

Toby Connor Agriculture Complex Handbook

Updated and Effective July 17, 2018 – **Updates Can Occur Throughout the Year**

The AG. facility is located at the end of W. Schlather, in Cibolo, Texas. The purpose of the Ag. Complex is to provide an extension of classroom instruction, to maximize learning, and to allow FFA members to utilize the Complex for Supervised Agriculture Experience (SAE) animal projects.

Students, parents, and guests must comply with all district, campus, Ag. facility, and Cibolo Creek FFA rules. SCUC ISD employees, Agricultural Science Teachers (ASTs), Complex managers, and administrators will monitor and manage the Complex (both physically and via security cameras).

ALL PARTICIPANTS MUST COMPLY WITH THE FOLLOWING:

1. Students must comply with all district rules and school board policies (ex. SCUC ISD Student Handbook and the SCUC ISD Student Code of Conduct), including/during the summer months.
2. SCUC ISD, its employees, designated volunteers, and the FFA program are not responsible for damage or loss of personal property or injury to members, guest, family and / or animals.
3. Only FFA members in good standing may utilize the Ag. facility.
4. Animals raised in the AG. Complex must be validated and entered through Cibolo Creek FFA.
5. Family domestic animals are not allowed in the barn or in vehicles at the barn.
6. Not all animals are of suitable quality for exhibition purposes. Most animals are of commercial quality and therefore rarely suited for exhibition in the show ring. Only those animals of superior confirmation should be selected. Therefore, the AST should assist in the selection and ultimately approve the animal purchased and housed at the Toby Connor Center Complex.
7. Only family members may accompany a student with an animal project to the Ag. facility. No friends are allowed to accompany as student. Visitors must be approved by AST, 24 hours prior notice is required.
8. Parents, guardians, and guests who cause a disturbance while at the Ag. Complex will lose their privilege to enter the Ag. facility. (See Student and Parent Behavior section for additional details)
9. The SCUC ISD Ag. Complex will house the following SAEs: cattle, sheep, goats, swine and poultry. Lactating animals or parturition (birthing) will not be permitted.
10. A student must complete the following prior bringing an animal into the Ag. facility:
 - Obtain permission from an AST over that species, AST examination of animal upon the arrival to the facility.
 - Attend a meeting with his / her parent/legal guardian and AST
 - Understand and sign the Toby Connor Ag. Complex Handbook
 - Pay all relevant fees (See following page for Ag. Complex Fee Schedule.)

It is the policy of SCUCISD not to discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its CTE 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.

Es norma de SCUCISD no discriminar por motivos de raza, edad, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades CTE, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda

**Toby Connor Ag. Facility
Fee Schedule**

Fees assist in maintaining the Ag. Complex and proper oversight of SAEs. Fees are non-negotiable, non-refundable and students / parents must pay required fees prior to an animal's arrival at the Ag. facility. Fees may increase should an unforeseen circumstance arise. Fees are per feeding period. All animals will be removed no later than seven days after last show.

Swine: \$100 per head

Lambs: \$85 per head

Goats: \$85 per head

Cattle: \$115 per head

Turkey: \$75 per 25 birds

Broilers: \$75 per 25 Birds

COMPLEX HOURS

The Ag. Complex hours are from 5:30 a.m. to 9:30 p.m.

- Feeding of animals is not allowed prior to 5:30 a.m. or after 9:30 p.m. without permission from AST or school administrator.
- Failure to vacate the Complex or rear parking lot by 9:45 P.M. will result in consequence assigned by the AST.
- Gates are closed and locked at all times.
- In compliance with City Ordinance No. 863 all minors must be accompanied by Parent or guardian after 10:30PM.

PARKING

- Students, parents, and guests should park in designated areas.
- Parking in the driveway is not allowed
- Unloading or loading of feed, or tack by driving your vehicle into the barn is not allowed
- Do not park in the fire lanes, handicap and / or undesignated areas.
- Speed Limit in the complex is 10 MPH

GATE CODES AND ACCESS

- You will receive a gate code from your species advisor.
- You are not allowed to share your code with anyone else.
- If there is a problem with the gate please contact the barn manager.
- DO NOT push the gate open or climb over the gate.
- With the solar panels and shocks of cold weather the gate will sometimes malfunction.

TRAVEL TO LIVESTOCK SHOWS

- SCUC ISD will provide transportation, when possible, for livestock to shows and/or validation.
- Supervising teachers will not be expected to attend any shows that have fewer than five entries. If this occurs, students will be responsible for transportation of their livestock project.
- SCUC ISD will not be required to transport nor house students to, during, and / or from livestock shows and/or other related activities.
- Students and families will be required to provide their own transportation and housing for all livestock show activities.

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PROJECT PLANNING DEADLINES AND REMOVAL:

- The student is to remove all projects from the Ag. Complex within 7 days after his/her respective show unless otherwise directed by an AST. This rule applies to all animals including breeding animals.
- If a student is deemed ineligible and unable to gain for their final show they must remove their animal from the Complex in 7 days.
- If the animal is not removed by the 7 day period or other arrangements have not been discussed and approved by the AST, the student will be charged a \$100 hauling/handling fee to deliver the animal to the Seguin Cattle Company.

ANIMAL DEATH

- If an SAE dies at the Ag. facility, it is the student/parent's responsibility to remove the animal carcass within two (2) hours of being notified of its death unless approved by AST.
- If the carcass is not removed within 2 hours, removal and disposal will be provided at the expense of the owner of the SAE.

ANIMAL PROJECT MANAGEMENT

- Animals may not exit the Complex for any reason without express written permission from the supervising teacher and a completed Livestock Travel Request form on file. The Livestock Travel Request form can be found on the CCFFA website. The only exception to this rule is exiting for the purpose of livestock shows attended with the supervising Ag. teacher. The Livestock Travel Request form must be received by the supervising teacher no less than 5 calendar days before the requested date of travel. Animals removed from the Complex without this form in place are subject to permanent removal from the facility. A new form is required for each event.
- This SAE is the student's project and responsibility. All SAE management decisions will be made by the student/parent. ASTs are available to assist and aid a student when a student requests this assistance. ASTs will closely monitor all show rules.
- Ultimately the SAE is the responsibility of the student with the support and assistance from their family and AST. ASTs will monitor all projects and insure rules and regulations are being followed.
- It is the student's responsibility to inform the AST of problems/progress of the project.
- All feeding programs and additives must be approved by the AST over that species.
- Students/parents may not feed, water, move, or provide any other care to other student's SAE without permission from the owner. It is not the responsibility of others to care for or question the care of another student's SAE.

BARN CLEAN UPS

- Barn clean ups are mandatory and designated at the beginning and or end of the feeding period.
- If a student is unable to attend, he/she is responsible for scheduling a makeup job with their AST.
- Failure to attend will result in loss of Ag. Complex privileges for future SAEs.

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NATURAL DISASTER AND / OR EMERGENCY PREPAREDNESS:

- SCUC ISD's priority is the safety and security of the students, parents, and faculty.
- The Ag. Complex will follow the procedure set in place by SCUCISD
- SCUCISD is not responsible for nor liable for animals during the event of a natural disaster or emergency.
- SCUC ISD employees will not transport animals to another location.
- Parents / students will not be allowed to borrow SCUC ISD trailers during a natural disaster and / or emergency.
- School closings and / or mandatory evacuation notices of SCUC ISD facilities will be determined by the district and communicated by the AST.
- To the greatest extent possible, notifications to prepare food and water for assigned amount of days will be communicated by the AST.
- Extra animals or pets shall not be permitted nor housed at the Ag. facility
- The Ag. Complex reopening and / or reentrance will be determined by SCUC ISD.

STUDENT or PARENT BEHAVIOR

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

STUDENT PLACEMENT IN Discipline Alternative Education Placement (DAEP)

- If a student is placed in DAEP they are automatically removed.

STUDENT ELIGIBILITY FOR LIVESTOCK SHOWS

Any student that attends on an unassigned day or without proper district permission will be reported truant. To participate in any livestock show as an FFA member, a student must meet the following requirements:

- Must be currently enrolled in SCUC ISD.
- Be enrolled in an Agriculture course. (excluding Jr Members)
- Have approval of AST.
- Be a member in good standing with the Cibolo Creek FFA Chapter.
- Attend all mandatory livestock meetings for the specific livestock project.
- Must have completed Quality Counts for major shows.
- Be passing all subjects at the time eligibility is determined per UIL guidelines. If a student is ineligible due to grades, the hosting show organization may have additional rules. Jr members must show proof of eligibility.
- Have paid entry fees on time and meet show requirements.
- 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 supervising teacher.

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PROBLEMS AND CHAIN OF COMMAND

- All problems and concerns must follow the proper chain of command listed below:
- The problem or concern must first be communicated to the AST over the specific species.
- If the problem is not resolved at the first level, a meeting will be held with the lead AST.
- Any concern not resolved by the lead AST should be communicated to the appropriate Assistant Principal for the student's campus.

PROCEDURE CHANGES

- Procedures may be added, modified, or adjusted as deemed necessary by the AST.
- Students and parents affected by the changes will be notified by the AST immediately.

TERMS

The AST reserves the right to remove any animal from the Ag. Complex related but not limited to any of the following conditions determined by the AST:

- Animal abuse or neglect
- Diseased or infected animals
- Animals that are unsafe to handle
- Students failing to comply with Ag. Complex rules
- Student is no longer involved in the program
- Any animal not validated, entered, and shown through Cibolo Creek FFA.
- Student unenrolled from SCUC ISD.
- Student expelled from SCUC ISD or any other school district.

CONDUCT CONSEQUENCES:

- Teacher/Student Conference/ Written warning issued by an AST.
- Teacher/Student/Parent Conference/ Signed documentation
- Referral to school administrator for disciplinary action
- Immediate removal of project from the Ag. facility.

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SCUC ISD Toby Connor Ag. Complex Handbook and Usage Agreement

By signing this document, I agree to the following terms:

Student:

I understand that raising in the Toby Connor Ag. Complex is a privilege, not a right. I agree to abide by the rules and criteria set forth in the SCUC ISD Agriculture Facilities Handbook that I have received, read, understood, and signed. I agree to pay all relevant fees associated with the expense and upkeep of my project animal. I agree to conduct myself in a professional manner at all times and comply with the stated rules. I have read and understand the consequences.

Parent/Legal Guardian:

I understand that raising in the Toby Connor Ag. Complex is a privilege, not a right. I agree to abide by the rules and criteria set forth in the SCUC ISD Agriculture Facilities Handbook that I have received, read, understood, and signed. I agree to pay all relevant fees associated with the expense and upkeep of my child's project animal. I agree to release SCUC ISD, its employees, and volunteers of liability for any injury that my child, my guests, or I may sustain by participating in activities at the SCUC ISD Ag. facility, and I Agree to monitor my child for compliance with the stated rules. I have read and understand the consequences.

This document is binding and non-negotiable.

Contract is valid one calendar year from signature date or until and new contract is signed

Student's Name

Student's Signature

Date

Parent's Name

Parent's Signature

Date

Agriculture Teacher's Name

Agriculture Teacher's Signature

Date

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