Member Handbook, Student Handbook and the Student Code of Conduct. Student discipline issues will be discussed with the campus assigned assistant principal of the student(s); consequences will be assigned by campus administration. A project tracking form is used to record and track demerits which are assigned for failure to adhere to the ag project facility regulations, or instructions of the agriculture teachers.

### ADDITIONAL AGREEMENT TERMS:

Any inappropriate conduct by the student will result in disciplinary action by PfISD Administration and may result in loss of facility privileges.

Any inappropriate conduct by a student's family member or guest will result in loss of the violator's privilege to enter the facility.

This contract contains the entire agreement of the parties with respect to the subject matter of this contract, and supersedes all prior negotiations, agreements, and understandings with respect thereto.

This contract may only be amended by a written document duly executed by all parties.

Any disputes relating to implementation of the provisions of this agreement may be resolved by informal meetings and or conferences between the District and the parent/student.

Should this resolution method not bring about the desired results, all disputes, controversies, or claims arising out of or relating to this contract shall be submitted to the District using the formal grievance process outlined in either FNG(LOCAL) or GF(LOCAL).

### SUPPLEMENTARY DOCUMENTS:

Agricultural Project Facility Fee Schedule  
Agricultural Project Facility Acknowledgement  
Project Tracking form



## Agricultural Project Facility Fee Schedule

The following fees will be associated with the use of the District's Agricultural Project Facility. Fees will be reviewed annually and updated as necessary.

Species	Fee
Swine	\$100
Lamb	\$100
Goat	\$100
Cattle	\$200

Pen fees are not split or shared between approved facility users.

Pen fees do not guarantee each approved facility user will have their own pen.

Fees are used for general upkeep of the Agricultural Project Facility and maintenance, repair and purchase of items that support agricultural livestock projects. These items may include but are not limited to the District owned livestock equipment (trailers, cages, scales, clippers, blowers, tools, etc.), pen materials, and general medical and cleaning supplies.

All fees are non-refundable.

Note: Tag fees are established by the livestock organization in which the student competes. Please talk to an agriculture teacher to determine applicable tag fees.



## AGRICULTURAL PROJECT FACILITY ACKNOWLEDGEMENT

Completion of this acknowledgement form indicates agreement with the Agricultural Project Facility Regulations and is entered into between students, parents/guardians, and the District for the use of Pflugerville ISD Agricultural Project Facilities. PfISD FFA members, Jr. FFA members, Pflugerville ISD 4- H members and their parents/guardians must agree to the following contract terms prior to using this District facility. Refer to the Regulation document for details.

1. Use of PfISD Agricultural Project Facilities is based on space and availability. Priority use is offered in the following order: PfISD FFA members, PfISD Junior FFA member (at least 8 years of age & 3<sup>rd</sup> grade), 4-H siblings of PfISD FFA member (at least 8 years of age).
  - a. Use of the District Agricultural Project Facility requires ag teacher approval and completion of the following tasks at least 48 hours before placement of an animal project at the facility.
    - i. payment of pen fees and any associated tag fees
    - ii. volunteer application submission and notice of approval
    - iii. signed acknowledgement form submitted to the agriculture teacher
2. Each approved facility user is limited to one species pen until all PfISD agriculture students have been given the opportunity to participate in use of the facility. Users will be assigned additional pens by a lottery system.
3. The approved feeding period is May 1 – April 15 of each year; the barn must be vacated from April 16<sup>th</sup>-April 30<sup>th</sup> for cleaning and preparation. (including heifers)
4. Pen use is restricted to 2 hogs per pen, 3 lambs per pen, 3 goats per pen; 1 calf per pen; different species may not be housed in the same pen.
5. All projects and related equipment/supplies must be removed within 2 weeks following the last show. All pens must be cleaned and sanitized to the agriculture teacher's standard within 1 week of removal. Failure to complete this task could result in disciplinary consequences or fines.
6. The Agricultural Project Facility is open from 5:00 a.m. – 9:00 p.m. daily. The last user should make sure all gates are closed/locked and turn off lights. Time at the facility should be limited to the length of time required to care for the project(s).
7. No alterations to the facility are permitted, including extension cords or heat lamps.
8. Approved facility users are permitted 1 guest, with 24-hour advance approval from an agriculture teacher. All parents/guardians/guests must be vetted through the District visitor/volunteer application process prior to visiting the facility. No horses, dogs or intact male livestock are permitted at the facility.
9. Personal vehicles/trailers of approved facility users are not to be left longer than the day prior to and day after a livestock show at the facility.
10. Approved users will be assigned weekly cleaning duties, and facility clean-up days are required. Individual pens must be cleaned daily. All grooming areas must be cleaned after each use and equipment put in the proper storage location.
11. Anyone in possession of prohibited substances will be required to leave the facility immediately.
12. Daily care of the animal project is required; neglect, abuse or abandonment is strictly prohibited.
13. All animal medication, including prescription, must be disclosed to the agriculture teacher before use. Illegal drugs/substances and/or use of unethical or inhumane materials/practices is strictly prohibited.
14. Any disciplinary issues or violations of the Agricultural Project Facility Regulation will be handled by campus administration and could result in disciplinary consequences or fines. A project tracking sheet will be used to record demerits assigned for infractions related to the facility regulations.

Student Name (print): \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervising Agriculture Teacher: \_\_\_\_\_ Campus: \_\_\_\_\_



# AGRICULTURAL PROJECT FACILITY ACKNOWLEDGEMENT

### Agricultural Project Facility User Information:

Check One: \_\_\_\_\_ FFA Member  
 \_\_\_\_\_ Junior FFA Member\* Name of Sibling (FFA member): \_\_\_\_\_  
 \_\_\_\_\_ 4-H Club Member\* Name of Sibling (FFA member): \_\_\_\_\_

\*requires a sibling be an active FFA member in one of the PfISD FFA chapters

Student: \_\_\_\_\_  
 (Print Name)

Grade Level: \_\_\_\_\_ School: \_\_\_\_\_ PfISD Student ID: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
 (Print Name)

Parent/Guardian Contact Primary Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian Contact Secondary Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**OFFICE USE ONLY:**

Fees Paid in the Amount of \$ \_\_\_\_\_ for \_\_\_\_\_ pens (# of pens)

Species: \_\_\_\_\_ # of each \_\_\_\_\_

Species: \_\_\_\_\_ # of each \_\_\_\_\_

Species: \_\_\_\_\_ # of each \_\_\_\_\_

\_\_\_\_\_ (#) pen(s) assigned on \_\_\_\_\_ (date)

\_\_\_\_\_ (#) pen(s) assigned on \_\_\_\_\_ (date)

\_\_\_\_\_ (#) pen(s) assigned on \_\_\_\_\_ (date)

Check #(s) \_\_\_\_\_ or cash payment receipt number: \_\_\_\_\_

Check #(s) \_\_\_\_\_ or cash payment receipt number: \_\_\_\_\_

Check #(s) \_\_\_\_\_ or cash payment receipt number: \_\_\_\_\_

Volunteer application(s) submitted: \_\_\_\_\_ Volunteer application status: \_\_\_\_\_

Parent/Guardian 1: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_