

Spring Branch Ag Center Rules and Procedures

2024-2025 School Year

The Spring Branch Agriculture Center (SBAC) is a Spring Branch ISD facility located 1905 Brittmoore Road. The purpose of the Spring Branch Agriculture Center is to provide an extension of the classroom to be utilized for the students' Supervised Agricultural Experience Programs (SAEP). As a Spring Branch ISD facility, supporting school-related activities, the most recent Spring Branch ISD Student Handbook and the Student Code of Conduct will apply.

To ensure the safety of students, livestock and visitors (parents/guardians/volunteers/guest) as well as maintain the facility all attendees will comply with the Agriculture Center Rules and Procedures included in this document. To ensure compliance, Spring Branch ISD employees, including Agricultural Sciences Teachers (AST) and school administrators, will monitor compliance of facility regulations and the operations of the facility.

For student convenience, Spring Branch ISD may provide after school bus service to and from the facility originating at each high school campus and returning to designated drop offs. A transportation schedule will be provided when available. Spring Branch ISD Student Code of Conduct applies, as it relates to bus privileges.

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GENERAL INFORMATION

1. Only Spring Branch FFA Members and Jr. FFA Members' Supervised Agricultural Experience (SAE) Projects approved by the Agriculture Science Instructors may be housed at the SBAC.
 - a. FFA Members are those students that are enrolled in at least one Spring Branch Agriculture Science course for the school year in which the project is housed, are paid FFA members and maintain enrollment in a Spring Branch ISD High School for the duration of the project.
 - b. Jr. FFA Members are middle/elementary school students that meet at least one of the following criteria:
 - i. Be in grades 3-6 at a Spring Branch ISD School and have a sibling who is or has been an SBFFA Member or has a parent who works for the district.
 - ii. Be in 7th or 8th grade at an SBISD School,
 - iii. Be a student grandfathered in under previous requirements.
 - c. Student who are no longer enrolled or no longer meet the above membership status during the use of the facility will lose access to the facility and will be required to remove their animal from the SBAC property in accordance with the Removal of Animals and Loss of Privileges at the AG Farm chart on page 11.
2. Students using the SBAC must submit a *Parent/Student Agriculture Center Contract* and *Agriculture Center Rules and Procedures Acknowledgement* prior to the animal arriving at the facility.
3. The student and a parent/legal guardian must attend a meeting with the Agriculture Science Instructors prior to housing an animal on property for each species.
 - a. A scheduled mandatory livestock meeting for Show and Sale animals will be held for student and parent/legal guardians each year prior to the purchasing of animals.
 - b. Student and parent/legal guardian must request a meeting with the agriculture science instructors at least 2 weeks prior to purchasing of an animal intended for any other show that is not SBFFA Show and Sale.
4. The Spring Branch Agriculture Center is a closed campus.
5. A key fob will be issued to each student utilizing the SBAC for the duration of their project and to be returned upon the completion of the project.

- a. Key fobs are not to be shared
6. Replacement key fobs are \$50.00. The front gate providing access to the facility will remain closed and/or locked when not being used to access the facility.
7. Agriculture Center hours of operation for access to livestock projects are from 5:30 am to 7:30 am and 2:45 pm to 10:00 pm on days that school is in session and from 5:30 am to 10:00 pm on student holidays, weekends and during the summer.
8. Students are responsible for organizing their own transportation to SBAC before and after school hours.
9. Prior approval must be obtained from an Agriculture Science Instructor to access the SBAC during school hours (Monday - Friday from 7:30AM - 2:45PM). Non-SBISD students must also obtain a visitor's pass from the main office at Guthrie (during the school day).
10. Students are NOT allowed to drive or park at the SBAC during school hours (Monday - Friday from 7:30AM - 2:45PM). Students are provided with bus transportation between the Guthrie Center and the Agriculture Center during all days in which school is in session for class attendance purposes.
11. SBISD students must have a Spring Branch ISD issued Student I.D. badge in their possession and be able to provide proof of his/her identification upon request.
12. Non-SBISD students and employees must complete the SBISD Volunteer online registration and be approved by the school district to be allowed at the Agriculture Center for any reason, other than providing transportation. *When registering as an SBISD Volunteer you must select Guthrie as the campus.
13. Only one guest under the age of 18 may accompany a student unless a parent or guardian is present. These visitors/guests must follow all facility rules and guidelines. Guest status can be revoked at the AST discretion.
14. Anyone entering the property does so at his or her own risk. No student or guest is insured against injury. SBISD, the SBFFA, nor the Ag Instructors are responsible for the safety or well-being of projects or persons on the property.

FACILITY

1. Pets leashed or unleashed are not allowed out of vehicles at the Agricultural Science Center.

2. No glass containers are allowed as broken glass can cause severe damage to a student or project.
3. Students and visitors should not enter the pens and/or pastures that house Spring Branch ISD Livestock without permission from an Agriculture Science Teacher.
4. It is the responsibility of all who access the SBAC to keep the facility and surrounding grounds clean by throwing away their trash.
5. Dumpsters are for SBAC use only. The large rollaway dumpster is for organic material/manure. The small dumpster is for Ag Center property trash only.
6. Students and visitors will drive on designated driveways and park in the designated parking areas. Vehicles are not allowed out of the designated areas.
7. The maximum speed limit at the SBAC is ten miles per hour (10 MPH).
8. Cars which are abandoned after-hours may be towed away or booted at the owner's expense.
9. Vehicles parked at the SBAC are under the jurisdiction of the school district and district officials may search any vehicle anytime there is reasonable cause to do so, with or without the presence of a student and/or parent/guardian.
10. All Ag Center facilities and equipment are the property of SBISD and/or Spring Branch FFA, and can only be used by the Agriculture Instructors or with AST permission.
11. There will be no unauthorized construction, building, modifications, or changes of any degree to the center or its structures. Authorization must go through the Ag Instructors with approval from SBISD Maintenance.

EQUIPMENT

1. Spring Branch ISD owned trucks and trailers will not be "loaned" to students or parents.
2. SBISD Students, or anyone under the age of 18 may not drive or operate a tractor or machinery, no matter the owner.
3. Adults who wish to drive/use the SBISD/Alumni tractors must check out keys, and have approval from the ASTS & E-Board.

- a. Anyone who doesn't operate the machinery safely, as determined by the ASTs or E-Board will not be allowed to drive it any more at SBAC. Any damage will be the responsibility of the adult driving.
4. Student and/or parent/guardian owned trailers or equipment may not be parked at the Ag Center for any reason. SBISD or SBFFA will not be responsible for any damaged or stolen property being housed at the Agricultural Science Center.

BEHAVIOR

1. All SBISD policies on student dress shall also apply at the SBAC. For student safety when attending to livestock, it is advisable that students wear pants and close toed shoes.
2. Loitering after project activities are completed is not allowed.
3. All individuals are expected to behave in a professional manner at all times. Activities which endanger the health or well-being of students, parents, teachers, and/or animals will not be permitted. Dangerous or inappropriate behavior can result in eviction from the Agricultural Science Center.
4. Bullying/Harassment in any form will not be tolerated.
5. ALL DISTRICT POLICIES APPLY TO EVERYONE. Misconduct or not following the code of conduct could result in the termination of student use of the Agricultural Science Center or visitor privileges.
6. Tobacco, drugs, alcohol, fireworks and weapons are strictly prohibited. If an item is not allowed on your high school campus, it is not allowed at this center. Violation of this policy will be subject to the regulations and guidelines of SBISD and shall be referred to proper authorities for possible legal action.
7. No individual should engage in physical altercation on campus.
8. Any disrespect of ag-science teachers or SBISD officials will not be tolerated.
9. Students and visitors shall respect the value of the SBISD Ag-Science Center. Any defacing of property or deliberate damage to equipment will mean immediate dismissal from the center, referral to the assistant principal, and restitution for damages
10. Any illegal acts will be referred to the appropriate law enforcement agency.

ISS/OSS/DAEP

1. Students assigned to In-School Suspension (ISS) are not eligible to attend the Agriculture Center or participate in any school (FFA) activities until the day following the last day of the assignment. It is the responsibility of the student to arrange for a parent/guardian to feed and care for a livestock project during this time.
2. Students that are expelled or placed in OSS or DAEP will forfeit their right to using the Agricultural Science Center facilities. Student's that are expelled from school have 3 days from their expulsion or DAEP placement in which to have their animal and personal belongings removed from the center. During this time, it is the student's responsibility to arrange for a parent/guardian to feed and care for the livestock project(s) during this time. After the 3rd day, projects not removed will become the property of SBFFA and may be taken to a public auction and sold. Proceeds of that sale will be deposited into the general FFA Activity Fund.

FACILITY FEES

1. Pen deposits are a refundable deposit to be paid at the time of animal livestock ordering or prior to an approved project being housed at the Agricultural Science Center. Deposits will be refunded on the contingency that student pen(s) and locker(s) have been cleaned and are in the same condition as when the exhibitor moved in as deemed satisfactory by the ASTs on the official check day. The official check is to be the 15th day after their intended show or upon student's loss of the usage of the Agricultural Science Center. Approved refunds will be issued at the time of Show and Sale checks. Pen deposits will be designated per species as listed below:
 - a. Market Rabbits: \$50
 - b. Lambs/Goats/Pigs/Poultry: \$100
 - c. Cattle: \$200
2. Facility use fee is a non-refundable fee per project for the use of a pen and possible locker at the Agricultural Science Center, to be paid at the time of animal livestock ordering or prior to an approved project being housed on property for the use of the Agricultural Science Center.
 - a. Cattle - \$50.00
 - b. Goat, Lamb, Swine, Poultry, - \$30.00

- c. Market Rabbit - \$20

GENERAL LIVESTOCK

1. All students wanting to raise a market or breeding animal SAE project (with the exception of poultry and rabbits) at the SBAC must complete the online modules for each species they are planning to raise prior to the purchase of the species.
2. All animal projects must be kept and cared for on site at the Agriculture Center. The only exceptions are poultry and rabbits which may be raised on or off location.
3. Students utilizing the SBAC for housing of a livestock project will be required to attend SBAC/Species workday(s).
 - a. Students must receive approval from the Ag Teachers to miss a workday and the missed workday must be made up within 10 days at an Agriculture Science Teacher's convenience.
 - b. If a student misses a workday without approval he/she will forfeit their privilege to utilize the project center.
4. Project Limits vary year to year based on availability. Students will be allowed to rent one pen and additional pen rental may be available upon AST approval and pen availability. Students may have no more than 2 animals per barn, and a max of 4 projects on property (a set of rabbits count as 1 project). There is a max of 1 Major Show market animal per student per barn.
 - a. If there are space constraints, FFA Members will be given priority over Junior FFA Members in the allotment of first project pens.
 - b. Cattle may have no more than 1 SBFFA Steer, 1 Major Steer and 1 Breeding Heifer in the barn at a time. Cattle projects will be approved based on the following priority schedule: previous year heifers still intended and eligible for show, AST approved scramble recipients, SBFFA Market Steers, and other show cattle intended for county or major shows.
 - c. Lamb/Goat/Pig projects will be approved based on the following priority schedule: SBFFA Market Animals, and other show lambs/goats/pigs intended for county or major shows.
 - d. Poultry will be approved based on the livestock ordering schedule.

5. Agriculture Science Instructors will assign livestock pens and feed boxes. The school is not responsible for personal items lost, stolen.
 - a. As a precaution keep the pen/feed box locked at all times as well as label all items.
6. Students should not enter other students' stalls without permission.
7. Students should not use other students' supplies without permission.
8. Insurance may be purchased to protect your investment in an animal project. This service is provided by outside resources.
9. Livestock must receive daily care, which will include but not limited to feeding, watering, and appropriate exercise.
 - a. Animals will be fed twice a day or as suggested by the supervising Ag teacher
 - i. Animals will be fed in stalls unless approved by ASTs
 - ii. Cattle will be fed in the turn-outs
 - iii. Uneaten feed will not be left in stalls or tie outs.
 - b. Water will be kept clean and filled twice a day.
10. All livestock, poultry and rabbit pens must be cleaned daily, and feces removed from the pen.
 - a. Bedding will be kept dry and filled so that no concrete or mats are showing
 - b. Students are responsible for buying proper bedding material for their pen.
11. Animals are to be washed in designated areas only.
12. Feces will be disposed of in the assigned manure dumpster.
13. Wheelbarrows/Poop buckets will be emptied after every use.
14. No livestock can roam free. (Out of its assigned pen without being under control of the owner, this excludes cattle in the turn-outs and the farm cats.)
15. Students will provide their own animal care equipment.
16. Animals being taken off the property must give notice and be approved by the Ag Instructors before removal. Failure to do so will result in a Red Tag per animal.
17. Students are responsible for the transportation of their own livestock projects.

18. Students may not house male breeding animals at the Spring Branch ISD Agriculture Center.
19. Breeding animals must be in the possession of the student and housed at the Ag Center prior to the State Validation for the species.
20. Livestock projects must be removed from the SBAC within 14 days after the show in which they were purchased/registered for. *Breeding Livestock after the last show in which they intend to compete at.
21. Students have 14 days to remove livestock, personal items and clean pens after the day of their intended show or upon student's loss of the usage of the Agricultural Science Center.
 - a. Students not cleaning their pen and locker out within this time frame will forfeit their pen deposit.
 - b. Students needing additional time to remove animals must make special arrangements with the Ag Instructors if this time frame cannot be met.
22. After the removal grace period has ended, projects not removed will become the property of SBFFA and may be taken to a public auction and sold. Proceeds of that sale will be deposited into the general FFA Activity Fund.
23. Mistreatment, abuse, or neglect of any animal will NOT be tolerated.

LIVESTOCK MANAGEMENT

1. Students will complete a management log. :
 - a. Students will complete a virtual livestock log by submitting information online on Mondays by 10 PM each week for animals at the SBAC.
2. Students raising poultry and rabbits kept at home will need to schedule at home project visits on an individual basis as needed.
3. The Agriculture Science Instructors will establish barn hours for teachers to be available to students to meet and discuss any concerns, questions, progress, etc. in relation to the students project(s).
4. Students will be required to follow specie specific management practices prescribed by their supervising agricultural science instructor.

LIVESTOCK/FACILITY CARE DISCIPLINARY ACTION

1. Students not in compliance with the rules and expectations of the Agriculture Science Center Rules and Handbook daily care and feeding of an animal project as suggested or outlined by the Agriculture Instructors and this document will receive the following disciplinary consequences.
2. Yellow tag may be given at AST discretion as a communication device to serve as a warning.
3. Red Tags may be given at AST discretion for behaviors relating to livestock projects as well as actions taking place at the SBAC.
 - a. Red Tag Process:
 - 1.Lamb/Goat/Pigs/Poultry/Rabbits
 - 1st Red Tag - Conference with student.
 - 2nd Red Tag - Email & Conference with parents and The Guthrie Center Principal.
 - 3rd Red Tag - Immediate eviction of livestock project.
 - 2.Cattle
 - 1st Red Tag - Conference with student.
 - 2nd Red Tag - Email/Phone Call with Parent and Student.
 - 3rd Red Tag - Email & Conference with parents and The Guthrie Center Principal.
 - 4th Red Tag - Immediate eviction of livestock project (72 hours)
4. Other behavior or infractions may result in the involvement of SBISD Administration and further disciplinary action.
5. If a student loses the privilege to the use of the SBAC facility, subsequent use of the facility may be limited and will be determined by a meeting with the agriculture science instructors and Guthrie Administration prior to the purchase of another animal project.

REMOVAL OF ANIMALS & LOSS OF PRIVILEGES AT THE AG FARM

Market Projects	14 days after the conclusion of the project or after the show it was intended for.
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Breeding Projects - Heifers	14 days after the last show for which it is eligible or graduation whichever is first.
Student receives DAEP, OSS, or is expelled	Will have 72 hours to remove their animal from property.
Red Tag Evictions	Students will have 72 hours from the time the last tag was issued - student and parent will be notified via email or last tag.
Any other reason	If the student loses the privilege to use the Ag Center for any other reason the student will have 14 days to remove the animal from property.
Student no longer enrolled or meets membership guidelines	Students will have 72 hours from the time the student is un-enrolled or no longer a member - student and parent will be notified via email.

ADJUSTMENTS TO THE SBAC RULES AND PROCEDURES

1. Additional rules may be added or current rules may be subject to change as deemed necessary.

ADDITIONAL SBAC INFORMATION

1. Who to contact when:

- Emergencies - 911 or SBISD Police: 713-984-9805
- Emergency animal concerns - Vet (notification sent to Ag Teacher)
- Non-emergency animal concerns - Supervising Ag Teacher (Within the hours of 7:30 AM -4:00 PM)

2. What Vets will see my livestock projects?

- Dr. Gary Moore - (979 251-1151 - He travels to the farm
- Dr. O'Bannion - (281) 639-5635 - She will travel to the farm
- South Central Veterinary Services PC - (936) 870-4033 - 1605 N La Salle Street Navasota, TX 77868

You are welcome to use any vet that you want, these are just some that we have used. No matter who you use, you **MUST** communicate to the AST's exactly what medication is given to your animal if you call a Vet.

3. Where do I purchase feed and supplies? You may use any feed store that is convenient for you. Below are some suggestions. They do not all carry the same products so call to make sure they have the brand you are looking for before going there.

Katy Feed & Tack (281) 391-4011 4650 Katy Hockley Cutoff Rd Katy, TX	Wabash Antiques & Feed Store (713) 863-8322 5701 Washington Ave Houston, TX 77007	Cypress Ace Hardware (281) 469-8020 11655 Jones Road Houston, TX 77070
Needville Feed & Supply (979) 793-6176 2811 School St, Needville, TX 77461	Tri-County Feed & Supply (281) 347-0028 24314 Katex BLVD Katy, TX 77493	Flying M Feed (832) 406-7580 13225 FM 529 Road # 107 Houston, TX 77041