

ANIMALS ON SCHOOL PROPERTY**A. Purpose and Scope**

To provide guidance and direction for allowing animals onto school property.

B. General

No person shall cause or permit pets or animals to be on school grounds or in school/district facilities, except in accordance with the provisions of this administrative regulation. Pets or animals may be brought onto school facilities or onto district property in the following circumstances:

No part of this policy shall prohibit the appropriate use or access of legally approved/designated service animals. With prior consent of the superintendent or designee, working animals shall be permitted limited access as appropriate.

The district assumes no liability for the safety of animals voluntarily brought to school.

C. Forms and References

None

Injury and Illness Prevention Program Binder: Facility Inspection Checklist**D. Procedure****Permission**

Staff and students must receive prior approval **in writing** from the principal before bringing any animal into the school or classroom. Prior to granting permission, the principal shall consider the limitations and procedures identified in this administrative regulation.

Limitations

Animals brought to school by classroom teachers, or by students in support of a planned school lesson, may, with the consent of the principal or designee, remain at school for the number of days needed to achieve the educational goals as long as the following conditions are met:

1. Staff and students shall never bring their own pets/animals into district facilities except for educational reasons.
2. Students wishing to bring their pet to class for “show and tell” will need a parent or guardian to bring the pet to school at the appropriate time, supervise the viewing, and take the pet home immediately afterward.

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3. Animals brought to school by students shall generally be taken home that same day.
4. Animals must be in good physical condition and be free of disease.
5. Teachers who allow animals into their classroom shall provide for a plan for the proper care, sanitation, feeding and handling of the animal. The teacher shall be responsible for the animal's care in the event of any school closure and may allow students to take animals home with written parental permission
6. The teacher shall be familiar with any potential dangers caused by the animal, including air quality dangers, and shall give special consideration to any students who have allergies to certain animals.
7. No animal shall be allowed on school property if the animal is not illegal in the state of California.
8. Students shall not bring poisonous or wild animals to school.
9. Animals must be appropriately and safely housed in a cage or aquarium.
10. The classroom teacher will annually complete a Facility Safety Inspection Checklist, making note of any discrepancies and answering all applicable questions. The teacher must submit the completed document to the Principal, for review, and will forward the completed document to the Director of Risk Management, Environmental Compliance, Facility Use, and Energy Management. Any concerns should be noted on the document.

Allergies

Special attention should be given to animals in terms of their effect on allergic students. If it is determined that the animal constitutes a health risk or if a student or a staff member suffers from an allergy that is aggravated by the presence of the animal, the animal must be removed immediately. **If an animal is to be kept on school premises for an extended period of time (normally not to exceed two weeks), parents shall be notified in writing, in advance. The notice shall include a description of the educational benefit of having the animal on campus, and shall include a statement that if any parent disagrees with the animal being brought onto the campus, the animal will not be allowed on school premises.**

Animals shall not be brought to school on school buses. This shall not apply to seeing-eye dogs or service dogs needed by students.

Handling of Animals

1. Heavy rubber or leather gloves should be worn when handling animals. Gloves should be readily available.
2. Hands must be washed with soap and water after handling animals.

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3. Students should be cautioned about the dangers of inserting fingers into occupied cages. Warning signs, such as *Keep Hands Away* should be posted conspicuously on cages housing animals that may bite.
4. Students should be trained to handle animals gently and not to excite the animals; for example, poking pencils at animals encourages biting behaviors.

Caring for Animals

The Science Safety Manual gives specific guidelines for care of animals and related hazards. A clean, appropriate environment should be maintained. Animals must regularly be provided with food and clean water. The frequency of feeding will vary with the animal. Clean water should be provided at least daily. The frequency of cleaning will vary with the animal, but generally, animal droppings and waste food should not be allowed to accumulate in the cage. Animals must NOT be left unattended when schools are not in session and during “off-track” times.

Sanitation

DO NOT dry sweep or vacuum animal feces. Droppings, waste food, and bedding material may carry harmful bacteria and/or viruses so must be removed using wet cleaning methods with disinfectants. A Material Safety Data Sheet (MSDS) must be maintained at the school site for all cleaning materials and the classroom teacher must be familiar with the use of the MSDS. Cleaning materials must be procured through the district purchasing system. Wear gloves and a simple dust mask when cleaning cages. Wash hands after cleaning cages.

Cages

1. Animals coming to school must be in a clean, safe, sanitary, and suitable self-contained enclosure appropriate to the size of the animal or be otherwise appropriately controlled.
2. Animals shall not be allowed to roam freely in the school.
3. Cages should be of an appropriate size and construction for the animal to be housed. Cages should be designed for ease of cleaning, i.e., removable waste pans and cleaned regularly. Aquariums and terrariums constructed primarily of glass should be avoided. Plexiglas or acrylics are preferred over glass. If glass must be used, it should be coated with a safety film to prevent shattering. Aquariums should not be located near electrical outlets except if the outlets are on ground fault interrupt circuits.

E. Reports Required

1. The classroom teacher will annually complete a Facility Safety Inspection Checklist, making note of any discrepancies and answering all applicable

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questions. The teacher must submit the completed document to the Principal, who will note all discrepancies and concerns, and will forward the completed document to the Director of Risk Management, Environmental Compliance, Facility Use, and Energy Management.

F. Record Retention

1. A Material Safety Data Sheet (MSDS) must be maintained at the school site for all cleaning materials and the classroom teacher must be familiar with the use of the MSDS.
2. A completed copy of the Facility Safety Inspection Checklist will be maintained by the Director of Risk Management, Environmental Compliance, Facility Use, and Energy Management for one year

G. Responsible Administrative Unit

Instructional Services

H. Approved By

Assistant Superintendent for Instructional Services

Board Approved: March 13, 2007