

## STUDENT PERSONNEL

Series 400

Policy Title . . . ANIMALS IN THE SCHOOLS

Code No. 494

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 animals. Live animals may be brought into the classroom as part of a written curriculum with the approval of the building principal and providing the provisions of this policy are met.

Adherence to procedures must be followed with respect to having animals present in the school building. Service animals and miniature horses will be allowed to accompany individuals with disabilities in the school buildings, classrooms, and at school functions, as required by the law provided that the provisions of this policy are met.

Accommodations may be required to provide for the health, safety, and welfare of all students. The District will not provide nor pay for service animals or miniature horses, nor any cost associated with use of a service animal or miniature horse, unless required by law.

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November 7, 2011

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December 12, 2011

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January 23, 2012  
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February 20, 2017

## ADMINISTRATIVE GUIDELINES

Policy Title... ANIMALS IN THE SCHOOLS

Code No. R-494

### **Procedures for Animals in the Curriculum**

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.

1. The teacher or caretaker must:

- Receive permission from the building principal or person in charge, before any animal is brought into a school building. (*Request for Approval for Animals in the Classroom form.*)
- Notify parents/guardians in writing, prior to the animal being brought to school. Parents/guardians should advise the school if their child has any chemical sensitivities, allergies, or apprehensions/fears related to the specific type of animal. If individuals exhibit adverse reactions to the animal(s) that are in the classroom as part of the school curriculum the animal(s) must be removed from the building. (*Student Notification for Animal(s) in the Classroom form.*)
- Notify building staff members of the animal's presence if they will be near or handling the animal. Staff members must also be allowed to advise the school if they have any chemical sensitivities, allergies, or apprehensions/fears related to the specific type of animal. Only bring an animal known to be in good health and appropriately immunized. Documentation from a veterinarian is required for each animal. (*Staff Notification for Animal(s) in the Classroom form.*)
- 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 to the legal guardian, principal, and school nurse. The district's student accident report or staff accident report must be completed.
- Provide first aid to any student who is bitten by an animal and use the district's accident report to properly document the incident. Public Health authorities will be notified when necessary to determine the appropriate action(s) to follow.
- Make provisions for the care and maintenance of the animal during the period of time when school is not in session.

2. Animal(s) must be humanely and properly housed in cages, aquariums, etc., specific for the species. Animal 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 any form of animal waste unless they are trained and use personal protective equipment.

Waste materials from animals should be bagged separately, sealed and disposed of in an outside waste receptacle.

3. Animal(s) will not be at large in the classrooms or in the building. Animal(s) will never be permitted in areas where food is prepared or served. Hand washing by the staff and students is required after handling animals.
4. No reptiles or amphibians will be permitted in Early Childhood through 6<sup>th</sup> grade classrooms. In grades 7-12, reptiles and amphibians will be permitted, but must be maintained in a science laboratory, or by a person who is very knowledgeable about reptiles' and amphibians' husbandry and appropriate procedures are put in place for handling the animal and clean up after animal activities.
5. Students may bring pets in for show and tell, unit study, etc. for a limited time. Principal permission must be granted and the owner/guardian must remain with the animal(s) and provide supervision during its entire stay in the classroom. In addition, the school will send notification to the parent/guardian and staff prior to the show & tell asking whether students/staff have any chemical sensitivities, allergies, or apprehensions/fears related to the specific type of animal.
6. Prohibit students from taking any animal(s) home with them unless parental permission is received.
7. No animal may be transported on a school bus without written authorization of the appropriate school administrator. This does not apply to service animals or miniature horses accompanying individuals with disabilities pursuant to this policy.

Unacceptable animal(s) in a school building include:

- Wild or undomesticated animal(s)
- Reptiles /amphibians except for higher grade level classrooms, grades 7-12
- Birds such as; but not limited to; parrots or parakeets unless part of a structured class.
- Wolf hybrids (cross between wolf and dogs)
- Stray animals
- Any dead or skeletal remains of an animal (non-processed) unless part of a structured class.

### **Service Animals in Schools**

The Burlington Area School District recognizes that service animals may be a reasonable accommodation for assisting individuals with disabilities while at school or at school related events. It is the policy of the Burlington Area School District that service

animals assisting individuals with disabilities are generally permitted in all facilities and programs of the school district as described below and as required by the American with Disabilities Act.

## **Definitions**

**Service Animal:** A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained are not service animals for the purpose of this definition. (SS 35.104 Definition/Title II Regulations)

**Work or Tasks Performed:** The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. (SS 35.104 Definition/Title II Regulations)

**Miniature Horses:** A miniature horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability. Generally a miniature horse ranges in height from 24 to 36 inches measured to the shoulder and generally weighs between 70 and 100 pounds.

## **Procedures for Service Animals in the School Setting**

A request to have a service animal or miniature horse in school facilities or at a school function should be directed to the District 504 Coordinator. This request must be brought 5 days prior to bringing the animal. Each request will be individually reviewed following the Americans with Disabilities Act and the guidelines set forth in this policy. Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classrooms, or at school functions will be handled on a case-by-case basis, considering the following:

- (A) The type, size, and weight of the miniature horse and whether the facility can accommodate those features;
- (B) Whether the handler has sufficient control of the miniature horse;

- (C) Whether the miniature horse is housebroken; and
- (D) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation

The individual requesting to be accompanied by a service animal or miniature horse is responsible for the following:

1. An animal shall be under the control of its handler at all times. An animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the animal's safe, effective performance of work or tasks, in which case the animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). The school may need to provide some assistance to enable a particular student to handle his/her service animal.
2. Animals must have proper Wisconsin Licensure and be immunized against diseases common to that type of animal. All vaccinations must be current. Dogs must wear a rabies vaccination tag. [Wisconsin Statutes 95.21(2)(f)]
3. The care and supervision of an animal is solely the responsibility of the owner/keeper. The school may need to provide some assistance to enable a particular student to handle his/her service animal.
4. Animals must be housebroken. Should an accident occur indoors the owner/keeper of the animal must clean up after the animal defecates. The owner/keeper of the animal is also responsible for clean up of defecation outdoor on school property.
5. Animals must be spayed or neutered.
6. The animal is treated for and kept free from fleas and ticks.
7. The animal is kept clean and groomed to avoid shedding and dander.
8. Any liability for any harm or injury caused by the animal to other students, staff, visitors, and/or property is the responsibility of the individual and the individual must provide proof of current liability insurance coverage as required by the Board of Education.

The District will make accommodations if the presence of an animal results in health concerns for other individuals. Any person dissatisfied with a decision concerning a service animal can appeal that decision to the Superintendent of Schools.

## **Animal Separation/Removal**

If an animal must be separated from the individual whom the animal is accompanying, it is the responsibility of that person or student's family to arrange for the care and supervision of the animal during the period of separation.

An individual with a disability may be asked to remove a service animal from the premises if:

1. The animal is out of control and the animal's handler does not take effective action to control it; or
2. The animal is not housebroken; or
3. The animal's presence would fundamentally alter the nature of the service, program, or activity.

\*If an animal is properly excluded, the individual with a disability will be given the opportunity to participate in the program, service or activity without having the animal on the premises.

Burlington Area School District

Verification of Animal Wellness and Vaccination  
for Classroom Animals /Show and Tell

1. The animal being brought into the classroom has the required vaccinations, is free of any illness or infestations, and has no aggressive tendencies.
2. I understand the visitation must be either outdoors, in a school classroom, or in a designated area assigned by the principal.
3. I understand that neither the Burlington Area School District nor its employees will be held responsible for the animal and will not attend to the animal in any manner.
4. I will be responsible for any damage by the animal while visiting.
5. I will have the animal on a leash at all times when appropriate for that animal.

Dates of required vaccinations:

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Signature of Veterinarian: \_\_\_\_\_

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

Signature of Owner/Caretaker: \_\_\_\_\_

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

*\* The original copy of this form must be submitted to the school principal*

Burlington Area School District  
Request for Approval for Animals in the Classroom

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Grade: \_\_\_\_\_ Room#: \_\_\_\_\_

Type of Animal(s): \_\_\_\_\_

Length of Animal(s) stay: \_\_\_\_\_

Please answer the following questions:

1. YES NO Has notification to parent/guardian/staff been sent out?
  
2. YES NO Did any parents/guardians express concerns about the specific animal(s) in the classroom? If yes please explain:  
\_\_\_\_\_  
\_\_\_\_\_
  
3. YES NO Did any staff members express concerns about the specific animal(s) in the classroom? If yes please explain:  
\_\_\_\_\_  
\_\_\_\_\_
  
4. YES NO The animal(s) you intend to bring must be healthy. Has the animal(s) been examined by a veterinarian?  
If so, by whom: \_\_\_\_\_  
If the animal(s) is not newly purchased, how long have you had it?  
\_\_\_\_\_
  
5. YES NO Does your animal(s) require immunizations? *(If so, please attach a copy of recent immunizations.)*
  
6. YES NO I understand the district's Animals in the Schools policy and agree to follow the standards within it, and will teach and instruct the students to follow them also.
  
7. YES NO I understand the importance of good hygiene and will require the students to wash their hands after touching the animal(s), or after providing for its care in any way. (Students will not be allowed to clean animal waste. Individuals who have eczema, cuts, sores, or abrasions will be asked to cover the area, i.e. long sleeves, bandages, etc.)

8. YES NO I have looked into and will follow the recommendations made by recognized animal(s) agencies for the type of housing and diet that is required for this particular animal(s).

9. List the rules you will have in your classroom regarding the animal(s).  
\_\_\_\_\_  
\_\_\_\_\_

10. What will your arrangements be for the animal(s)? nights: \_\_\_\_\_  
weekends: \_\_\_\_\_vacations: \_\_\_\_\_  
*(Classroom animals cannot be transported on school buses, and custodians are not responsible for the care of the animals.)*

11. YES NO I agree that if the classroom animal(s) scratches or bites any person, that the wound will thoroughly be cleaned with soap and water. If the skin is broken, I will report the incident to the parent/guardian (if a student) and principal.

12. How does this animal(s) fit into your curriculum? \_\_\_\_\_  
\_\_\_\_\_

13. YES NO I understand the risk of developing illness due to contact with animals. I understand that transmission is from both direct and indirect contact of the animal(s). Cleaning cages, aquariums, etc. of animal(s) may be done in the sink, but must be cleaned with soap and water and then disinfected with absolutely no debris flushing down the sink.

14. The animal's diet will consist of what? \_\_\_\_\_  
\_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED  NOT APPROVED

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendations: \_\_\_\_\_

Burlington Area School District  
Staff Notification for Animals in the Classroom

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

Type of Animal(s): \_\_\_\_\_

Animal(s) Location: Building \_\_\_\_\_ Room # \_\_\_\_\_

Length of Animal(s) stay: \_\_\_\_\_

The health, safety, and welfare of each staff member is important. Therefore, we are notifying you prior to an animal(s) being brought into a classroom or area that is in close contact to you. Please notify your building administrator if you have any allergies, chemical sensitivities, or apprehension/fear regarding the above listed animal(s). All information is confidential and will only be shared on a need to know basis.

Please return this signed form to your administrator by \_\_\_\_\_. Your cooperation is appreciated.

I have been notified of the presence of the above listed animal(s).

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: If this form is not returned, consent is implied.

Burlington Area School District  
Student Notification for Animals in the Classroom

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

Type of Animal(s): \_\_\_\_\_

Animal(s) Location: Building \_\_\_\_\_ Room # \_\_\_\_\_

Length of Animal(s) stay: \_\_\_\_\_

The health, safety, and welfare of each student is important. Therefore, we are notifying you prior to an animal(s) being brought into your child's classroom. Please notify your child's teacher if you have any concerns about your child having any allergies, chemical sensitivities, or apprehension/fear regarding the above listed animal(s). All information is confidential and will only be shared on a need to know basis.

Please return this signed form to your child's teacher by \_\_\_\_\_. Your cooperation is appreciated.

I have been notified of the presence of the above listed animal(s).

\_\_\_\_\_ I have no concerns for my child being in this classroom.

\_\_\_\_\_ I have concerns for my child being in this classroom and I will contact the teacher to inform him/her of my concerns.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: If this form is not returned, consent is implied.
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