

Agriculture Facility Plan and Project Agreement

2024-2025

English Version



Galena Park ISD
CAREER & TECHNICAL EDUCATION

In Compliance with Federal Law

Galena Park Independent School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, or employment and provides equal access to the Boy Scouts and other designated youth groups as required by Title IX, Title VI, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

El Distrito Escolar Independiente de Galena Park no discrimina por motivos de raza, color, nacionalidad, sexo, discapacidad o edad en sus programas, actividades o empleo y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados según lo exige el Título IX, Título VI, Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Estadounidenses con Discapacidades. Las preguntas, quejas o solicitudes de información adicional sobre la ADA y la Sección 504 pueden enviarse al Coordinador de cumplimiento designado de la ADA y la Sección 504.

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Important Dates

2nd Tuesday in September @ 6 PM	Mandatory SAE/Barn Meeting
October 7, 2024	Fall Barn Clean
November 1, 2024	FFA Fall Membership Dues Deadline
March 31, 2025	Spring Barn Clean

*All dates are subject to change. Each chapter will have their own monthly meeting.

Agriculture Facility Plan and Project Agreement

The purpose of the Agriculture Facility (the “**Facility**”) is to provide students with an extracurricular experience that enriches classroom instruction and allows FFA members the use of the facility for Supervised Agricultural Experiences (SAE) in accordance with the Agriculture Facility Plan and Project Agreement (this “**Agreement**”). The “**Facility**” is defined as the premises at 2099 Holland Ave. Houston, TX 77015.

Usage of the facility is a privilege, and the facility is monitored and managed by Galena Park ISD (the “**District**”) employees, including Agricultural Science Teachers (ASTs) and district administrators. Parents/guardians and students are considered visitors. Visitors must comply with all district, campus, Agriculture Facility, and FFA rules at all times.

A. Eligibility

Students must meet the criteria below to be eligible to house an animal at the GPISD Agriculture Facility. Deviations from the below are considered at the discretion of the District.

Students must:

1. Be an FFA member of a Galena Park ISD high school, and
 - a. Enrolled concurrently in an Agriculture class during the length of the respective project,
 - b. Pay all dues on time following the chapter’s deadlines; and
 - c. Be in good standing with their respective chapter, including for summer months.
2. Intend to raise and show a steer, lamb, goat, and/or pig for an approved show.
3. Attend the SAE/Barn Meeting with their parent/guardian.
 - a. Sign the *GPISD Agriculture Facility Plan and Project Agreement* acknowledging that you and your parent/guardian have read and intend to comply with the Agreement.
4. Complete campus agreements obtained through their AST.
5. Have only one species of each category (breeding/market) per show. A max of two projects can be housed in the barn per show.
6. Pay all applicable fees before moving an animal into the barn.
7. Arrange their own transportation to and from the Facility twice daily.
8. Obtain a defined minimum score on the GPISD Agriculture Facility SAE Admission Rubric. Higher scores will be considered eligible for move-in before lower scores when limited space exists.
9. Agree to join the BAND app. It is encouraged that parent(s)/guardian(s) join.
10. Receive permission from their AST to move in.

B. Facility Operations and Emergency Response Plan

1. The District and designated volunteers are not responsible for damage or loss of personal property or injury to visitors and/or animals.
2. The Facility visitor hours are 5 AM - 9 PM daily, including weekends and holidays.
 - a. Feeding or caring for animals outside of visitor hours without permission from the

District is prohibited.

- b. To arrange access to the Facility outside of visitor hours, contact your AST at least 48 hours in advance. 24-hour access cards are available through your AST for special circumstances and must be returned to the AST the next school day.

3. Parking

- a. All visitors shall have a valid Texas driver's license and insurance.
- b. Visitors must park in the rear parking lot in painted parking spaces.
- c. Fire lanes shall be clear at all times.
- d. Excessive speed and/or unsafe driving can result in temporary or immediate removal from the barn.

4. Gate Cards

- a. Only one gate card will be provided to the student at no cost at the time of move-in from the AST and must be returned upon move-out or request from the District.
 - i. Lost cards should be reported to the AST immediately. A Lost Gate Card fee will be applied to the student's account in the district's student information management system.
- b. 24-hour access cards are available through your AST for special circumstances and must be returned to the AST the next school day.

- 5. All gates must remain closed at all times except when actively using and monitoring.
- 6. Modifications relating to the facility's electricity, carpentry, or plumbing are not allowed. Electrical cords must be UL listed, in good condition, and out of reach of animals. The use of heat lamps must be approved by an AST, and heat lamps should be securely placed and avoid contact with animals or combustible materials such as hay, bedding, and tarps.
- 7. Fans are to remain on in warmer weather, and fans in cattle pens must stay on.
- 8. If the student travels without an AST and requires a cage to transport an animal safely, students over 18 or the parent/guardian of the student can check out the District's cage. To do so, the student or parent/guardian must sign out the cage and return it following the instructions on the sign-out sheet. Contact your AST for instructions.
- 9. Weekly chores are assigned by the ASTs and posted in the barn on a dry-erase board and/or the BAND app. The student is responsible for checking the posted chores and erasing the previous completion signatures of their assigned chore(s). Weeks begin on Sunday and end on Saturday. Upon completing the chore, the student will sign, date, and time stamp the chore to receive credit.
- 10. New, unused sand piles or shavings provided by the District must remain adequately covered when not in use.
- 11. All grooming areas and equipment must be cleaned after use, and the equipment used must be returned to its designated storage area after each use.
 - a. Clippers are to be used when an AST is present.
 - b. Completing the checkout form to use clippers acknowledges that you have read the instructions on properly using the equipment. Contact your AST for instructions.
- 12. The District contracts pest control services. All pest remediation must be performed by the District's contracted servicer.
 - a. Visitors should report pest nuisances to their AST immediately.
 - b. The Facility must be free from environments that allow nesting places for pests.
- 13. Emergencies and Disasters. The District is not responsible for evacuating or caring for animals due to an emergency or disaster. The relocation of an animal project is the responsibility of

each animal owner. Owners should communicate with their AST to inform them of the situation and their alternative plans.

- a. **Severe Weather.** The District, in collaboration with surrounding school districts and local authorities, monitors potential severe weather events. In some circumstances, the school district may close. The Facility can lose access to electricity and running water intentionally and unintentionally due to severe weather. The AST will communicate to students the need to develop contingency plans.
- b. **Intruder.** If you see a person you do not recognize and believe the person to be an unauthorized visitor or suspicious person, seek a safe place and contact the district's security office at 832.386.1530. When safe to do so, also contact your AST to notify them. In the event the unauthorized or suspicious person seems violent or displays a weapon, seek a safe place and call 911. Contact the district's security office at 832.386.1530 and your AST when safe to do so.
- c. **Medical Emergency.** In the event of an injury or sudden illness, assess the situation. If the injury or illness seems major, or you are unsure, **DO NOT MOVE THE PERSON**, and call 911. If trained to do so, administer first aid or follow the directions of the dispatcher. Contact the district's security office at 832.386.1530 and your AST when safe to do so.
- d. **Fire.** If a fire is detected, evacuate the area immediately and call 911. Small fires are encouraged to be extinguished with existing fire extinguishers and water on the premises. Do not enter the barn if it is already engulfed in flames, including evacuating the animals. Proceed to the evacuation area. Upon extinguishing a small fire with existing fire extinguishers and water on the premises, contact the district's security office at 832.386.1530 and your AST when safe to do so.

Galena Park ISD Agriculture Center
2099 Holland Avenue
Houston, TX 77015
Nearest cross street: Lane Street
Nearest landmark: Leal Funeral Home

For Emergencies:
Call 911
&
832.386.1530 (GPISD Security 24/7)

C. Facility Rules and Guidelines

1. All visitors must comply with the District's Student Code of Conduct and Student Handbook.
 - a. Students are not allowed to enter the Facility while on suspension from their home campus or placed on an alternative campus for disciplinary and other reasons. The owner is responsible for authorizing an approved visitor to care for their animal while ineligible to enter the Facility during this time.
2. Loitering is not allowed.
3. Household pets are not permitted at the Facility. ASTs may bring a working animal as needed.
4. No glass containers allowed.

5. All visitors must remain in close proximity to their animal while in escort.
6. Animals allowed at the Facility include steers, heifers, lambs, goats, and pigs. Poultry, rabbits, and cavy are prohibited at the Facility and can be kept offsite. See *M. Offsite Animal Projects*.
7. The student is responsible for all costs of acquiring an animal and any expenses incurred while feeding and caring for the animal.
 - a. Expenses include but are not limited to feed, tack, travel, entry fees, validation, and medical expenses.
8. Stall assignments and locker assignments are determined by your AST.
9. Additional stalls are not available for purchase.
10. Guests of students with an SAE should be limited to parent(s)/guardian(s) who complete the District's Galena Park ISD Volunteer Criminal History Check Form available on the District's website.
 - a. Siblings of a student with an SAE are allowed on the premises with supervision from the parent(s)/guardian(s).
11. Activities that endanger the health or physical well-being of students, parents, ASTs, animals, and other stakeholders are not permitted. Unauthorized or disruptive visitors of the Facility can be removed and have their visitor privileges revoked.
12. Additional visitors such as livestock specialists, breeders, and veterinarians are allowed at the Facility by agreed-upon appointment with an AST.
13. The District reserves the right to dismiss any student from the FFA program, the Facility, and competitions (individual or team) for reasons including but not limited to:
 - a. Academic eligibility.
 - b. Student behavior.
 - c. Animal welfare.
 - d. Conduct.
 - e. Animals unsafe to handle.
 - f. Failure to comply with the Facility rules.
 - g. Animal not validated for, entered for, and shown through FFA at designated show or validation rules are not followed.
 - h. The student withdraws from GPISD.
14. Heifers
 - a. Heifers must be registered within one of the following breeds: ARB, Beefmaster, Brangus, Grey Brahman, Red Brahman, Red Brangus, Santa Gertrudis, Simbrah, Angus, Charolais, Chianina, Hereford, Limousin, Maine-Anjou, ORB, Polled Hereford, Red Angus, Simmental, Shorthorn.
 - b. Heifers calves must be born between February 15–April 30 to be eligible to move into the barn in August.
 - c. Breeding animals at the Facility is not allowed. Veterinarians can perform artificial insemination at the Facility.
 - i. Heifers may give birth after their second HLSR show (April–May)
 - ii. Birthing at the Facility is not allowed. If calving occurs at the facility, arrangements must be made at the cost of the owner to be moved offsite within 14 calendar days.
 - d. Heifers follow the *Project Dismissal* guidelines outlined in the Section I.

D. Care of Animal

1. The SAE is the student's project and responsibility. ASTs oversee and advise students regarding the care of the animal. ASTs can require students to attend coaching sessions as needed based on established benchmarks for the project.
2. Only the respective owner is allowed to feed or care for an animal unless prior approval was obtained from that particular owner and the AST via email or text message.
3. ASTs can utilize professional judgment based on expertise to make recommendations of treatment methods for ill animals.
4. The District reserves the right to quarantine an animal after move in or have a student move/remove an animal if it is ill. If the animal is moved/removed due to illness, the District can request documentation from a veterinarian releasing the animal to return to the assigned stall.
5. The District reserves the right to seek emergency treatment for an animal at the owner's expense.
6. Students are responsible for their transportation twice daily (morning and evening) to and from the Facility to care for their SAE.
7. The student is responsible for the care of their animal. This includes, but is not limited to:
 - a. Feeding and watering the animal twice daily, once in the morning, once at night.
 - b. Ensuring safe drinking water for the animal.
 - i. Water should never be colored or murky or produce a noticeable odor particularly those of sewage, rotten eggs, mold, or animal waste.
 - ii. To thoroughly clean a water trough or container:
 1. Empty it completely and remove all debris.
 2. Rinse and scrub the tank.
 3. Refill the tank with fresh water.
 - c. Maintaining the health and cleanliness of their animal. Current health records may be requested by the District at any time.
 - d. Providing the animal with exercise or physical activity outside of their stall daily for at least 30 minutes unless otherwise advised by your AST.
 - e. Cleaning and maintaining the pen and surrounding areas.
 - i. Animals should have a dry area to lie in within their stall.
 - ii. Animal waste (feces, urine, and saturated sand or shavings) must be emptied into the manure dumpster.
 - iii. Adequate, approved sand or other bedding approved by an AST is maintained.
 1. New bedding or sand is not to be placed on top of soiled bedding or sand.
 - iv. Visitors must clean up after their animals in the common areas.
 - v. All wheelbarrows and waste containers must be emptied after each use and returned to designated storage locations cleaned.
 - vi. Non-animal waste trash such as plastic, feed bags, drink containers, and zip ties must be thrown into the dumpster in the back parking lot near the gravel drive and barn gate.
8. All medications, including prescription medications, used on animals must be disclosed and communicated to the ASTs. The use of illegal drugs or substances and/or unethical or inhumane practices are prohibited.

E. Locker Storage, Feed, and Tack

1. One (1) locker will be assigned to each student per small animal project (lambs, goats, & pigs), and two (2) lockers will be assigned to each student per large animal project (cattle).
2. Valuables should be brought to and from home as needed or locked in the student's locker.
3. Students are responsible for securing the locker with a combination lock. The combination for the lock must be submitted to your AST to keep on file for emergencies. Locks that require a key to open are not allowed.
4. All feed, hay, and tack are to be stored in the student's designated locker(s). It is recommended that all tack is labeled with your name.
5. In an effort to minimize pests, feed and hay must be stored in a storage container such as a metal trash can with lid closed. Storage containers that become penetrable must be replaced at the owner's expense. Floors within the locker should appear swept and clear of debris.
6. The District and designated volunteers are not responsible for damage or loss of personal property.

F. Arenas

1. Outdoor arena availability and use are determined by ASTs.
2. Areas designated by ASTs for practice should be utilized for daily exercise.
3. Students must clean up and dispose of any animal waste or trash when finished using the arena or practice area(s).
4. The indoor arena is designated for use by the District for the Galena Park ISD Livestock Show and other district-approved activities.

G. Death of Animal

1. Student must notify their AST immediately upon the death of an animal.
2. Removal of the animal carcass from the Facility is the student's responsibility.
 - a. Removal should occur within two hours. Students should communicate with their AST any plans that cause a delay in disposing of the animal carcass.
 - b. ASTs can dispose of the animal carcass at the owner's expense if the owner cannot be contacted within two hours of the AST learning about the animal's death.
3. Animal carcasses cannot be disposed of at the Facility. This includes the Facility dumpsters.

H. Student Eligibility for Livestock Shows

1. To participate in any livestock show as an FFA member, a student must meet the following requirements:
 - a. Approval of AST.
 - b. Member in good standing of Galena Park HS FFA or North Shore HS FFA.
 - c. Attend all mandatory meetings designated for the specific livestock project.
 - d. Be academically eligible to participate following the Texas UIL No-Pass No-Play guidelines.
 - e. Paid entry fees on time and meet show requirements.
 - f. The District determines annually the livestock shows a student receives an excused extracurricular absence for while representing their respective FFA chapter.
 - i. The AST must attend events and livestock shows where students are representing the chapter if the student is receiving an excused extracurricular absence for.

- ii. Harris County 4-H can sponsor a student to participate in livestock shows and receive approved extracurricular absences when the County Extension Office submits a resolution to the District requesting extracurricular status of the 4-H Organization and the district's Board of Trustees approves and adopts the resolution. The District does not solicit a resolution.
- iii. According to FM (LOCAL), A student shall be allowed in a school year ten extracurricular absences not related to post-district competition.
- g. The District is not responsible for costs associated with travel to livestock shows which include, but are not limited to, transportation, mileage, meals, lodging, registration fees, tags, parking, and fuel.

2024-2025 Approved Shows

September 27 - October 20, 2024	State Fair of Texas
December 6 - 8 2024	GPISD Open Livestock Show
March 4 - March 23, 2025	Houston Livestock Show and Rodeo

I. Project Dismissal

1. Within (14) fourteen calendar days after their final respective show or Move-Out Notice, the student must:
 - a. Remove their animal(s) from the Facility.
 - b. Prepare your assigned stall and locker for the move-out inspection with your AST.
This includes:
 - i. Removing all locks from lockers. Emptying lockers and cleaning locker shelving and flooring. No debris or property should be left in your locker.
 - ii. Dig out and dispose of old sand, bedding, and animal waste.
 1. Steer pens must have all sand and bedding removed to expose the cement underneath. All other species' pens must be dug down at least 2-inches deep from the lip of the cemented walkway.
 - iii. Throw away all trash and debris such as zip ties, wire, decorations, and feed.
 - iv. Remove heat lamps or any other added equipment and signage.
 - c. Return gate cards to their AST.
 - d. In the event a project does not meet a move out deadline, a fee can be assessed according to the District's fee schedule and the animal will be considered surrendered to the District to be processed. Owners of surrendered animals are not compensated for surrendered, processed animals.
2. Animals are not allowed to return to the Facility after their final designated show.

J. Agriculture Facility Clean Up

1. Students with an approved SAE at the Facility must attend all designated barn clean days. This

includes days scheduled that are within the same semester after the student's designated show. In the event a student is unable to attend, an approved visitor may attend in their place. This must be communicated to their AST in advance.

2. Debris, including animal waste, hair clippings, mud, feed, trash, shavings, and bedding, is to be disposed of properly by the visitor responsible for the animal during their visit intended to provide care for the animal. This includes in common areas while escorting the animal outside of their pen such as on walkways, in wash stalls, and grassy areas.
 - a. Animal waste and large debris (including mud that accumulates) in the wash rack area must be removed with a shovel & wheelbarrow. **DO NOT** wash debris such as mud and hair down the drain.
 - b. Put all trash in specified trash containers & animal waste in specified manure wheelbarrows/dumpster.
 - i. Manure dumpster is intended solely for dirt, manure, mud, shavings, and sand.
 - ii. Trash dumpster located in the back parking lot is intended for plastics, feed bags, trash bags, etc.
 - iii. Maintenance dumpster located along the back gate of the barn area is intended for wood and metals.
 - c. Concrete in the front of and behind your assigned stalls must stay free of debris, sand, manure, etc.

K. Demerits

1. A demerit system is managed by the ASTs. A demerit is a point given to a student for an infraction that violates this Agreement.
 - a. A student who carries a balance of three demerits and fails to complete a task or tasks assigned by the AST within 7 calendar days to decrease their balance can be evicted from the Facility, receive a Move-Out Notice, and have their privileges to have an SAE under their FFA chapter revoked.
 - b. A *Permanent Demerit* is a demerit received for an infraction that cannot be removed. Permanent Demerit is reserved for infractions that are considered severe such as threatening the welfare of an animal or student misconduct at the Facility or their home campus.
 - c. ASTs can assign a task for the student to complete within 7 calendar days to have a demerit removed. Opportunities to perform such tasks to remove a demerit should be scheduled with the AST. Examples of tasks can include cleaning out the trailer, washing the aisle ways, and unloading shavings.
2. Students may receive a demerit for infractions such as:
 - a. Threatening animal welfare such as not feeding or watering twice daily or failing to plan adequately for weather (cold or hot).
 - b. Failing to maintain a clean stall.
 - c. Locker(s) appearing not to be clean and maintained.
 - d. Disposing of trash or manure improperly.
 - e. Failing to complete assigned weekly chores.
 - f. Failing to dispose of debris left behind from animal in common spaces such as walkways or grassy areas.
 - g. Misbehavior or conduct violation.

- h. Unauthorized visitors in the Facility.
- i. Failing to vacate or having visitors vacate the Facility by 9:00 PM.
- j. Failing to attend the barn clean-up days or coaching sessions.

L. Fee Schedule

<u>2024-2025 Fee Schedule</u>		
Move-In Fees		Fines
Per head per feeding period		\$100 per absence
\$150	Swine	Absence for a designated barn clean day
\$150	Goats	Failure to clean assigned pen or locker(s)
\$150	Sheep	Lost gate card
\$200	Cattle	
<p>*All fees and fines are non-negotiable and non-refundable. Fines are assessed with the student's home campus bookkeeper.</p>		

M. Offsite Animal Projects

1. Students may elect to keep SAE projects at an offsite location other than the Facility, such as the home of a student, with the written approval (via email or text message) of their AST.
 - a. Approved offsite locations are to be limited to a 15-mile radius from the student's home campus.
 - b. The animal must remain at the same approved location for the duration of the project and intended show.
 - c. ASTs will visit the location to check the animal's welfare and assist the student. ASTs must have access to the location within 72 hours upon request.
2. Small animals are limited to rabbits, chickens, turkeys, and cavies.

N. Disputes and Resolutions

1. All concerns should be addressed with your AST to attempt to find a remedy. Conferences can be requested and confirmed through email with the AST. If the resolution does not adequately address your concern, email the Program Director for Career and Technical Education your concern. Resolutions are appealable to the Director for Career and Technical Education or their designee, whose decision is final.

O. Amendments

1. The District reserves the right to make reasonable changes to the rules in this agreement. These rules can become effective immediately if the changes are distributed and applicable to all visitors and do not change the current term's dollar amount in the Fee Schedule.

GALENA PARK ISD
AGRICULTURE FACILITY PLAN AND PROJECT AGREEMENT

Usage of the Galena Park ISD Agriculture Facility is a privilege. Parents/guardians and students are considered visitors of the Facility. Visitors must comply with all district, campus, Agriculture Facility, and FFA rules while at the Facility.

I understand this agreement will be valid until I am no longer a member of my school's respective FFA Chapter, utilizing the Facility, or the project is complete.

ACKNOWLEDGEMENT

By my signature below, I certify that I have read and understand the information attached and fully intend to comply.

(Printed Name of Student)

(Student ID)

(Printed Name of Parent/Guardian)

(Signature of Student)

(Date)

(Signature of Parent/Guardian)

(Date)

(Student's Home Campus)

STUDENT TRIP CONSENT/MEDICAL RELEASE

16

Dear Parent/Guardian:

A school-approved trip to _____ involving your student is scheduled for

Destination _____

_____ to _____, and we will be traveling by _____.
Departure Date/Time _____ Return Date/Time _____ (District bus/vehicle, private student automobile)

Your signed permission is necessary. Please contact me by phone at _____ or email at _____
Phone Number _____

_____ if you have any questions.
Email Address _____

Staff Member's Name

Campus/School/Department

Please complete, sign and return this portion of the form.

I understand that all precautions will be taken to prevent any accident, however, since we must be prepared for any situation, please fill in the following:

Allergies: _____. Any medical history we should know: _____

Please give name and phone number of nearest responsible party to contact in the event of an emergency:

1. _____ Relationship _____ Phone _____
2. _____ Relationship _____ Phone _____ I

**UNDERSTAND THAT ALL STUDENTS ARE GOVERNED BY THE SAME RULES ON THIS STUDENT TRIP AS SCHOOL. I
UNDERSTAND THAT ANY INFRACTION MAY RESULT IN DISCIPLINARY ACTION.**

Student's Signature

I hereby release the Galena Park Independent School District from any liability resulting from an accident involving my child while on this trip. In case of emergency, I hereby authorize a District representative to seek medical attention for my child.

Parent/Guardian

Signature Date

Internal Use Only

According to FM (LOCAL), A student shall be allowed in a school year ten extracurricular absences not related to post district competition.

____ Number of School Business Absences for Student.