

## VISITING ANIMALS IN THE SCHOOL DISTRICT

### **I. PURPOSE**

The purpose of this policy is to establish procedures for the allowance of visiting animals, as defined in Paragraph III below, onto ICCSD property. For purposes of this policy, "ICCSD property" refers to school buildings, vehicles, and other ICCSD-owned or -operated property. Other animals proposed by any person

### **II. GENERAL STATEMENT OF POLICY**

Visiting animals may be allowed if they serve an educational purpose and are approved by the building principal. An application under this policy by a building principal shall be reviewed by the Deputy Superintendent. Appropriate supervision of visiting animals is required when visiting animals are brought onto ICCSD property. The person bringing the visiting animal must furnish transportation for the visiting animal brought onto ICCSD property.

### **III. DEFINITION OF VISITING ANIMAL**

For the purposes of this policy, the term "visiting animal" means an animal that is not a service animal, a therapy animal, or a resident animal, as defined in ICCSD policies, and which animal any person proposes to bring onto ICCSD property at any time.

### **IV. PROCEDURES/REQUIREMENTS**

Introduction of a visiting animal into the school shall be subject to the following procedures:

A. The person who proposes bringing a visiting animal onto ICCSD property shall submit a request for accommodation of the visiting animal to the building principal or Deputy Superintendent no less than three (3) weeks prior to the proposed introduction of the visiting animal. Under no circumstances may a proposed visiting animal be on ICCSD property without prior approval under this policy. A separate application shall be required for each date a visiting animal is proposed in a particular building. Approval of one application under this policy does not guarantee approval of any other application.

B. The application shall only be approved if the visiting animal will not pose a risk of substantial harm to any person who will attend the educational program proposed. The application may be denied if the building principal or Deputy Superintendent determines that the animal would pose a risk of substantial harm to any person, that the school cannot accommodate the visiting animal for any reason, or for any other reason, in the sole discretion of the building principal or Deputy Superintendent. If the building principal or Deputy Superintendent determines that a proposed visiting animal may pose a risk of substantial harm to a participant in the program unless a trained handler is present to handle the visiting animal, the building principal or Deputy Superintendent may allow the visiting animal with a condition that a trained handler, whose credentials are included in the application under this policy, also be present, at the cost of the applicant proposing the visiting animal.

- C. Any mammal visiting animal must be vaccinated for rabies and all visiting animals must be vaccinated for any disease that is communicable from the animal to humans. Proof of the required vaccinations must be provided with the application.
- D. Visiting animals will be not allowed in ICCSD transportation vehicles.
- E. ICCSD retains discretion to exclude or remove any visiting animal from ICCSD property for any reason, without notice or explanation.
- F. The applicant or a trained handler provided by the applicant shall keep the visiting animal under his or her control at all times that the visiting animal is present upon ICCSD property, and shall be responsible for any waste the animal produces while on ICCSD property.
- G. Prior to the animal being introduced to ICCSD property, the applicant shall provide proof of liability insurance coverage adequate to meet the risk of the animal being present on ICCSD property, as determined by the building principal or Deputy Superintendent, in accordance with guidance adopted by or in consultation with ICCSD administration.
- H. The building principal or Deputy Superintendent shall notify all parents or guardians of students in the class and school of the applicant's intention to introduce the visiting animal and shall request parent or guardian permission for a student to participate in any program involving a visiting animal. The notice to parents shall include the species of the visiting animal, the date and time the visiting animal is proposed to be on ICCSD property, and the educational purpose the visiting animal is intended to serve.

**V. LIABILITY**

The applicant shall be responsible for any damage caused to any person or property by the visiting animal or as a result of the visiting animal's presence in the school. The applicant shall indemnify ICCSD for any damage assessed to ICCSD as a result of the animal's presence in the school.

APPENDIX A  
IOWA CITY COMMUNITY SCHOOL DISTRICT  
REQUEST APPROVAL FORM  
FOR A VISITING ANIMAL

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Species of Visiting Animal: \_\_\_\_\_

Name of Visiting Animal: \_\_\_\_\_

Please attach proof of required vaccinations and written explanation of what educational purpose is supported by having this particular proposed visiting animal in the school.

**- Submit request to Building Principal -**  
**- Submit Building Principal request to Deputy Superintendent -**  
**\*Application Required for Each Instance Involving a Visiting Animal\***

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**This page for Iowa City Community School District Administration to complete**

**SECTION 1: Principal Request (Deputy Superintendent)**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

For Deputy Superintendent Completion: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

- Written notification provided to building administrator of approval or denial
- Written notification provided to Human Resources of approval or denial of application

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

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**SECTION 2: Staff Request (Building Administrator)**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

- Written notification provided to staff member of approval or denial of application
- Written notification provided to Human Resources of approval or denial of application

Signed: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

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**SECTION 3: Completed by building administrator if request in section 1 or 2 approved**

- Written notification sent to parent/guardian of students in applicant applicant's class and school about proposed visiting animal and request for permission
- Written notification to building staff
- Received and reviewed current veterinary vaccination records. All mammals must have current rabies vaccination and all animals must be vaccinated for any disease that may be communicable to humans.
- Permission slips received from parents/guardians and alternative arrangements made for children who do not have permission
- Received/reviewed certificate of insurance showing ICCSD as an insured party
- NEED AND ACCEPTANCE OF LIABILITY CLAUSE

**When steps completed, form signed and dated by building administrator. A copy kept at the school building.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

SAMPLE APPROVAL LETTER

Dear \_\_\_\_\_:

We have reviewed your application to bring \_\_\_\_\_ (animal name) to \_\_\_\_\_ (building name) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) and have determined that your application should be approved.

Please note that this approval only applies to you bringing \_\_\_\_\_ (animal name) to \_\_\_\_\_ (building name) on the date and time noted above. If you would like to bring \_\_\_\_\_ (animal name) to any other ICCSD building or back to \_\_\_\_\_ (building name) at any other time, you must submit another application.

You must provide to me proof of liability insurance showing ICCSD as an insured party with coverage limits of no less than \_\_\_\_\_ in the aggregate and \_\_\_\_\_ for each occurrence on or before \_\_\_\_\_ (date at least five days before event). If you fail to provide proof of insurance, this approval will be revoked.

We look forward to having \_\_\_\_\_ (animal name) join us. If you have any questions, please contact me.

SAMPLE DENIAL LETTER

Dear \_\_\_\_\_:

I have reviewed your application to bring a visiting animal to \_\_\_\_\_ (building name) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) and have determined that your application will not be approved. Please let me know if you would like to discuss this matter.

SAMPLE NOTIFICATION TO PARENTS

Dear \_\_\_\_\_:

We are writing to inform you that \_\_\_\_\_ (animal name), a \_\_\_\_\_ (species name) will be visiting \_\_\_\_\_ (building name) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). We believe having \_\_\_\_\_ (animal name) visit will provide students with the opportunity to learn more about \_\_\_\_\_ (educational purpose). Students \_\_\_\_\_ (will/will not) have an opportunity to interact with \_\_\_\_\_ (animal name), who will be under the control of a trained handler at all times.

In order for your student to participate in this program, you must sign and return the permission slip below on or before \_\_\_\_\_ (date).

If you have any questions, please contact \_\_\_\_\_.

Sincerely,

Building Principal

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\_\_\_\_\_ (child name) may attend the program involving \_\_\_\_\_ (animal name) at \_\_\_\_\_ (building name) on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature of Parent or Guardian