

Manor FFA - Project Facility Handbook

2020 - 2021

Project Facility Hours - as scheduled during COVID-19

(Sunday through Saturday)

All students using the project facilities must become familiar with these regulations. An electronic copy must be signed by the student, parent or guardian, and an agricultural science teacher, and will be kept on file at the agricultural science office. The Manor FFA Project Facility is for the use of FFA Members in the housing and care of their respective FFA Livestock projects. All procedures governing the FFA Project Facility are outlined below.

DUE TO COVID-19, POLICIES MAY CHANGE. YOU ARE PURCHASING ANIMALS AT YOUR OWN RISK! WE CANNOT GUARANTEE THAT LIVESTOCK SHOWS WILL BE AVAILABLE TO STUDENTS OR THAT TEACHERS WILL BE ABLE TO TRAVEL WITH STUDENTS.

Facilities:

1. **All rules of discipline of the Manor I.S.D. Student Code of Conduct apply at the agricultural project facility.**
 1. **This includes behavior, dress code, no pass - no play, etc.**
 2. **Students enrolled at the alternative campus are NOT permitted in the barn.**
2. **All rules and discipline of the Manor FFA handbook apply at the agricultural project facility.**
3. **The Manor ISD Project Facility (Ag Barn) will remain locked at all times. Students will have scheduled time to enter the Project Facility to feed/clean and exercise animals.**
4. Students must cooperate with others; fastening gates to pens and walkways, turning off water/lights, picking up trash and keeping all work areas clean/sanitized is expected at all times. The pen, exercise area, alleys, and storage lockers must be maintained and turned back in a clean and sanitary condition. Failure to comply will result in a write up.
5. No animals will be allowed to run loose on the project facility. Animals must be exercised within the boundaries of the project facility and areas approved by AST/Barn Monitor. Animals are NOT allowed outside of the barn area - this includes on the track, baseball field, campuses, road, etc.
6. No pets of any kind will be allowed on the project facility. Absolutely no pets or other animals will be allowed in the barn for sanitary and safety purposes.
7. Feed, manure, hay, shavings, etc. are to be dumped in designated areas only. If you are uncertain where designated areas are, ask the Agriculture Teacher or Ag Barn Monitor. Pen area must be kept clean.
8. Lockers are provided for exhibitor use to keep supplies, feed, etc. at the Project Facility. Exhibitors are responsible for providing their own locks and maintaining the condition of the lockers. Once a locker is chosen please give the locker number to an Agriculture Teacher and/or Ag Barn Monitor. Students should only have one locker unless agreed upon by an Agriculture Teacher and/or Ag Barn Monitor.
9. When driving down the road to the barn please use caution and be considerate of surrounding schools (ie. Pre-K center). All students and parents shall observe a speed limit of 15 MPH while on Manor ISD school grounds.

10. Student/parent vehicles are only allowed to park in designated areas of the project facility. Students, parents, and guests will respect the roads and be observant of the terrain conditions before driving into wet/muddy areas, and will refrain from abusing the area (ruts, spin-outs, "mudding", etc.). Please use caution while parking in the parking lot.
11. Students and parents will not be allowed to drive personal vehicles into the project facility without permission of one of the agricultural science teachers.
12. Trailers/Trucks - No CTE vehicles will be used at this time, all animal transportation MUST be provided by student/family. *COVID POLICY*

COVID 19 Policy:

13. All CDC guidelines will be strictly enforced in the barn. District liability waiver and Social Distancing contract must be signed and submitted electronically prior to access granted. **No one will be permitted in the Ag Barn without a clean mask!** All social distancing measures will be strictly enforced.
14. **Ag Project Facility COVID19 Check-in Form must be completed and Temperature checks upon entering the barn will be mandatory.** Anyone with a fever of 100 F or above or any of the COVID-19 symptoms/exposure **will not** be allowed in the barn and referred to the nurse (in the case of symptoms or exposure, nurses will be contacted with referrals). Students/parents cannot return to the facility without a negative test result for COVID 19. If the test comes back positive, the student/parent must quarantine for a minimum of 14 days.
15. Students will be assigned designated hours to feed/exercise/practice showmanship (these hours will correspond with Barn Monitor or designee hours - no proxy will be needed). Hours will be set for 7 days per week.
16. Scheduled feeding times morning and evening (staggered) with supervision (Ag Barn Monitor) (**must** limit to students and one parent, if elementary, if MS or HS parents are needed only one parent permitted in the barn). **Keep in mind these are student projects.** Other guests must remain in vehicles. Exception: move-in or move-out days.
17. Move-in, move-out times for animals will need to be coordinated with Barn Monitor.
18. Veterinary visits will be the sole responsibility of the owner - families will coordinate with Barn Monitor, when they will pick up a sick animal to be brought to the Vet and will need to have completed another Ag project Facility COVID 19 Check-in Form that no contact was made while at the Veterinary facility, in coordination with returning the animal to the Manor facility.
19. No breeders or outside coaches will be permitted in the barn. Animals **MUST** be exercised within the confine of the barn property to avoid cross contamination. All students must have access to their own equipment (No sharing).
20. In addition to pen sanitation, students will be responsible to sanitize all touched areas during feeding/exercising visits to the Ag Barn.
21. Only one student/family at a time will be allowed in the wash station area, only 1-2 students will be permitted in the arena at a time per Barn Monitor or designee.

22. Barn Monitor must have vaccination records on file for all incoming swine, prior to moving in.
23. Parents will be responsible to attend all events without staff supervision (unless events are virtual).

Animal Housing:

24. Animals will be housed at the Project Facility or at the student's home. Any exception to housing of animals needs to be approved by the Agriculture Teachers and the Agriculture Teachers will have access to any pen on the premises. Spaces are limited at the project facility and are on a first come, first serve basis according to membership. Animal spaces will be assigned in the following order: (1) active FFA members, (2) Jr. FFA members who have siblings that house animals in the facility, (3) Jr. FFA members who have previously housed animals in the facility, (4) Jr. FFA members. Teachers will not supervise projects outside of the Manor Independent School District without special conditions and permission of MISD and Travis County Youth Show Board. Pen changes may occur as needed, with teacher approval.
25. **Pen Rent – TO BE PAID UP FRONT BEFORE ANY ANIMALS ARE PERMITTED TO ENTER THE FACILITY AND IS NOT REFUNDABLE.**
 1. **Lamb, goat or pig - \$50 for each animal**
 2. **Poultry Project - N/A until Covid-19 restrictions are lifted.**
26. Pen rent dues shall be paid to Manor FFA, before an animal(s) enters the barn (RevTrak). This lease will terminate two weeks after the exhibitor/student has finished their last show of the season. All maintenance and pen modification requirements **must be met** two weeks following exhibitors last show. If shows are cancelled (during Covid 19), exhibitors/students must remove animals/equipment two weeks after cancellation of the show. In the event of a total district shut down due to COVID-19, the alternate location listed on the student/parent contract will become the location the animal will need to be moved to, within a two week period. If pens are not in satisfactory condition by this date, students may be denied pen rental for the following school year and/or be placed on a probationary contract for the 2021 - 2022 school year.
27. **All modifications to pens in the Project Facility must have prior approval by the Agriculture Teacher and/or Ag Barn Monitor.** All modifications will be done at student's expense, unless deemed otherwise by the Agriculture Teacher and/or Ag Barn Monitor. In the case where a common fence separates two or more student's pens, all students involved will be considered totally responsible for any necessary repair. Failure of any or all involved students to cooperate in financing and making necessary repairs. This does NOT include any normal wear and tear.
28. **CLEANING** – Any member who does not keep their pen clean, does not return the pen in the same condition, or clean pen by the end of the year, may be denied the privilege of pen rental the following year, a probationary contract and/or will be subject to a strike due to failure to provide a clean living environment. Students are also required to clean up the walkway in front of their pen and any feces that are left by the student's animal in

common areas like walkways, the show arena, wash racks, and parking lot. Failure to complete this task will result in a warning and then a strike.

29. No self-feeders will be allowed in the pens.
30. Hanging fans and fly traps must be approved by species advisor.

Other Student Responsibilities:

31. Students must be in good standing with the chapter to use the project facility – no 4-H projects will be allowed.
32. Personal property stored in the Project Facility is not available for public use unless you have obtained written permission from the owner of said property. **“If it’s not yours, leave it alone.”**
33. Exhibitors aware of damage to the Project Facilities are obligated to report such to the Agriculture Teachers/Barn Monitor. This includes, but is not limited to: broken/leaking water lines, electrical problems, fencing/panels, roof/wall panels, etc. If something is broken we expect it to be brought to the attention of an Ag Teacher or Barn Monitor and be repaired or explained to an Ag Science Teacher or Barn Monitor. If not, the student in the pen will be charged for the repair.
34. All animal projects housed at the Project Facility (including breeding animals) will have current records maintained by the exhibitor as a part of the FFA Supervised Agricultural Experience Program. Record book materials will be supplied by the Agriculture Teachers, along with proper training, and will include expense, income, medication, and activities pertaining to the animal project. Maintaining these records justifies the need for use of the school facility for privately owned livestock.
35. If you see a loose animal, contact an Ag teacher/Barn Monitor first before taking any other action.

Other Rules Regarding Animals:

36. **Students with projects at the project facility are expected to care for the project EVERY DAY. This includes providing FEED, WATER, EXERCISE, AND A CLEAN PEN. Mistreatment of animals will NOT be tolerated. Make any necessary arrangements to purchase food, shavings, etc. prior to needing them to ensure the best care possible for your animal. The animals rely on YOU to take care of them. Be RESPONSIBLE! *This is a FFA (SAE) STUDENT project. Keep in mind all student activity for the care of their animals needs to be recorded in their record books. The electronic record of student care will be available upon request as per the student check in form.**
37. Any animal fed at the Manor FFA Project Facility must be purchased through or approved by a Manor ISD Agriculture Teacher and/or Ag Barn Monitor.
38. Animals are to be fed during scheduled feeding hours, Sunday through Saturday. The Agriculture Teacher and/or Ag Barn Monitor must approve of any alternative feeding times. Feeding another student’s animal is prohibited unless previous notice is given and approved by an Agriculture Teacher or AG Barn Monitor.

39. Livestock feed should be kept in a dry, varmint-proof container that will keep feed fresh for consumption. Empty feed sacks must be promptly placed in designated areas. Any old or spoiled feed must be discarded and should not be poured onto the ground. Manor ISD is not liable for any unauthorized usage of a student's feed at the Manor FFA Project Facility as the facility is open to all students with animals; however, if it isn't yours, don't use it without permission. **Students will be required to keep 5 days worth of feed in their feed boxes in the event that they are unable to feed, someone can feed for them. These feedings need to be labeled and mixed in a gallon size ziploc bag.**
40. All projects will be fitted by students, Agriculture Teacher, and/or parent(s)/ guardian(s) only. If your project has to be professionally fitted then you will need to make arrangements to show under 4-H and the projects will NOT be housed at the Project Facility.
41. Any breeding animals housed at the Project Facility must serve the exhibitor in some pursuit of FFA Proficiency Award or be eligible for current stock shows. The Project Facility is provided by the school as a livestock project facility for active FFA members pursuing opportunities in productive enterprises.
42. Students with animals at the project facility will be asked to let a class use their animal from time to time for judging or management skills, but this is optional.
43. All feed will be purchased by the student. If needed, contact teachers for a list of feed and/or help in locating or acquiring feed.
44. Medical and/or vet bills will be paid and be billed to the student from the vet.
45. There is no liability insurance covering animals on the farm. All precautions possible are being taken to assure safety. Insurance can be obtained on the animal at the student's expense.
46. **At the end of the feeding period of a student's project, he/she has 2 weeks to remove their animal(s) from the facility. The student also has 2 weeks after their final show to clean and repair the pen. Failure to do so will result in a \$50 fee. The student must also attend Barn Workdays to help pressure wash pens and store supplies for the summer (this will apply if and when COVID 19 restrictions are lifted). Failure to do so will result in a \$50 fee. Failure to take care of this obligation will keep you from raising an animal at the barn next year. ALL ANIMALS WILL NEED TO BE REMOVED WITHIN TWO (2) WEEKS OF THEIR FINAL SHOW. MAKE ANY NECESSARY ARRANGEMENTS IN ADVANCE AS THIS WILL NOT CHANGE AND NO EXCEPTIONS WILL BE MADE. ANY ANIMALS AND EQUIPMENT LEFT BEHIND AFTER 2 WEEKS WILL BECOME THE PROPERTY OF MANOR FFA.**
47. If a student leaves the program or becomes ineligible, their project must be removed from the project facility and pen must be cleaned within **one week or the student will be fined \$50.**
48. Any personal property that is not removed from the Project Facility after 2 weeks following the exhibitors last show will become the property of the Manor FFA Chapter (unless special plans have been made with a supervising teacher and/or barn monitor) and will be sold to incoming students the following year.

- 49. Any students using illegal drugs on animals will be removed from the program.**
- 50. Any student found using tobacco products within the project facility will be disciplined according to Manor ISD Code of Conduct.**

Discipline:

51. Disputes or matters of discipline will be decided by all agricultural teachers together. If you have complaints, please address it with the teachers in writing. Do not approach the student or their parent/guardian.
52. If these rules are violated, students will be referred to disciplinary action following the MISD Student Code of Conduct.
53. The Manor FFA Project Facility has a three strike policy if proper care is not taken care of the animals, pen, barn, barn equipment, and/or property by a student after initial verbal warning. Situations where a student is not properly caring for their animal (ex: clean pen, adequate food and/or water, or dumping wheel barrows after use) will result in the following:
1. **First offense:** The student will be warned and a letter will be sent home by registered mail as parent notification.
 2. **Second offense:** A letter will be sent home by registered mail to be signed by the parent(s) and student. The letter should be hand delivered back to the animal species advisor(s) within 5 days. The parent(s) will also receive a phone call to make sure the situation is understood.
 3. **Third offense:** The student's animal(s) and any personal property of the student will be returned to the student. All monies paid for the animal(s), pen rent, entry fees, validation fees, etc. will be forfeited and all responsibilities of Agriculture Teachers, Ag Barn Monitor, Manor HS, Manor MS, MISD, or Manor FFA will dissolve.

Student/Parent Behavior:

54. Students and parents are expected to act in a professional manner at all times at the Project Facility.
55. Activities that endanger the health or physical wellbeing of students, parents, ASTs, Ag. Barn Monitor, animals, and other stakeholders will not be permitted.
56. Loitering will not be permitted. If you are in the barn you are cleaning/sweeping/organizing something. This is a place of work.
57. Students will not be able to enter the Project Facility while serving a sentence of suspension or DAEP.
58. The ASTs have the right to remove and ban any individual from the Project Facility.
If ASTs or administrators determine assistance is needed, local law enforcement will be requested.

Animal Specific Rules Reminders:

Swine:

- 1. Pens must have clean shavings at all times.**
- 2. Animals must be fed twice a day.**
- 3. All feed should be in an enclosed container (not in bags on the ground).**
- 4. All feed sacks, shavings and other bags must be thrown in dumpster outside of barn.**
- 5. Sweep in front of your pen daily.**
- 6. When moving animal to scales pick up all manure immediately.**
- 7. No liquid fly traps.**
- 8. Order ear tag in September.**
- 9. Attend validation to sign paperwork.**
- 10. TCYS entry to be filled out at the October meeting.**

Goats & Sheep:

- 1. All wool/hair must be swept up immediately and placed in dumpster outside of barn.**
- 2. All feed sacks, shavings and other bags must be thrown in dumpster outside of barn.**
- 3. Feed all animals twice a day.**
- 4. All feed/hay should be in an enclosed container (not in bags on the ground).**
- 5. All feed bags need to be placed in dumpster outside of barn.**
- 6. Sweep in front of your pen daily, if inside.**
- 7. When moving animal to scales pick up all manure immediately.**
- 8. Order ear tag in August.**
- 9. Attend validation to sign paperwork.**
- 10. TCYS entry to be filled out at the October meeting.**

Poultry:

- 1. Clean and replace shavings weekly and maintain throughout the week.**
- 2. Throw dead birds in dumpster outside of barn.**
- 3. All feed sacks, shavings and other bags must be thrown in dumpster outside of barn.**
- 4. Feed birds a minimum of 2 times a day.**
- 5. Sweep in front of your pen daily.**
- 6. Order TCYS broilers in October.**
- 7. Pick up TCYS broilers in December.**
- 8. TCYS entry to be filled out at the October meeting.**

Cattle:

- 1. All feed sacks, shavings and other bags must be thrown in dumpster outside of barn.**
- 2. Feed all animals twice a day.**
- 3. Feed room needs to be maintained daily.**
- 4. All feed bags need to be placed in dumpster outside of barn.**
- 5. Sweep in front of your pen daily.**
- 6. When moving animal to scales pick up all manure immediately.**
- 7. TCYS entry to be filled out at the October meeting.**

***PLEASE DO NOT SIT ON OR HANG ON ANY GATES OR PENS!
ALL ANIMAL WASTE/SHAVINGS SHOULD BE PLACED IN THE DUMPSTER!
DO NOT LEAVE ANYTHING IN WHEELBARROWS!***

***When a problem or concern arises,
the best way to resolve it is to follow a set “chain of command”:
always beginning with supervising teachers.***

CHAIN OF COMMAND

Step 1: Address the issue with the AST of that activity

Step 2: Address the issue with all of the AST staff.

Step 3: Address the issue with the Assistant Principal.

Step 4: Address the issue with the CTE Director.

If the chain of command is not followed it could result in removal from the organization.

Non-Discrimination Statement

Manor Independent School District offers Career and Technical Education courses in the areas of: Agriculture, Food and Natural Resources; Architecture and Construction; Arts, A/V Technology and Communications; Business, Marketing and Finance; Education and Training; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law and Public Service; Manufacturing; Science, Technology, Engineering and Mathematics; Transportation, Distributions and Logistics. Admission to these programs is based on interest and aptitude, age appropriateness, and availability of space in classroom.

It is the policy of Manor Independent School District 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.

It is the policy of Manor Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Manor Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Dr. Creslond Fannin at creslond.fannin@manorisd.net, 512-278-4800 and/or the Section 504 Coordinator, Tori Linzenmeyer at victoria.linzenmeyer@manorisd.net, 512-278-4800.

Veterinarian Contact Information:

Animal Wellness Hospital
4213 FM 3349
Taylor, Texas
Dr. Dana Boehm
(512) 352-8381

Sunset Canyon
3710 E. Hwy. 290
Dripping Springs, Texas
(512) 894-0266
(512) 779-5752 (cell)

Hebel Veterinary Clinic
Dr. David Hebel
(512) 656-8979

Elgin Veterinary Hospital
Bovine Division
(512) 285-3395

Bastrop Veterinary Hospital
2900 State Hwy. 95
Bastrop, Texas
(512) 321-5386

Town & Country
6300 FM 1327
Austin, Texas
Dr. Selman
(512) 385-0486

All veterinary expenses are the responsibility of the exhibitor!

Barn Contract Form 2020-2021 (click here to fill out form)

(This form must be completed electronically. Visit manor.ffa.org for more information.)

This contract is considered to be valid as long as the student is in an Ag. Science class during the 2020-2021 school year and is a Manor FFA member in good standing. This contract is also valid for a member of the Manor Junior FFA Program in good standing. It is vital that you read and understand all terms and conditions outlined in the Manor FFA Project Facility Handbook. If this is violated, students will be referred to disciplinary action following the Manor ISD Student Code of Conduct and Manor ISD Policy.

I have read and agree to abide by the Manor FFA Project Facility rules outline for the 2020-2021 school year. I also understand that rules are subject to change due to COVID-19. I have also read and understand the precautions set forth by Manor ISD and agree to follow them. I understand that pen rent MUST be paid prior to animals coming into the barn.

(For your personal records only - please complete electronically.)

Please indicate the number of animals you will be housing in the Project Facility:

_____ Goats

_____ Lambs

_____ Pigs

Student's Name (Print): _____

Student Grade: _____ Student ID Number: _____

Student's Signature: _____

Parent or Guardian Signature: _____

Parent or Guardian Email: _____

Date: _____

Due to COVID-19, we must have a plan in place in the event that the Manor FFA Project Facility must close. Please provide the location that your animals will be housed at in the event of a total district shut down. Please provide an address so that we may verify that it is in Travis County.
