

ANIMALS IN THE SCHOOL WORKPLACE

The district recognizes that animals have educational value in the school setting, but only under conditions that insure safety and well being of the students, staff, and the animal(s). Live animals may be brought into the classroom as part of a written curriculum with approval of the site administrator and providing the provisions of this regulation are met.

Procedure

Animals in the school buildings should always be part of a well-documented curriculum that details how the animal will be integrated into the classroom setting.

The staff member (or animal caretaker) must:

1. Receive permission from the site administrator, before any animal is brought into a school building. (Request for Approval Form for Animals in the Classroom)
2. Notify parents/guardians in writing, prior to the animal being brought to school. **For warm-blooded animals:** a verification form from parents/guardians that students do not have any known allergies to the animal(s) must be kept on file. If individuals exhibit adverse reactions to the animal(s), the animal(s) must be removed from the building. (Student Verification Form for **Warm-Blooded** Animals in the Classroom)
3. **For warm-blooded animals:** notify building staff members of the animal's presence who will be near or handling the animal. Staff members must also be allowed to verify that they do not have any known allergies to the animal. (Staff Verification Form for **Warm-Blooded** Animals in the Classroom)
4. Only bring an animal known to be in good health and appropriately immunized. Provide statement of animal health and temperament –or– verify that animal is provided by a certified program or agency.
5. Provide instruction for students on proper care and handling of animal.
6. If an individual is bitten or scratched by an animal and the skin is broken, the affected area should be cleaned thoroughly with soap and water and then the incident must be reported according to district policy

7. Make provisions for the care and maintenance of the animal during the period of time when school is not in session.
- 8. Insure that the presence of the animal does not incur additional costs to the district.**

Animal(s) must be humanely and properly housed in cages, aquariums, etc., specific for the species. Animals cages, aquariums, etc., and the surrounding areas must be meticulously maintained and completely cleaned at least weekly. Animal waste and materials from animal cages, aquariums, etc., will be removed and disposed of in an appropriate manner. Children should not be allowed to handle or clean up and form of animal waste. Waste materials from animals should be bagged separately, sealed and disposed of in an outside waste receptacle.

Animal(s) will not be at large in classrooms or in the building. Animal(s) must be located away from water fountains, and sinks where students and staff wash hands. Animal(s) will never be permitted in areas where food is prepared or served. Hand washing by staff and students is required after handling animals.

Students may bring pets in for show and tell, unit study, etc. for a limited time. Site administrator permission must be granted and the owner/parent/guardian must remain with the animal(s) and provide supervision during its entire stay in the classroom. In addition, the Request Form, Student Verification Form and Staff Verification Form must be completed prior to the animal(s) classroom visit.

Animals may not be transported to and/or from school on school buses or via any other transportation provided by the school district. This does not apply to service animals.

Unacceptable animal(s) in a school building include:

Poisonous, venomous animal(s)

Wild or undomesticated animal(s) – (an exception may be made for assemblies with trained handlers present)

Stray animals

Any dead or skeletal remains of an animal (non-processed)

Revised: December 10, 2008

(Adopted: September 10, 2008)

REQUEST FOR APPROVAL FOR ANIMALS IN THE CLASSROOM

STAFF MEMBER	DATE	
SITE	GRADE	ROOM #
TYPE OF ANIMAL	LENGTH OF STAY IN CLASSROOM	

<input type="checkbox"/> YES <input type="checkbox"/> NO	I have read and understand the District's animal policy and will follow the procedures that are in place.
FOR WARM-BLOODED ANIMALS	
<input type="checkbox"/> YES <input type="checkbox"/> NO	All student verification forms have been returned indicating any known student health concerns related to the animal I intend to bring in the classroom. No concerns have been indicated.
<input type="checkbox"/> YES <input type="checkbox"/> NO	Did any parent/guardian express any other concerns about having an animal in the classroom?
<input type="checkbox"/> YES <input type="checkbox"/> NO	All staff member verification forms have been returned indicating any known staff member health concerns to the animal I intend to bring into the classroom. No concerns have been indicated.
FOR COLD-BLOODED ANIMALS	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Notification to parents of proposed presence of animal in the classroom has been provided.

I agree to follow, and direct the children I teach to follow, the district policy and procedures regarding animals in school. I understand that the district and I are responsible for the safety and welfare of the children and staff, and also for the humane treatment and welfare of the animals we have at the school.

Signature _____ Date _____

Site administrator approval section

APPROVED NOT APPROVED

Site administrator's signature _____

Date _____

FORMS TO BE KEPT ON FILE WITH SITE ADMINISTRATOR THROUGHOUT ANIMAL'S LENGTH OF STAY IN CLASSROOM

**STUDENT VERIFICATION FORM FOR WARM-BLOODED
ANIMALS IN THE CLASSROOM**

The health, safety, and welfare of each student is important. Therefore, this form, completed by a parent/guardian, must be on file for every student before an animal may be brought into the classroom. (Should the health status of you child change during the year, please notify your child's teacher). Your cooperation is appreciated.

STUDENT'S NAME	DATE FROM NEEDS TO BE RETURNED	
TEACHER'S NAME	GRADE	ROOM NUMBER
TYPE OF ANIMAL		

DOES YOUR CHILD...

1. Have any known allergies? YES NO
If yes, please explain: _____

2. Have asthma? YES NO
If yes, please explain: _____

3. Take medication for allergies or asthma? YES NO
If yes, please explain: _____

4. Have a known allergy to a specific animal? YES NO
If yes, please explain: _____

5. Have or ever had a severe allergic reaction? YES NO
If yes, please explain: _____

6. Have a fear of animals? YES NO
If yes, please explain: _____

Do you give permission for your child to occasionally hold or help care for a classroom animal? YES NO
If no, please explain: _____

Additional comments: _____

Parent/Guardian Signature _____ Date _____

STAFF VERIFICATION FORM FOR **WARM-BLOODED** ANIMALS IN THE CLASSROOM

The health, safety, and welfare of each staff member is important. Therefore, this completed form must be on file before an animal may be brought into a classroom or area that is in close contact to you. (Should your health status change during the year, please notify the principal). Your cooperation is appreciated.

NAME	POSITION
SITE	DATE FORM NEEDS TO BE RETURNED
TYPE OF ANIMAL	

DO YOU...

1. Have any known allergies? YES NO
If yes, please explain: _____

2. Have asthma? YES NO
If yes, please explain: _____

3. Take medication for allergies or asthma? YES NO
If yes, please explain: _____

4. Have a known allergy to a specific animal? YES NO
If yes, please explain: _____

5. Have or ever had a severe allergic reaction? YES NO
If yes, please explain: _____

Are you apprehensive or afraid of animals? YES NO
If yes, please explain: _____

Additional comments: _____

Staff Signature _____ Date _____