



Comal ISD Agriculture Facility Guidelines

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 Comal ISD Agricultural Project Facility is based on space and availability. Students participating in Cisd 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 Cisd FFA members (at least 8 years of age or 3rd grade)
*Requires a sibling to be an active FFA member in one of the Cisd FFA chapters and must be in Cisd feeder pattern
 - b. 4-H siblings of Cisd FFA members (at least 8 years of age or 3rd grade)
2. Approved Agricultural Project Facility users must acquire written permission, from the appropriate Cisd 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 facility fees must be paid
 - b. Agricultural Project Facility Acknowledgement form must be signed and submitted to the appropriate Cisd agriculture teacher.

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 until all Cisd 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. 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.
5. Project facility pen restrictions:
 - a. One hogs per pen
 1. No breeding swine allowed in barn
 2. All swine purchased can only be shown at terminal shows after 1/31.
 - b. One - Three lambs per pen
 - c. Three goats per pen
 - d. One set of poultry per pen
 - e. One steer per pen
 - Pens for heifers are at availability and teacher's discretion for one year term.
6. Animals of different species may not share pens unless approved by an agriculture teacher.
7. 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. 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.



Comal ISD Agriculture Facility Guidelines

FACILITY AND EQUIPMENT USE:

8. Facility hours of operation are determined by campus. All users must close and secure all gates upon departure from the facility.
 - a. Time spent at the facility should be limited to the time needed to care for animal projects.
9. No alterations to the District Agricultural Project Facilities may be made without approval of an ag teacher and administration.
10. Students must provide their own transportation to and from the project facility daily.
11. Only student and parent/guardian vehicles/trailers are allowed to park in designated areas of the facility no longer than 48-hour period.
12. Only animal exhibitors/parents/guardians are allowed in project facility. All others must schedule visit with Ag teacher. Failure to do so can result in disciplinary actions.
13. Students will be required to complete **daily** 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.
14. **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.
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. 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.
17. 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 within the locker/storage space assigned by the supervising agriculture teacher.
18. No horses, dogs, cats, birds, or intact male livestock will be allowed on facility grounds.
19. Project facility users should be respectful of and are answerable to all agriculture teachers in the district.
20. 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.



Comal ISD Agriculture Facility Guidelines

21. 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.

22. Anyone in possession of a prohibited substance on the District Agricultural Project Facility grounds will be required to leave immediately and subject to disciplinary actions, suspension and eviction.

ANIMAL CARE:

23. Project facility users must feed and water their own animal projects twice a day. 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.

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

25. It is the responsibility of the student and his/her family as the animal owner to ensure the health of their project to communicate with Ag teachers and/or local veterinarians at the first sign of disease to determine if professional advice and treatment are needed. All decisions regarding individual animal treatment rest with the animal owners, however a Ag teacher may require removal of certain infected animals if necessary. All medication, including prescription medication, used on project animals must be disclosed to the Ag teacher. The use of illegal drugs/substances, and/or use of unethical or inhumane materials/practices is strictly prohibited.

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

27. 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 contact animal control.

28. 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.

29. Disposal of deceased livestock projects housed at the district agricultural project facilities must be removed within 12 hours. The agriculture teacher must be informed and will assist facility user with understanding of the appropriate process.



Comal ISD Agriculture Facility Guidelines

STUDENT ELIGIBILITY FOR LIVESTOCK SHOWS

In order to be eligible to participate in any livestock show as an FFA student, students must meet the following requirements:

- Be enrolled in an agriculture science class (unless a Jr. member)
- Be a member in good standing of FFA Chapter.
- Be passing ALL subjects at the time eligibility is determined per UIL guidelines. If a student is ineligible to show due to grades, the animal is ineligible to show unless eligibility is defined differently at that show.
- Have paid entry fees on time and meet show requirements.

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.

PROBLEMS AND CHAIN OF COMMAND

- Supervising teacher
- Agriculture Coordinator (Glenn Grimm)
- Assistant Principal
- Principal

TERMS, CONDITIONS AND CONSEQUENCES

The Agriculture Program reserves the right to remove any animal from the facilities 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 failing to observe rules
- Animals not being fed for show purposes
- Student is no longer involved in the program
- Any animal housed at the project center is not shown under FFA
- Failure to pay fees

NOTICE OF EVICTION WILL PROCEED AS FOLLOWS:

- Teacher/Student conference
- Teacher/Student/Parent conference
- Referral to school administrator for disciplinary action
- Immediate removal of project from the agriculture facility
- Major infractions of school, facility or student code of conduct rules while at the agriculture facility may result in immediate eviction, as deemed appropriate by Comal ISD administration.



Comal ISD Agriculture Facility Guidelines

ADDITIONAL AGREEMENT TERMS:

Any inappropriate conduct by the student will result in disciplinary action by CISD 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.

SUPPLEMENTARY DOCUMENTS:

Agricultural Project Facility Fee Schedule

Agricultural Project Facility Acknowledgement