

2024-2025

MRCCTECAF

BARN HANDBOOK



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Student/Parent Roles and Responsibilities

Students and their Parents/Guardians housing animals at the Richardson Center Barn have the responsibility to do the following:

1. Pre-Approve their animal with their advisor and bring a signed Contract to the MRC Barn orientation meeting.
2. Familiarize themselves with and follow, MRC Barn, School FFA Chapter, and SB County Fair rules regulations and procedures (i.e., three different organizations).
3. Feed animal twice a day. Have a backup person to feed when they cannot.
4. Clean animal pen daily. Have a backup person to clean when they cannot.
5. Practice showmanship, with FFA Advisor and individually, weekly and as directed by advisor.
6. Monitor their animals' weight and chart it in an attempt to meet or exceed "Fair weight."
7. Work with their pen mate(s) on feed purchases, feeding and pen cleaning.
8. Nobody but the FFA advisor may authorize a change to feeding procedures or give medical assistance.
9. No guests at any time.
10. Complete Fair Paperwork on time.
11. Clear their calendar for the weekend prior to, and the week of Fair.
12. Remove their animal if they receive a fourth strike, miss fair paperwork deadline or are directed to by their advisor for neglect.

Santa Maria FairPark

LIVESTOCK INFORMATION ONLINE Available December 2024

Scan QR code for more information

<https://www.santamariafairpark.com/p/getinvolved/fairs--festivalscopy1/submit-entries-guidebook-forms--application>



FFA Advisor Roles and Responsibilities

Agriculture teachers who are supervising an SAE project and have students housing animals at the Richardson Center Barn have the responsibility to do the following:

1. Pre-Approve, or deny, all student contracts prior to sending students to the MRC Barn Orientation meeting.
2. Communicate and enforce all barn rules, FFA rules and any pertinent legal rules regarding proper animal husbandry.
3. Advisors shall conduct a project visit and meet with their students at a minimum of once a week and record it in AET during Barn Hours.
4. Advisors shall communicate feeding regimens and provide showmanship practice for ALL their students at the MRC Barn.
5. Advisors shall conduct monthly animal weigh-in assessments for April, May, June, and July to chart animal weight progression. Sort animals by weight as needed. Advisors shall counsel students on feeding frequency and amount for minimum fair weight requirements.
6. Advisors are responsible for the students they supervise and issuing Strike 1 and 2 as needed per MRC Barn Contract. All strikes shall be in writing using the form in the MRC Barn Contract. Rules shall be enforced by all staff present and violations shall be reported to the advisor for follow up.
7. Advisors shall direct their students to download the Parent Square APP to receive Barn updates.
8. All animals shall be removed from the Richardson Center Barn by the Tuesday after fair. Any animals not removed from the Barn will be taken by the advisor to a sales yard for market price. MRC staff will assist.
9. Advisors are responsible for ensuring that students clean their pen. This includes moving leftover feed and shavings to the School's Container. This shall be supervised and done the day animals are removed, either when they are taken to Fair, Market, or removed for a fourth strike. If applicable, Advisors shall hold student's Fair check if they have failed to do this.
10. Advisors shall arrange student barn cleaning and allot student "Barn Duty Hours" covering alternating weeks, under the direction of the CTE Director.

Mark Richardson Center Roles and Responsibilities

The Mark Richardson Center, under the direction of the Director of CTE, has the responsibility to do the following:

1. Approve or deny all student contracts prior to animals arriving at MRC.
2. Open the front gates during feed hours.
3. Provide pen with a feeder and water appropriate to the species.
4. Provide a scale for weighing animals.
5. Feed in the mornings if food is present. This must be done by pen for all animals in the pen to ensure that animals get equal feed.
6. Provide shovels, rakes, brooms and a disposal area for animal refuse.
7. Provide clean bathrooms and locker rooms for students.
8. Issue locker numbers and combinations for students.
9. Street sweep the barn weekly.
10. Help advisors transport animals as needed.

Barn Rules

Keeping your animal at the Mark Richardson Center (MRC) Barn is an option for your SAE project if approved by your advisor and the CTE Director. MRC pens are a privilege that comes with many responsibilities. You must be an SMJUHS D student to utilize the barn. The Barn is a district facility, and students pens, and animal husbandry represent the school's AG/FFA program and our District. In general, all students need to Respect People, Animals and Property, the specifics of this are listed below. The rules below shall be followed by all students, and we will follow a three strikes rule. Violation of any rules may be considered a strike. Students get three strikes; on the fourth strike their animal must be removed from the barn within 48 hours, or it will be taken to a sales yard and sold at market price.

Pen Assignment

1. Advisors assign pens and students will have 1-2 pen mates in general. Animals are occasionally sorted and re-sorted by size, temperament, etc. at the advisor's discretion. Sick animals may be quarantined. Do not move your animal from one pen to another unless told to by your advisor. If your animal is moved, you need to leave the trash can assigned to the pen.
2. Sorting for size occurs if the advisor deems it necessary. Therefore, your pen mate will likely change.

Feeding

1. Each pen includes a feeder and waterer that are species appropriate.
2. Students are responsible for feeding their animals twice a day during barn hours **(posted at: <https://cte.smjuhsd.k12.ca.us/AGBARN>)** EVERY DAY. Please have a backup feed person for days you have other commitments.
3. MRC staff will feed in the morning if the feed container is full. No special feeding procedures will be utilized however, if a bucket has feed it will be fed. All animals in the pen should be fed together to avoid uneven feeding.
4. Feed shall be stored in the designated area/container or in the schools' storage container.
5. Any animal not fed for two or more days will be considered abandoned, removed, and sold for market price.

Barn and Pen Cleaning

1. Pens must be cleaned DAILY.
 - a. Animal waste is to be transported to the dry out area and dumped all the way to the back wall.
 - b. Any tools utilized (rakes, shovels, wagons) shall be returned to their designated area after use.
3. Shavings (if utilized) shall be kept fresh. Extra shavings shall be stored in the provided container in front of the pen or in the school's storage container ONLY.
4. No tack shall be stored around the pen, only shavings in the shaving's container and feed in the feed container. All other items need to be stored in your school's container or in a locker. Any items left out will be taken to the office or discarded.
5. When your animal leaves their pen (for exercise, washing etc.), you are required to clean up any excrement they leave behind. Do this immediately after penning your animal. Failure to do so will result in a strike.
6. Students are required to complete 5 hours of "Barn Duty" from March-July as assigned by their advisor or designee. These hours will be spent helping keep the public area of the barn orderly by organizing tools, cords, hoses, carts and other assistance keeping barn neat and tidy.

Lockers

1. Lockers are assigned to each student with a pen. Students do not need to use the locker if they do not want too. MRC provides locks, do not remove the lock. Any other locks found will be removed and the student will forfeit their use of the locker.
2. Lockers are a privilege that can be revoked at any time for violations of rules.
3. The locker rooms are not private therefore DO NOT change in the locker room. No loitering in the locker room.
4. DO NOT store feed or any snacks etc. in the lockers.
5. If your muck boots are stored in the locker, they must be rinsed off first in the washout area. DO NOT Store dirty boots in the locker.

MRC Access & General Decorum

1. Please be considerate and polite at all times in the Barn. Use kind and appropriate language.
2. Students must arrive during posted feeding hours with enough time to feed, muck out their pen, and exercise their animal. DO NOT arrive five minutes before feeding time is over expecting to stay late.
3. The speed limit is 5mph in the parking lot. Do NOT speed.
4. Park in designated parking spots or the dirt overflow building as designated on the map. DO NOT double park or park in fire lanes.
5. Parents/Guardians may accompany students to tend their animals.
6. Guests: please refrain from bringing friends, siblings etc. with you. Your task at the barn is to tend to your animal, and while this should be a fun and friendly time, it is not a social event.
7. We understand that young siblings may need to accompany a parent/guardian, they must always be under direct supervision of the parent/guardian and shall not be allowed to run around, climb on pens, or stick their hands into pens. Parents/Guardians assume all responsibility for the safety of little ones and SMJUHSD will not be held responsible.
8. Any removal or delivery of animals shall be during normal posted hours or arranged with your advisor.

Fair Procedures

1. It is the student's responsibility to meet all deadlines. See your advisor and the fair website (<https://www.santamariafairpark.com/>) for fair information. Any student that fails to meet deadlines, and is therefore not showing at the fair, shall remove their animal within 48 hours or it will be taken to market for market price.
2. The ultimate responsibility for the sale of an animal is the student. It is not the responsibility of the Advisor, the School, or the District, to find a buyer to purchase any un-sold animals.
3. All animals shall be removed from the MRC Barn by the first Tuesday after fair.
4. Any animals not removed from the Barn will be taken by the advisor to a sales yard for market price. Usually around \$1.00/lb., however it could be less.
5. All pens shall be cleaned the day your animal is moved to fair or market. Any pens not cleaned will result in a \$75.00 charge, or NO Check shall be issued till the pen is clean.

Barn Coverage 2024 - 2025

Barn Coverage Start:

See Advisor for your species

Barn Coverage Ends:

First Tuesday After Fair (7/15/2025)

Holidays:

2024: 11/11, 11/21-29, 12/21-31

2025: 1/1-1/12, 1/20, 2/10, 2/17, 4/18-4/27, 5/28, 6/19, 7/4

Regular Hours:

6:15a - 8:15a, 2:15p - 5:15p Monday through Friday

9:15a - 12:00p, 2:15p - 5:15p Saturday and Sunday

Holiday Hours:

Barn Closed

Summer Hours (6/12-7/15):

6:15a-5:15p M-F

9:15a - 12:00p, 2:15p - 5:15p Saturday and Sunday

During the Fair Barn Hours will be very limited. Exact hours TBD

MRC Barn Hours 2024-2025

2024-2025 School Calendar

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

 First and Last Day of School

 BARN CLOSED

 BARN HOURS WEEKDAYS

AM- 6:15 AM to 8:15 AM

PM- 2:15 PM - 5:15 PM

 BARN HOURS WEEKENDS

AM - 9:15 AM to 12:00 PM

PM- 2:15 PM - 5:15 PM

 BARN HOURS HOLIDAY BREAKS

AM- 9:15 AM to 12:00 PM

PM- 2:15 PM - 5:15 PM

 BARN SUMMER HOURS

AM- 6:15 AM to

PM- to 5:15 PM

 BARN HOURS - FAIR TBD

TBD

TBD

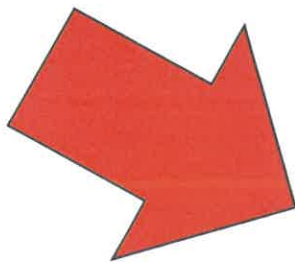
 ALL ANIMALS REMOVED FROM BARN



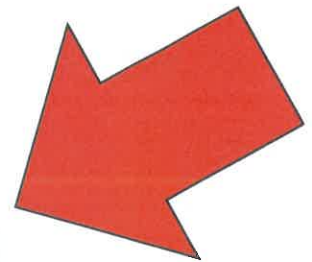
IMPORTANT



BARN CLOSED



EVERY



WEDNESDAY

9:00 AM - 11:00 AM

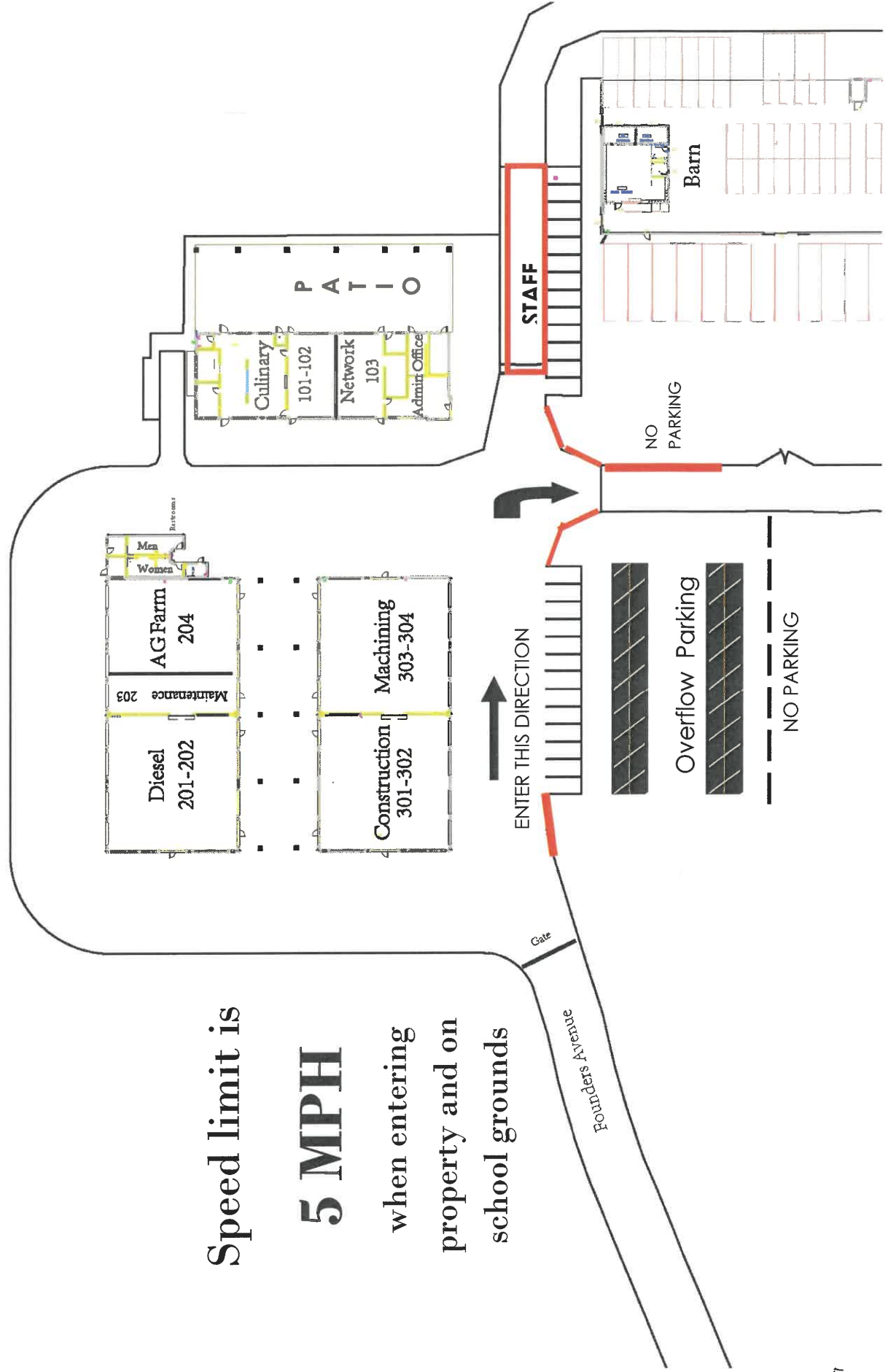
FOR

PEST CONTROL

(SEE POSTINGS OUTSIDE OF BARN GATE FOR ADDITIONAL INFORMATION AND/OR CHANGES)

MRC Map

Speed limit is
5 MPH
when entering
property and on
school grounds





STRIKE I

Issued by advisor directly to student:

Description of Incident:

Rule Violated: _____

Corrective Action: _____

Printed Student Name: _____

Student Signature: _____

Printed Parent/Guardian Name: _____

Signature: _____

Printed Advisor Name: _____

Advisor Signature: _____

Student School: _____ Student ID#: _____

Note to Advisor: Student will take this home for parent signature and return to the advisor.



STRIKE 2

Issued by advisor to student with parent and administration present:

Description of Incident:

Rule Violated: _____

Corrective Action: _____

Printed Student Name: _____

Student Signature: _____

Printed Parent/Guardian Name: _____

Signature: _____

Printed Advisor Name: _____

Advisor Signature: _____

Student School: _____ Student ID#: _____

Note to Advisor: This Requires a parent/guardian conference.



STRIKE 3

Issued by advisor to student with parent and administration present:

Description of Incident:

Rule Violated: _____

Corrective Action: _____

Printed Student Name: _____

Student Signature: _____

Printed Parent/Guardian Name: _____

Signature: _____

Printed Advisor Name: _____

Advisor Signature: _____

Student School: _____ Student ID#: _____

Note to Advisor: This Requires an in-person parent/guardian conference with admin present.



Student - Parent/Guardian Animal/Barn Contract Agreement

Student Full Name:		
Student 6-digit ID#:		Student Cell Phone #:
Home School Site:	<input type="checkbox"/> PVHS <input type="checkbox"/> RHS <input type="checkbox"/> SMHS	
Advisor Name:		
Parent/Guardian Full Name:		
Parent/Guardian Phone Number:		
Emergency Contact Full Name:		
Emergency Contact Phone #:		
Animal Description:	<input type="checkbox"/> Pig <input type="checkbox"/> Goat <input type="checkbox"/> Sheep <input type="checkbox"/> Steer <input type="checkbox"/> Heifer <input type="checkbox"/> Breeder	
Animal Tag #:		
<p>By signing this Agreement I agree to the rules as presented in the Barn Handbook and I have reviewed it with my Ag Advisor. (https://cte.smjuhsd.k12.ca.us/AGBARN) I understand there will be no changes to pen assignments, feeding procedures, or medical assistance without prior approval from FFA Advisor. I also agree to follow all pest control procedures posted on the barn and understand the barn will be closed every Wednesday from 9:00 am – 11:00 am.</p>		
Student Signature:		Date:
Parent/Guardian Signature:		Date:
Advisor Signature:		Date:
For office use only:		
MRC Farm Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Assigned Pin #:		