



Ubly FFA/Agricultural Program

Ubly Junior/Senior High School

"Ubly Agriscience Jonny Messing Memorial Barn"

Animal Policy & Procedures

Updated 1/23/2023

The "Ubly Agriscience Jonny Messing Memorial Barn" name is derived from the principal donor of funding for this facility. Jonny Messing was a local farmer in the area. He passed away young leaving behind his four children that are part of our program. Karen Messing chose to support this project with money from his annual memorial fundraiser to provide a facility that would strengthen agriculture and education for students. The Ubly FFA/Agriculture program was very fortunate to have received this generous donation. A huge thank you also goes out to Bischer Ready Mix, National FFA Foundation, Michigan FFA Foundation, Bayer Foundation, Tri-County Equipment, JW Hunt, Halifax Trucking, Greenstone FCS, Gentner Excavating, Independent Bank, Huron County Farm Bureau, The Pauline Glassbrook Endowment, Bay Port State Bank, The Cooperative Elevator Company, Don Plester Tiling, Zoetis, CoBank, Agri-Valley Communications, The Bryce Hagen Memorial, ACH Seeds, Guza Construction, Nicol and Sons Excavating, The Village of Ubly, Wright Choice Electric, Atwater Farms, the Ubly FFA Alumni, Ryan & Melissa Kramer and Evolving Technologies for their generous support of this project.

NOTICE

All students raising an animal project must read the following guidelines thoroughly and have their parents/guardians do the same. After reading, complete the "Ubly Agriscience Jonny Messing Memorial Barn Policy and Procedures" document found at the end of this packet and return the agreement to one of the following people, Mrs. Melissa Kramer (Ubly Junior/Senior High School Agriculture Teacher/FFA Advisor), or Mrs. Camay Booms (Ubly Junior/Senior High School Agriculture Paraprofessional). This group of people will be referred to as "teachers" or "teacher" for the remainder of this document.

Students will not be allowed to have an animal at the Ubly Agriscience Jonny Messing Memorial Barn until the agreement is completed, turned into the proper teacher, and has been approved. A mandatory parent meeting will be held each year for a student to house an animal at the FFA barn. Failure of the parent to attend the meeting will result in students not being allowed to have an animal at the FFA barn.

LIABILITY

Ubly Junior/ Senior High School/Ubly FFA will assume NO responsibility for accidents, injuries, or illnesses to students, livestock, parents, or visitors resulting from the use of the facilities, equipment, or livestock owned by the school, you, or any other persons. Livestock are often large, strong animals which are capable of inflicting potentially severe injuries. Additionally, farm operations are inherently hazardous. Participating students and their parents assume this risk by participating in FFA or other school agricultural education.

No alcoholic beverages, controlled substances, or firearms will be allowed. Any student or parent/guardian in possession of these item(s) will have their project terminated and animals evicted at the owner's expense.

GENERAL INFORMATION

The raising of animals as a project is the most popular Supervised Agricultural Experience Program (SAEP) that is conducted as part of the Agricultural/FFA program. The animal project is a cooperative effort of the student, parent/guardian, and advisor. It is designed as a training instrument and allows the student the opportunity to apply information acquired in the classroom. The following guidelines are intended to clarify these responsibilities and define the requirements and expectations for the student, as well as the parent/guardian. Students using the Ugly Agriscience Jonny Messing Memorial Barn will complete the appropriate animal Quality Assurance Program.

First, several areas need clarification before the student undertakes an animal project.

- The raising of animals in the Ugly Agriscience Jonny Messing Memorial Barn is a privilege, not a student's right.
 - Feeding rules, regulations, and guidelines must be strictly followed in order to reap the benefits of this privilege.
- Student and parent/guardian must attend a mandatory meeting prior to utilizing the Ugly Agriscience Jonny Messing Memorial Barn. The teacher will notify students of the time/location for this meeting. Failure to attend this meeting will result in not being able to use the facilities.
- Ugly Agriscience Jonny Messing Memorial Barn Work Days: All students using the Ugly Agriscience Jonny Messing Memorial Barn for Agricultural/ FFA projects are required to work at scheduled workdays. This is in addition to the regular feeding and care of their animals. (Subject to summer days-after Fair for cleanup, etc)
- Ugly Agriscience Jonny Messing Memorial Barn Meetings: Throughout school year; dates to be determined
- Students enrolled in Ag Classes and an FFA member must have an SAE project. Not all SAE projects are animal related, with that said, the Ugly Agriscience Jonny Messing Memorial Barn gives the student an opportunity to make this happen. Rules and Guidelines will be handled by the Ag Instructor via Barn meetings, FFA Meetings, class times, and various other meetings set up by Ag Instructor.
- Access/Entry to the Ugly Agriscience Jonny Messing Memorial Barn:
 - Key Card access will be for authorized students only per Ag Instructor discretion. (Willing to accept responsibility and proper procedures set forth by Agricultural/FFA program)
 - Students may enter the Ugly Agriscience Jonny Messing Memorial Barn during the hours of 7:00 am to 9:00 am and 5:00 to 8:00 pm, exceptions to this are, if the student is accompanied by a parent/guardian, upon approval from the teacher. Law enforcement will be advised as to when students should be using this building.
 - Other students with projects will have to set up a time that works for a key card holder along with approval from the teacher to enter the Ugly Agriscience Jonny Messing Memorial Barn. **Parents or pre-approve adult must accompany their students at all times outside of school hours.**
 - No student will be allowed to work unsupervised or alone in the Ugly Agriscience Jonny Messing Memorial Barn
 - Students with key card access are not to share the key card with anyone
 - Failure to comply with procedures will result in removal from the program.
 - Holidays/Planned "No School Days": Students with animals in the Ugly Agriscience Jonny Messing Memorial Barn will need to tend to their projects. Students will need to have this planned prior to the "planned no school day". Guidelines from above will need to be followed
 - Snow Days: Teacher will contact students to allow them to feed the animals based on weather and road conditions. If deemed unsafe then the animals will be taken care of by an

- adult associated with the FFA.
- Power Outage: Contact teacher

Student Responsibility

- Students will assume full responsibility for the care and use of his/her respective pen and feed storage area.
 - It is mandatory that those areas be kept clean and orderly at all times (areas will be subject to inspection at any time).
 - **Each pen must be maintained daily.** This includes adding fresh shavings to your pen during the feeding period. If this is not followed, the offenses are as follows:
 - 1st offense: student contacted,
 - 2nd offense: parent contacted
 - 3rd offense: removal from the Ubly Agriscience Jonny Messing Memorial Barn- Student is responsible to find a new place to house animal within 1 week or it becomes possession of the Ubly FFA.
 - Students will be responsible for general livestock sanitation of the whole Ubly Agriscience Jonny Messing Memorial Barn, including fly control. All students will be required to clean the Ubly Agriscience Jonny Messing Memorial Barn, not just their pens. If a student cannot attend a Ubly Agriscience Jonny Messing Memorial Barn clean-up day, they must plan with their teacher PRIOR to the event.
 - Sweep aisle ways and open areas
 - Clean shared areas such as scale area, wash rack, showmanship pen, etc.
 - Pick up trash around the barn and place it in the dumpster
 - Rake shavings and remove waste
 - Keep aisle way neat and clean
 - Remove trash
- **Wheelbarrows must always be emptied daily/after each use**** During winter season- will determine different methods of sanitation

If the Ubly Agriscience Jonny Messing Memorial Barn is not kept clean, we will have a mandatory cleaning day that all students with projects will be required to attend. If you do not attend, you will be charged a \$50 fee. There are people living in close proximity to the Ubly Agriscience Jonny Messing Memorial Barn, we need to remain good neighbors.

Expenses Incurred

- The student is responsible for the initial cost of the animal and any expenses incurred while feeding and caring for the animal throughout the duration of the project; this includes but is not limited to bedding, feed, show supplies and vet costs.
- At the start of the project the student will be charged an initial commitment fee which will be applied to their feed/bedding bill at the end of the project.
 - Large animal (cattle): \$300
 - Medium Size animals (sheep, goats): \$150
 - Small animal (rabbits, chickens): \$50
- *Student checks from the fair sale will be made out to the student but mailed to the school. The check will be turned over to the student once all project bills are paid.*

Teacher's Role

- The teacher's role is advisory only. The selection and purchase of the project is a cooperative effort. The teacher will not dictate what to buy, how much to spend, or from whom the purchase is to be made. The selection process should, however, be coordinated with the teacher before the animal is purchased. **Animals should not be moved to the Ugly Agriscience Jonny Messing Memorial Barn without notification and approval of the respective teacher.**
- If you are removing your animal and going to raise the project at a different location, all bills must be paid prior to the release of the animal.

Parent Concerns

- When a problem or concern arises, the best way to resolve it is by following a set "chain-of-command." Always begin with the teacher. If this protocol is not followed, an assistant principal will be in contact with the parent to reiterate protocol and how to move forward.
Assistant Para-professional or Teacher→Principal

FACILITIES & MAINTENANCE

Smoking and or open flames are prohibited in the Uby Agriscience Jonny Messing Memorial Barn at all times

Equipment Use

- Each program owns, manages, and maintains their own equipment
- All scales, wheelbarrows, and trim chutes are considered Agricultural/FFA equipment and can be used by students.
- Do not use equipment that you do not personally own
 - If you are unsure about things that are available for your use, stop and consult your teacher

Doors

- All doors that are closed or marked to be kept closed need to be re-closed immediately upon entering
- All doors need to be closed once leaving facility, double check the door is securely latched
- Upon entering the Uby Agriscience Jonny Messing Memorial Barn, and notice doors unlocked or open, or any other issue, contact the teacher immediately
- Do not prop doors for any reason

Lights

If you turn on lights, turn the lights off when you leave. The lights in the entryway are automatic, do not turn off these lights

HVAC

Heating and ventilation in the Uby Agriscience Jonny Messing Memorial Barn is to be only controlled by the teacher. Do not change settings

Animal Health

Each year, animals are at risk of sickness or having some type of medical problem. If a teacher feels they can give medication to the animal and there is written documentation, they may do so. This does not mean that all problems can be solved by the teacher. There may be cases in which animals need to be seen by a veterinarian and receive treatment.

In the event that the animal has been given a directive by the veterinarian to be quarantined, the animal may be **quarantined off-site at the expense of the student.**

The medication that the teacher uses may need to be reimbursed for that cost. Most medication fees can be covered by barn fees. However, if a medication has to be administered several times, the student will be responsible for some or all of the expenses.

Stolen Property/Theft

Personal animal supplies and equipment can be stored in the students personal tack box or tote that is labeled with the student's name. Any Agricultural/FFA equipment lost, stolen or destroyed while in the possession of a student will be replaced at the expense of the student. This includes all equipment that students borrowed. Students are responsible for damages on all borrowed equipment. We are not responsible for instances where you have stolen items or feed. **TAKE PRECAUTIONS TO KEEP THESE INSTANCES FROM OCCURRING.**

***If a student wishes to keep their animal at the Uby Agriscience Jonny Messing Memorial Barn

over the summer (ie. breeding animals that have not aged out), this needs to be communicated to and approved by the teacher 2 weeks prior to the animal's final show.

Students Not Returning

- Graduating seniors and/or students not intending to have an animal project for the following school year must remove all belongings (feed, storage containers, etc.) from the facilities by the final barn clean-up of the current school year (exception: Any approved show after that date).
- Anything left at the Ugly Agriscience Jonny Messing Memorial Barn by students not returning may become the will be property of the Agricultural/FFA program

GUIDELINES FOR FEEDING AND CARE OF ANIMALS

Feeding Requirements

- Projects must be fed and checked for sickness in the morning and the evening.
- In order for us to monitor the well-being and growth of the animal project we will require those students with projects in the Uby Agriscience Jonny Messing Memorial Barn to attend at least two Uby Agriscience Jonny Messing Memorial Barn meetings a month. If you can make it to all of them, that will benefit you and your project more.

Specific Feeding Information

- After the animal has been selected and put on feed, the supervising teacher will make available more detailed information on caring for specific types of animals. The student must attend the mandatory Uby Agriscience Jonny Messing Memorial Barn days to gain information and education on their specific animal project.

Animal Welfare

- It is the responsibility of the student to provide good treatment, fresh and clean water and food, and a clean pen for their animal project on a daily basis. Neglect of animals will NOT be tolerated. Parents will be notified immediately if there are concerns.

Disease Prevention

- The pen must be cleaned daily for all types of animals. This reduces fly problems. Manure needs to be disposed of outside on the cement pad in the cornered wall area. Manure from classroom animals also need to be disposed of in the same location. The teacher will determine the regular interval for this manure to be hauled offsite. Regular worming for internal parasites and vaccination for more serious diseases are mandatory. The supervising teacher will direct each of these procedures.

Approved Animal Surgical Practices

- At times it may be necessary to perform surgical procedures on animals. Whenever possible, a veterinarian will be used to perform the procedures. However, regardless of who does the procedure, the student and parent must realize there is always the possibility for complications. The owner must accept all risks of illness or death of the animal.

*****Important Notice: It is strictly prohibited to administer any type of vaccine, drug, spray, feed additive, or other substance internally or externally to an animal without first receiving approval of the teacher*****

DISCIPLINE POLICIES & RULES

Removal of Animals

- The respective Agricultural/FFA program reserves the right to remove any animal from the Ugly Agriscience Jonny Messing Memorial Barn if any one of the following conditions exists:
 - Animal abuse or neglect in any form.
 - Diseased or infected animals.
 - Animals that are unsafe to handle.
 - Students/parents failing to observe rules.
 - Animals not being fed properly
 - Students are no longer involved in the program.

Due Process for Removal of Students & Projects

- The following process may be used if any conditions listed above so warrant. Serious infractions may result in immediate removal of students and their animals from the
 1. Teacher / Student / Parent conference
 2. Recommendation for action by the administration
 3. Removal of animal(s) from the facilities.

Severe Discipline Problem

- Based on the Teacher's recommendation, administrative consultation, and depending on the severity of the offense a student can be removed immediately.

Dress Code

Students should wear suitable clothing to the barn. Students should also follow the Ugly School Dress Code.

1. **Students must wear boots provided by the FFA department** when at the barn for safety reasons and health of the animals.
2. Please keep barn clothes in the Ugly Agriscience Jonny Messing Memorial Barn and not in school, take home barn clothes to wash as appropriate

Parking

- Vehicles need to be parked in a manner to allow others access to the Ugly Agriscience Jonny Messing Memorial Barn.
- Vehicles should be parked on the north side of the barn in the parking space provided.
- The drive should not be blocked and no student/parent vehicles should be parked at the west end of the building Ugly Agriscience Jonny Messing Memorial Barn unless unloading animals or large amounts of feed. After items have been unloaded, the vehicle must be moved back to the parking lot.

Trailers

- For liability reasons, approval from the agricultural program to house trailers temporarily must be on file. The Agricultural/FFA program prohibits parking/storing personal trailers at the Ugly Agriscience Jonny Messing Memorial Barn long term. Failure to have approval from the teacher will result in having the trailer removed at the owner's

expense.

Guest Policy

- Only students and their family members are allowed at the Ubly Agriscience Jonny Messing Memorial Barn. No unapproved guests are allowed at the barn. If you have to get a ride or have a guest you must have approval by one of the teachers prior to the visit by at least a day. Ask one of the teachers for a guest approval sheet or have them send a text stating that your guest can be at the barn. Remember, you are responsible for your guests' behavior. You can be disciplined for your guests' unruly behavior/rule-breaking; to the extent of being removed from the Ubly Agriscience Jonny Messing Memorial Barn, program, and discipline referral.

Other Animals at the Ubly Agriscience Jonny Messing Memorial Barn

- No other unapproved animals should be at or near the Ubly Agriscience Jonny Messing Memorial Barn. No one should bring any dogs, cats, etc. to the barn unless you have written permission from the teacher.

Conflict Clause

- If you or a family member is the source of strife or conflict at the Ubly Agriscience Jonny Messing Memorial Barn, you and your project may be removed. Failure to comply will result in loss of future privilege of visiting the Ubly Agriscience Jonny Messing Memorial Barn,

Adaption Clause

- In the rare case that there is a discipline issue not covered by Ubly Agriscience Jonny Messing Memorial Barn rules, the teachers will adapt rules to deal with the situation via the guidance of the HHS administration. Simply claiming "it's not in the rules" is not an excuse for poor behavior. The Ubly Agriscience Jonny Messing Memorial Barn is a part of the Agriculture/FFA program and extension of the school campus. Therefore, the same rules outlined by the school and district that you are required to acknowledge and sign for at the beginning of each school year, are always observed. A serious violation could result in a recommendation for immediate removal from the Ubly Agriscience Jonny Messing Memorial Barn and FFA Program as well as being turned over for Ubly High School disciplinary action.

*****All teachers are authority figures of the Ubly Agriscience Jonny Messing Memorial Barn and projects and should be respected as such. *****

****** Ubly Schools reserves the right to amend or make changes to the Ubly Agriscience Jonny Messing Memorial Barn Handbook at any time.**

CONTACT INFORMATION

Melissa Kramer, Ubly High School Agriculture Teacher/FFA Advisor
mkramer@ublyschools.org
810-614-2999

Camay Booms, Ubly High School Agriculture Paraprofessional
cbooms@uiblyschools.org
989-414-0220

Yvonne O'Connor, Ubly High School Principal
yoconnor@ublyschools.org
989-6528-8554 * 57022

Outside of business hours (8:00 am-5:00 pm), please contact teachers with emergencies only

ANIMAL PROJECT GUIDELINES ACKNOWLEDGMENT FORM

By signing this document, you agree with the terms & conditions and the following statement:

*I have read and understand the aforementioned rules and agree to abide by them. **Student:** I agree to abide by the rules and criteria set forth in the Ugly Agriculture/FFA Ugly Agriscience Jonny Messing Memorial Barn rules 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. **Parent/Legal Guardian:** I agree to abide by the rules and criteria set forth in the 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 indemnify Ugly Community School District, its employees, and volunteers of liability for any injury that my child, my guests, or I may sustain by participating in activities at the Ugly Agricultural/FFA Ugly Agriscience Jonny Messing Memorial Barn and I agree to monitor my child for compliance with the stated rules.*

Parent Name: _____

Parent Signature: _____

Student Name: _____

Student Signature: _____

Date: _____

Address: _____

Home Phone: _____

Parent Cell: _____

Student Cell: _____

Parent Email: _____

Student Email: _____

1 Pre-Approved adult (other than parent) to chaperone you at the barn: _____

Teacher Signature of Approval: _____

Teacher's Signature

Deposit Paid: _____ Date Paid: _____ Teacher Initial: _____

*****This paper must be signed, turned in and approved before your animal will be allowed at the Ugly Agriscience Jonny Messing Memorial Barn**

Co-Op Contract

Return signed by May 1, 2023

Please select one (1) specie you wish to exhibit:

_____ Pen of Lambs _____ Feeder steer _____ Goat (1) _____ Market Rabbit (1)

Current grade level:

_____ 7th _____ 8th _____ 9th _____ 10th _____ 11th _____ 12th _____ 13th

This contract is here by agreed to upon this _____ day of _____ 20__ between the FFA member,
_____, and the Ugly FFA Chapter.

The member, _____, agrees to:

1. Follow all Guidelines in the Policy Book
2. Turn in deposit to the chapter as up front money upon signing this contract.
 - a. Large animal (cattle): \$300
 - b. Medium Size animals (sheep, goats): \$150
 - c. Small animal (rabbits, chickens): \$50
3. Keep accurate records of your project in the AET.
4. Market the animals through the Huron Community Fair.
5. Fill out your own registration paperwork for the fair and turn it in by the deadline given by the fairboard.
6. Work with your animal at least 3 times per week to train and groom it.
7. Write at least 5 buyer letters inviting local businesses to the JLA/SLA sale.
8. Write thank you notes to buyers after the fair.
9. Will attend both setup and cleanup dates at the fair set by their specie superintendent.
10. Pay the monthly feed and bedding bill for the animal.
11. Provide own show equipment for the animal at the fair including restraints, neck ties, and brushes.

The Ugly FFA chapter agrees to:

1. Apply the deposit to any outstanding balances at the end of the project and return the balance to the member.
2. Total loss of deposit will occur if:
 - a. All bills are not paid in full
 - b. Guidelines in the Policy book have not been followed
 - c. Member was removed from the barn / project due to misbehavior (outlined in policy book)
 - d. Failure to take animal to the fair – member MUST still pay all bills associated with animal and MUST remove animal from premises. If this does not occur, Ugly FFA will sell the animal and keep money equal to the bills due.

GUEST APPROVAL SHEET

I, _____, agree to the Ugly Agricultural/FFA Ugly Agriscience Jonny Messing Memorial Barn Rules, Guidelines, and Procedures. I will respect the exhibitors, facilities, animals, and property. I understand if I disobey the rules, guidelines, and procedures, I will be asked to leave and will not be approved to come back on the premises.

Guest Name Printed: _____

Guest Signature: _____

Teacher Approval Printed Name: _____

Teacher Approval Signature: _____

Approval for what dates? _____

VACCINE, DRUG, SPRAY, FEED, ADDITIVE OR OTHER SUBSTANCE APPROVAL FORM

I am seeking approval to use the following items in/on my project.

List of Products Seeking Approval for:

- 1.
- 2.
- 3.
- 4.
- 5.

I understand that Ugly Agricultural/FFA program or teacher is not responsible for anything that results in the use of these products. I have read the rules and understand I cannot use any illegal products and must be cautious of any withdrawal dates.

Printed Name of Student Exhibitor: _____

Signature of Student Exhibitor: _____

Date: _____

Printed Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____