

2023-2024
Tomball Independent School District
Project Facility Guidelines

STATEMENT OF PURPOSE

The purpose of the Tomball ISD Project facilities located at Tomball Memorial High School or Tomball High School is to provide an extension of the *classroom* to be utilized for students' Supervised Agricultural Experience (SAE).

In order for all parties to best utilize the Agricultural Science facilities and to insure the safety of the students, animals, and others on the property, the following regulations must be followed. To ensure compliance, Tomball ISD employees, including Agricultural Science teachers and school administrators, will monitor compliance of facility rules and the operations of the facility.

Students who do not have a place to raise projects are eligible for space in the project facility. Agricultural Science teachers will assign all stalls and stalls will not be changed without their approval.

Eligible students will be allowed project space according to the following priorities:

1. Exhibitors at the Tomball ISD Project Show

If space is not available for a particular animal project, the following priorities will be in place to determine the assignment of project space:

Large Animals:

1. Students who have exhibited animals through the Tomball ISD Project Show for the longest time.
2. Students in the higher grade level (Ranked from seniors down to freshmen).
3. The names of eligible students exhibiting at the same level, members of FFA for the same number of years, and in the same grade level will be placed in a box and randomly drawn by the Agricultural Science teachers to determine the order of priority for the remaining available spaces.

Small Animals:

1. Students who are only exhibiting small animals will be given priority
2. A randomized lottery system will be used for the remaining pen space to determine who will be able to use the facility
3. In the event that a student isn't selected to use the facility they will have the option to
 - a. Raise at home
 - b. Raise at the THS project facility if pen space is available
 - c. Receive a full refund

All students' projects are under the direct supervision of their Agricultural Science teacher. The student is to respect the value of the Tomball ISD Agricultural Science Facility. Any defacing of property or equipment will mean dismissal from the complex **IMMEDIATELY**.

Neither Tomball ISD, any Tomball ISD Agricultural Science teacher, the FFA Chapter, nor any school official is responsible for any loss or damage to any person, property, or any project animal while it is on school property or any other property.

It is the policy of Tomball ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

PROJECT FACILITY RULES

A. Use of Facilities

1. As a Tomball ISD facility supporting school-related activities, the most recent T.I.S.D. Student Handbook will be followed.
2. For security purposes, the facility should be used between **5:30 a.m. and 11:00 p.m. only**.
3. All users must drive and park in designated areas; must abide by fire code.
4. The Project Facility is for High School FFA animals only. No 4-H or Jr. FFA projects will be allowed on the facility.
5. No breeding animals are allowed at the facility.
6. All manure and feedstuffs must be properly disposed of in the approved designated areas.
 - Any student dumping waste products in any area other than the **dumpster** or leaving it in the wheelbarrow will receive an automatic second offense disciplinary action (see number 19 below).
7. Animals are to be washed in designated areas only.
8. Feed Storage at the facility will be limited to steers. For all projects not provided feed storage space, the student will have to bring in feed from home for each feeding.
9. The safety, sanitation, and appearance of the barn are a priority.
10. Cleanliness of the Project Facility is the direct responsibility of every student with a project.
11. All broken or stolen project facility equipment is to be reported immediately. All equipment is to be cleaned and returned to the proper storage area after each use. All wheelbarrows **MUST** be emptied after each use.
12. No glass containers are allowed at the barn complex. Broken glass can cause severe damage to a student or project.
13. No heat lamps allowed in the large animal barn (steers, swine, lambs, goats) due to the fire hazard. Any heat lamps installed will be removed.
14. Passageways, including door openings, are not to be cluttered with boxes, equipment, chairs or animals. Both routine and emergency traffic must be able to move efficiently.
15. Any accident or safety hazard is to be reported to a teacher immediately.
16. If an animal gets sick at any time, an Agricultural Science teacher must be notified immediately and the animal moved to a quarantined area specified by the teachers.
17. The use of power equipment such as tractors, bobcats, other front-end loaders, etc. owned by students is **NOT** allowed at the facility.
18. No pets are allowed on the project facility grounds.
19. No modifications will be made to electricity, carpentry, plumbing, or anything else related to the project facility without approval from the appropriate Ancillary Service Department.

20. Any student who does not abide by the rules of the project facility will be subject to the following disciplinary action:

Warning - Written pen tag by an Agriculture Science teacher.

1st offense – Written pen tag by an Agricultural Science teacher and parent notification.

2nd offense – Referral by the Agricultural Science teacher which will be passed on to the administrator* of the campus in which the student attends. They will meet with a student and one legal guardian.

3rd offense – Removal of animal from facility*

Upon being evicted, the student has 7 days to remove the animal and clean out his/her pen. After 7 days, the animal becomes the property of T.I.S.D..

*A fee, determined by a T.I.S.D. administrator, may be charged for any offense that requires time, materials, or actions to correct.

*If evicted from the T.I.S.D. Facility, the student will no longer be allowed to use T.I.S.D. facilities for the remainder of their high school career.

B. Student Responsibilities

1. The student must be a paid T.I.S.D. FFA member in good standing to utilize the facility. Only the student's immediate family may enter to feed or assist the student. No guests, other than those approved by the ag teacher such as veterinarians, hoof trimmers, etc. should enter.
2. Students and parents will follow the Key and Access Policy in Section E.
3. All students will share the responsibility of the community areas. Teachers will assign specific duties if necessary. At certain times of the year, teachers may schedule a work day which is mandatory for all students having a project in the facility. Failure to attend these work days could result in eviction. If sick, the student must give the agriculture teachers notice and bring a doctor's note when he/she returns to school.
4. If a student is evicted from the facility, he/she will not be allowed back on the premises.
5. If a student chooses to remove their animal from the facility, they may not bring their animal back during that school year. They may raise an animal in the barn during the next school year.
6. No student may leave a vehicle or trailer at the project facility overnight unless given prior approval from an Agricultural Science teacher.
7. Any valuables should be brought to and from home as needed. The school district and employees are not responsible for theft and damage.
8. All students will provide their own shavings or bedding.
9. Only the owner of a project may provide feed, water, other care, or move the project unless that owner has given permission to another student or family member.
10. No student shall administer any medication to an animal without prior approval from an Agricultural Science teacher.
11. Any complaint or questions concerning the facility and the rules applied to its use should be presented to the student's Agricultural Science teacher. If not resolved, the complaint or questions should be presented, in order, to: campus Career and Technical Education (CTE) administrator, campus principal, district CTE director, Chief Administrative Officer of Administrative Services.

C. Timelines for Removal of Projects

1. If a student becomes ineligible to show or moves out of T.I.S.D. facility, the student has 7 days to remove his/her project, clean out and pressure wash his/her pen, and attend the mandatory barn clean up or they will not be allowed to stall an animal at any T.I.S.D. facility in the future.
2. If a student is assigned to the Alternative Education Program (AEP) then he/she becomes ineligible to show the project and the animal must be removed within 7 days and the pen must be cleaned.
3. If an animal has not been removed within 7 days or other arrangements have not been made with the Agricultural Science teachers, the project becomes the property of T.I.S.D.* (C.1, C.2, C.7).
4. After the conclusion of the designated show, students have 10 days to clean out the shavings, remove drain covers, clean drains, and pressure wash the pen up to the center of the main aisle and width of the pen. On the 11th day, the student's pen will be checked to ensure it meets expectations. If not, a note will be left with the corrections needed and the timeline in which the corrections must be made (no less than 96 hours). The second inspection will take place prior to the mandatory clean up day arranged by the ag teachers. If they fail the second inspection, a fine of \$100.00 will be assessed, and the student will not be allowed to stall an animal at any T.I.S.D. facility for the remainder of their high school career.
5. A mandatory barn clean-up for all exhibitors who used the facility during that project year will be arranged by the Ag Science teachers for each student to clean common areas of the facility. If a student has more than one project they must attend those assigned days. If their project work days fall on the same date they must attend an additional clean up day to account for their multiple species. If there is a conflict, the student must make prior arrangements with their teacher and/or send another person to represent them. If the student fails to attend their mandatory barn clean up day(s) a fine of \$100.00 will be assessed per project pen from the exhibitor's show check, or a fine will be applied to the student account, and the student will not be allowed to stall an animal at any T.I.S.D. facility for the remainder of their high school career. This includes exhibitors whose animals died during the year, were ineligible to show, or removed from the project barn facilities due to personal choice.

Cleanup Schedule for T.I.S.D. Facilities

For both locations:

- o Wednesday, February 7, 2024 – Final Pen check (pen and drains must be cleaned and power washed must be complete by this date)

Facility located behind TMHS: Subject to change based off number of animals

- o Monday, February 12, 2024 - Small Animal Barn and Southeast Aisle
- o Tuesday, February 13, 2024 – Center South Aisle and Southwest Aisle
- o Wednesday, February 14, 2024 – Northwest Aisle and Center North Aisle
- o Thursday, February 15, 2024 – Northeast Aisle

Facility located behind THS: Subject to change based off number of animals

- o Monday, February 12, 2024 - Wing A
- o Tuesday, February 13, 2024 - Wing B
- o Wednesday, February 14, 2024 – Wing D
- o Thursday, February 15, 2024 – Wing C and Small Animal Barn

6. If death of an animal occurs while on the project facility, an Agricultural Science teacher must be contacted and the animal removed IMMEDIATELY. The student has 7 days to clean out the pen.
7. If a student abuses or neglects his/her animal project, he/she may be eligible for legal prosecution and the abused/neglected animal(s) will become the property of T.I.S.D.*, and be removed from the facility immediately.

***Property of T.I.S.D. means the animal will be removed and sold by the Agricultural Science teachers. Any money received will go directly back into the Project Show Account.**

D. Costs for Facility Use

1. All students must pay a non-refundable pen rent that is due prior to the animal arriving at the facility. **Pen rent amount is determined by waste removal amount and not pen space.** They are as follows:

Steer = \$ 200.00 per project per year

Swine = \$ 150.00 per project per year

Lamb = \$ 100.00 per project per year

Goats = \$ 100.00 per project per year

Chickens = \$ 50.00 per pen per year

Turkey = \$ 100.00 per pen per year

Rabbits = \$30.00 per pen per year

2. There may be a fee charged to correct problems created by any violation of a facility rule (A.19).
3. See Section C for fees associated with failure to remove an animal/clean the pen/common areas.
4. Failure to return a gate key within the designated time period will result in a charge of \$100 or the cost to replace the lock-key system.

E. Access Policy for the Project Facility

1. Students will enter the facility through the main front gate off the parking lot. This will be the only entrance keyed for student access without teacher permission. This will prevent any vehicles from entering the barn or unloading area without teacher permission.
2. Steer feed and storage areas will be locked. Only students with steers will have access to enter these areas.
3. Student fobs will be issued by the campus key control staff member. The fob shall be signed for on a T.I.S.D. Key Issuance Form. Lost fobs will be replaced at a charge of \$100 per fob. Following your mandatory clean up, all fobs must be returned to the campus key control staff.

It is the policy of Tomball ISD not to discriminate on the basis of race, color, national origin, gender, age or disability in its education programs or access to the facility.

Your online entry submission is your agreement that you understand and agree to abide by all rules and regulations in this handbook.