Campbell Union High School District

**Livestock Farm -- Operational Policies**

**Student/Parent Fair Contract**

**This is very important information! It is crucial that both student and parent read ALL the information BEFORE signing the contract. Your signature means that you have read, understand, and agree with each item below.** This contract will be held in effect until the completion of the student’s project. If there are any questions or concerns, please contact the instructor prior to signing the contract as to avoid any miscommunications.

1. The student will enter into this contract with the school district as a requirement for obtaining use of the farm facilities.
2. To be eligible for a farm agreement contract, a student must be enrolled in **good standing** in the district agriculture program or must have graduated the prior June; if space allows a 4-H member with direct connection with the Westmont agriculture department, and be completing the livestock project for the fair. All must be approved by the Agriculture advisor.
3. Only sheep, swine, and cattle being fed for Fair purposes will be allowed to be raised on the farm, unless granted permission from the teacher. No breeding projects of any kind will be allowed at the school farm.
4. Students in the swine projects may utilize the farm billing charge account to pre-purchase rent, and feed through the district charge account. Students and parents are liable for payment of all bills accrued in the program. **Students are encouraged to purchase insurance for their animal as well**.
5. To be eligible for a farm account, student must have on file with the district a signed farm agreement contract.
6. All farm accounts must have a zero balance by no later than one week after the end of the project.
7. All livestock will be kept only in pens designed for that particular class of stock.
8. Clearance through the agriculture teacher must be obtained prior to moving any stock on or off the farm, or making a change in pen locations. All farm accounts must be cleared before animals are removed. No animals will be harvested at the school farm without prior arrangement with the agriculture teacher. Adequate provision must be made for the disposal of the offal and cleaning of the area used for harvesting. Only designated areas are to be used when harvesting.
9. A pen fee will be charged as follows to assist in defraying the expenses of the school farm:
	1. $7.00 / head for each animal
	2. You are responsible for all repairs to pen caused by your animal.
10. **All students will share and actively participate in the cleaning, care, and upkeep of the entire farm area**.
11. Each student is responsible for regular care, feeding, cleaning, and watering of his/her livestock project. Pens are to be cleaned thoroughly on a daily basis. If the pen is neglected on a regular basis the student in charge will be fined an additional pen fee. Students will receive a warning prior to the assessment of any fines. First written warning will result in a $15 fee. Second written warning will result in a $25 fee. The third and final written warning will be $35 fee. If there is cause for a fourth written warning student will need to remove animal from the school farm or the instructor will remove, and sell at the local livestock market. If the student is unavailable to feed or clean, it is their responsibility to find a replacement to complete the tasks.
12. A feeding schedule containing the names and phone numbers of all students concerned in cooperative feeding operation must be on file with the agriculture teacher within one week after the start of the project. Each student concerned will also have a copy of the feeding schedule.
13. The persons in charge of feeding for a specified period also is responsible for general care and cleaning of the project on a daily basis during that period. He/she is also responsible to inform the next person on the schedule of his/her responsibilities. The duties will change each **Tuesday**.
14. All manure removed by students will be deposited in the designated trash can or area. The wheelbarrow, scoop shovel, etc. must always be returned to their proper place, and cleaned after each use.
15. All water troughs are to be emptied and cleaned daily. Cattle can be emptied once a week due to volume of water.
16. It is the responsibility of all students to report promptly any observed irregularity in condition of facilities or evidence of flagrant infractions of privileges or neglect to the animals.
17. No construction of building, or additions to existing buildings, will be permitted without prior approval of the agriculture teacher. No building or equipment will be moved into the area without prior consent of the instructor in charge. No locks will be placed anywhere on the school farm without discussing need for, with advisor. Advisor will have access to lock at all times.
18. No livestock will be allowed to remain on the school farm for any extended period of time after the animals have reached market weight, without prior approval from instructor.
19. Removal of a student from the agriculture program voids the privilege of raising livestock on the premises. Arrangements will be made for the **immediate** removal or transfer of ownership of the student’s livestock.
20. Upon termination of a livestock project, the water trough is to be drained and cleaned, and the pen thoroughly cleaned in preparation for the next project. If not properly cleaned in the time designated by the instructor, a fee to cover the cost of cleaning will be charged to the students responsible.
21. Charges for livestock feed, veterinary fees, etc. will be charged to the student's account. Students check for their animals sale will be held as a lien until a buyer thank you letter, and students account is paid in full. Bills will be presented at the conclusion of the project. Students **must** purchase feed on their own and store it either at home, or in their assigned location. Keep in mind storage space is limited. Purchase of bedding is the responsibility of the student.
22. Animals fed-out on the livestock project farm may be insured against loss (at the owner’s expense) at the time of purchase. This is optional for students. In the event of death of any livestock the agriculture teacher must be notified immediately. Adequate provisions must be made for the disposal of the carcass and for cleaning of the area vacated. Insurance is available if students are interested, contact the agriculture teacher to purchase insurance. Neither the agriculture department nor the school district guarantees a profit on any project. Loss that might be encumbered will be borne by the student involve.
23. It is the responsibility of the student to protect feed and equipment left by him/her at the school farm. He or she must lock such items in appropriate containers. The school district cannot accept responsibility for the loss of equipment or feed. Since sheep projects require more equipment and specialized feed, bins have been assigned for each pen. All members sharing the pen must utilize the bin space to its maximum potential. Students with swine may chose to check out a locker with the agriculture teacher to store boots, or to store equipment that may be necessary.
24. It is required by the administration of Westmont high school that a parent or responsible adult accompany students working at the farm, outside of school hours.
25. Each student will maintain an accurate and complete project record book available for monthly review by the advisor.
26. Students will be required to sign in and out at each feeding, and keep track of activities on the pen clipboard.
27. Students must attend a majority of the project meetings and scheduled weigh-ins
28. It is the student’s responsibility to immediately inform the instructor of any illness or injury that the animal may incur.
29. The farm is off-limits during the hours of 9 p.m. - 6:00 a.m. Please feed your animals during farm hours. It is required that animals are fed for morning feedings from 6-9 am and evening feedings be between 5:30 and 9PM
30. After animal is harvested you **must clean your pen** within two days of harvesting, or a $25.00 cleaning fee will be assessed
31. The following day upon completion of the fair, all students are required to attend a farm clean up day, where they will clean out their pen and organize and put all fair tack away.

# *Please turn in only this page to the instructor*

**Campbell District High School Livestock Farm**

# Operational Policies

**Student / Parent Contract**

We, the undersigned have read the RULES AND REGULATIONS governing the use of the LIVESTOCK PROJECT FARM. We realize that the use of the farm is a privilege and not a right; in return for the use of the facilities we agree to adhere to these rules ad regulations. We further realize that failure to comply with the terms of this contract may cause in termination of the student’s project.

FFA Member (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FFA Member (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Guardian (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Species:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Animal ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Below please indicate your intentions of your project:***

***Please note at the end of the project the animal must be removed, buyer or not. The farm accepts no responsibility in finding a buyer for a fair pig project.***