



ROUND ROCK ISD
CAREER & TECHNICAL EDUCATION

**Farm Facility
Rules and Guidelines
2023-2024**

McNeil High School and
Stony Point High School

INTRODUCTION

Round Rock ISD Agricultural Facilities are located on district property at McNeil HS and Stony Point HS. 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, Round Rock 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, Round Rock ISD reserves the right to alter the rules according to the situation, at any time.

Pages 1-9 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 Round Rock 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 **RRISD 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 students' SAEP, will not be tolerated (ie, hanging out in the parking lot).**
- C. The Agricultural Science Facility is considered a classroom. For this reason, access hours are from **5:00am - 8:45am and 4:20pm - 10pm** on school days to limit disruption of instruction.
- D. The student must be a paid member of their campus FFA organization in good standing (not placed at the Round Rock Opportunity Center, follows campus policies and student code of conduct, etc.) to utilize the Farm Facility. If space is available, RRISD 4-H members that have **dual membership** in a RRISD FFA or Junior FFA program may be allowed to utilize the facility (refer to *Farm Facility Priority System* section).
- E. Provide or arrange transportation to and from the Farm Facility on a **twice**-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 the Farm Facility is 10 mph. All participants must drive and park in the designated areas only.
- I. Access to the drive through gate must be made 48 hours in advance.
- J. Failure to lock the drive through gate will result in loss of use of drive thru privileges.
- K. No pets are allowed on the Farm Facility unless for the purpose of classroom instruction and prior approval is granted by an AST.
- L. The Round Rock ISD, Booster Club, 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.
- M. 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 CTE 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. In addition, students need permission from AST to ensure they have a place/space for SAE project.
- 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 nine (9) week grading 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 Steers, Market Sheep, Market Goats, and Market Swine (Barrows and Gilts). Livestock projects may not be purchased or moved to the Farm Facility without the notification and approval of the AST, 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 meetings and 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, including following RRISD Student Code of 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 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 is listed below.

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

Rates are non-negotiable and are due prior to any animal's arrival at the facilities.

Steers:	\$150 per head per feeding period
Goats/Sheep/Swine:	\$85 per head per feeding period

“Feeding Period” is defined as the period of time a livestock animal is on feed for a livestock show designated for that livestock animal. After the completion of the intended livestock animal's last livestock show (proof of county/major/conference entries paid on time), the livestock animal must be removed within two weeks.

Schedule processing reservations well in advance to avoid delays, any exceptions must be approved by the AST before the end of the two-week period.

7. **Agriculture Science Teachers' Use of Animals**

Student projects may be used by AST for livestock judging practice or to teach skills such as weighing, leading, or vaccination. 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 student's immediate dismissal 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 feeder's 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 another student's pen without permission of the owner.
- c. **Barn Maintenance:** Each student will be assigned barn duties on a weekly basis. Students are responsible for notifying the Ag teachers a minimum of 7 days in advance of your assigned day if you are trading days with another team member, otherwise, you will be held responsible for that day.
- d. **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; should be on a consistent schedule)
 - Fresh water for the livestock project (including cleaning of water buckets or watering areas)
 - Removal of manure, soiled areas, and debris from the pen and transported to the manure collection area should occur 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, longer than one day, the AST needs to be notified in as much advance notice as possible.

- e. **Feed Storage:** 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 (district provided lock). The RRISD 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.
- i. SPHS: One feed storage container will be issued for every two students or for one student with multiple animals
 - ii. MHS:
 1. Swine Barn Lockers will be issued as follows: one locker for students with 1-2 swine projects; two lockers for students with 3 or more swine projects.
 2. Ruminant Barn lockers will be issued as follows: in the old barn area students can provide their own and in the new area lockers are provided. Students can use the entire locker in the new area if space permits; otherwise there will be 2 students per locker

f. **Medications / Additives:**

In accordance with the AVMA, TVMA, and 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/or animal) and notification of the AST.
- You must seek prior approval from AST before administering any spray, feed additive or other substance internally or externally to any livestock project. This ensures that the student and AST are clearly communicating about the animal's health and well-being.

- 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 animal's owner. Failure to follow the adobe 'Medication/Additives' rules will result in immediate removal from the facility and potential forfeiting their use of the facility the following school year.

- g. **Use of Livestock Equipment:** Arrangements must be made prior to the use of any livestock equipment belonging to the RRISD. Any equipment lost, stolen, damaged, or destroyed while in the possession of a student or parent will be replaced at their expense. (Failure to comply will result in cost being placed on campus obligation list and barn privileges may be revoked)
- h. **Use of Trailers and Cages:** Use of livestock trailers and livestock transport cages may *only* be granted to parents after completing the [Trailer Use Request Forms](#). Parents will have to complete forms and be approved before they can reserve and use the equipment. Approved uses may be for assisting staff to transport livestock to designated shows or veterinary appointments. Livestock trailers and cages are for FFA project-related use and all events require prior approval.
- i. **Records:** The student will keep a system of records on all livestock projects that they raise. Students will receive instruction on an approved computerized record keeping system acknowledged by the FFA. All students with a project must have an approved Supervised Agricultural Experiences (SAE) and submit the attached SAE form before bringing an animal into the Farm Facility.
- j. **Disposal of Livestock:** All livestock must be removed from the Farm Facility within two weeks 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.
- k. **Pen Cleanout:** All assigned pens must be cleaned out and made ready for the next animal assigned within two weeks 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 \$50 fee will be assessed and added to the campus obligation list.
- l. **Removal of all Belongings:** Within two weeks 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 SPS or MHS FFA and the student may be charged for the removal of the items.
- m. **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 owner's expense. 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.

- n. **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.

- o. **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 RRISD Farm Facility, the student will not be allowed to stall an animal at any district Farm Facility in the future.

- p. **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.

- q. **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., as measures to ensure the health and safety of students and livestock animals.

11. **Additional Duties**

The safety, sanitation, and appearance of the Farm Facility are a priority. Students may be assigned additional duties on specific days or as needed. These activities will be coordinated through the AST.

12. **Security Access Card**

Each student will be assigned a security access card and will be responsible for it during the duration of the feeding program. If a student loses their card or if the confidentiality of the access number is compromised, the student will notify their AST immediately to ensure the safety and security of students and projects. Any loss or damage to the card could result in disciplinary actions according to the RRISD Student Code of Conduct and RRISD Facility Rules & Guidelines, as well as a \$35.00 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, Round Rock 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 listed above in the 'Facility Rules' section with a security access card. All entry farm gates must be locked if you are the last one to leave the farm. Securely accessed and locked gates help provide a safe environment for both students and livestock projects.

14. **Farm Facility Priority System**

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

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

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

A "Junior FFA Member" is defined as a 3rd through 8th grade Round Rock ISD student interested in developing a livestock project program prior to their enrollment in the Stony Point or McNeil Agriculture Program.

15. **Student Project Limits**

Suggest changing this section to read - As an educational facility, project space will be limited for all students to maximize the number of student projects to ensure program growth. All pens are single animal occupancy. Students will be allowed a maximum of 2 project pens per species, with a maximum of 4 animals total for Priority One, Two and Three. Additional animals may be approved in Priority Four after the release date based on pen availability and per AST discretion.

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.

“Student Visitor” is defined as a student that accompanies a RRISD 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 RRISD 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 RRISD student that intends on visiting the Farm Facility on more than one occasion. This may include parents, guardians, siblings, or grandparents.

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.

All “Adult Visitors/One-Time Guests” to the Farm Facility must obtain a visitor badge and background clearance through the high school attendance office during the regular hours of the school day. All non-school hour visitors must obtain prior written permission through a member of the campus administration or permission from the AST. Any violator of this policy will be reported to the Round Rock Police Department or Williamson County Sheriff’s Department and will be subject to a criminal trespass charge. Security cameras are in place to monitor compliance with this policy.

All “Adult Volunteers” to the Farm Facility must annually complete the RRISD Volunteer Application Process in advance of entering. The process consists of two components: an online application that takes less than five minutes to complete and bringing a photo ID to the campus for final processing through the Raptor System. After completing the campus component, adults will be able sign-in and print a Volunteer Badge. “Adult Volunteers” will only be required to complete the online application process one time per year.

All “Adult Visitors/One-Time Guests” and “Adult Volunteers” that visit the farm facility during school hours are required to check-in at the front office and obtain a badge before visiting the Farm Facility. If any emergency situations arise and this may not be feasible, the AST still needs to be notified in advance of the circumstances for approval.

Farm Facility Rules and Guidelines 2023-2024

Facility Checklist

We want this to be a positive rewarding experience for all of our students! The Farm Facility Rules and Guidelines are intended to address the responsibilities the FFA Member and his/her parent or guardian have accepted when the student decides to raise a livestock show animal and keep it at the MHS or SPSHS Farms.

To help ensure this process is a positive experience, please refer to the checklist below:

- x Paid FFA Member for the current academic year.
- x Received written permission from an AST to place a livestock animal.
- x Paid applicable Facility Usage Fees (Refer to #6 Facility Usage Fees).
- x Arranged purchase and delivery of SAE project
- x Provided necessary animal health information to AST
- x Read and ask questions pertaining to the Farm Facility Rules and Guidelines.
- x Accessed Chapter websites/online resources

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- x Read and ask questions pertaining to the Farm Facility Rules and Guidelines.
- x Accessed Chapter websites/online resources