



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 Facility:

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.

PEN ASSIGNMENTS:

3. Each approved Agricultural Project Facility user will be limited to the use of one species pen until all PfISD agriculture students have been given the opportunity to participate in use of the facility with an animal project. Additional pens will be assigned by a lottery system. Last date to declare intent to use an animal pen:
 - (1) **Cattle (steers and heifers):** May 1st
 - (2) **Lamb/Goat:** Sept. 1st
 - (3) **Hogs:** Nov. 1st
 - (4) **Poultry:** Oct. 1st
4. The approved feeding period is from May 1st - April 15th
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:
 - a. Two hogs per pen
 - b. Two lambs per pen
 - c. Two goats per pen
 - d. One set of poultry per pen
 - d. One steer per pen
 - e. One heifer per pen
 - (1) Heifers may only be kept at the facility during the approved feeding period of May 1st- April 15th
7. Animals of different species may not share pens unless approved by an agriculture teacher.



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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.
- 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.

FACILITY AND EQUIPMENT USE:

9. Facility hours of operation are between 5 am - 9 pm each day. The last Project Facility user must close and lock all gates upon departure from the facility.
- 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 Campus Volunteer Application process before admittance to the facility can be granted. The Campus Volunteer Coordinator can assist with access to the Campus Volunteer Application in AppliTrack.
- Under no circumstance, should a guest or sponsor be given the gate code.
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 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.
- 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 one tack/supply box at the facility. All of the supplies and equipment stored by facility users must fit in the allocated space of 3'x3'x5' adjacent to assigned pen or within the locker/storage space assigned by the supervising agriculture teacher.
19. No horses, dogs, or intact male livestock will be allowed on facility grounds.



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20. All scheduled Project Facility clean up days are mandatory for anyone using the facility. If for any reason a student cannot attend, representative may stand in for the student.

- a. One person cannot work for 2 people.
- b. Suitable representatives include parents/guardians or other PfISD FFA members.
- 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.

21. 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. Parent/guardian 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.

22. 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.

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

ANIMAL CARE:

24. 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.

25. 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.

26. 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.

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

28. 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 case, a hauling fee will be assessed to the lessee.



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

30. 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.

31. 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.

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

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.

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