

# MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT

## Administrative Policy and Procedure Manual

724.1

### ANIMALS IN SCHOOLS

#### Policy

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. Live animals may be brought into the classroom as part of a written curriculum with approval of the building principal and providing the provisions of this policy are met. Adherence to guidelines must be followed with respect to having animals present in the school building. The teacher or caretaker must handle and maintain the animal(s) according to recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health. Dissection of animals or animal parts is limited to students at the High School level as defined in the curriculum. Animals trained or being trained to assist individuals with disabilities will be allowed in the school buildings provided the health, safety and welfare of students, staff and the animal are not compromised and as long as animal waste guidelines are followed. Modifications may be required to provide for the health, safety, and welfare of all students.

#### 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.

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 Form for Animals in the Classroom)**
  - Notify parents/guardians in writing, prior to the animal being brought to school. A verification form from parents/guardians that students do not have any known allergies to the animals 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 Animals in the Classroom)**
  - 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 Animals in the Classroom)**
  - Only bring an animal known to be in good health and appropriately immunized. Documentation from a Veterinarian is required for each animal.
  - 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 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. 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.
3. Animal(s) will not be at large in classrooms or in the building. Locate the animal(s) away from the water fountain, 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.
4. No reptiles or amphibians will be permitted in grades EC through 8<sup>th</sup> grade classrooms. In grades 9-12, 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/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 From must be completed prior to the animal(s) classroom visit.
6. Prohibit students from taking any animal(s) home with them.
7. No animal may be transported on a school bus without the express, written authorization of the appropriate school administrator. This does not apply to animals specially trained to aid disabled persons.

Unacceptable animal(s) in a school building include:

- Wild or undomesticated animal(s)
- Reptiles / Amphibians except for higher grade level classrooms, grades 9-12
- Birds such as but not limited to – parrots or parakeets
- Wolf hybrids (cross between wolf and dogs)
- Stray animals
- Any dead or skeletal remains of an animal (non-processed)

CROSS REF.: The Focus – Animals in Schools  
Kenosha Unified School District – Animals in School Policy  
Waterloo – Animals in the School Policy  
Oshkosh – Guidelines for Having Animals in the Classroom  
Wisconsin Rapids Public Schools – Animals in the School

APPROVED: DRAFT - February 4, 2005

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MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT

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Exhibit 724.1(1)

ANIMALS IN SCHOOLS  
REQUEST FOR APPROVAL FOR ANIMALS IN THE CLASSROOM FORM

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

Building: \_\_\_\_\_ Grade: \_\_\_\_\_ Rm. #: \_\_\_\_\_

Type of animal: \_\_\_\_\_

1. **YES NO** All parent/guardian allergy forms have been returned concerning their child's allergies to animals.
2. **YES NO** Do any students have known allergies to the animal you intend to have in your classroom?  
\_\_\_\_\_ Number of students who have allergies to animals or animal dander.  
\_\_\_\_\_ Number of students who have asthma.
3. **YES NO** Did any parents/guardians express concern about having an animal in the classroom?
4. **YES NO** Do any staff members have any known allergies to the animal you intend to bring into the classroom or have a compromised immune system?
5. **YES NO** This animal is healthy. Include veterinarian report.
6. **YES NO** Does your animal require immunizations? (If so, please attach a copy of recent immunizations.)
7. **YES NO** I understand the importance of good hygiene and will require the students to wash their hands after touching the animal, 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 agencies for the type of housing and diet that is required for this particular animal. (This information is available from most humane agencies and veterinarians.)
9. **YES NO** I have read and understand the District's animal policy and will follow the procedures that are in place.
10. List the rules you will have in your classroom regarding the animal.

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11. Describe arrangements for the animal beyond the school day.  
Nights: \_\_\_\_\_  
Weekends: \_\_\_\_\_  
Vacations: \_\_\_\_\_  
(Classroom animals cannot be transported on school busses and custodians are not responsible for animal care or cleaning)
12. **YES NO** I agree that 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. Every incident must be reported to the school office staff as soon as possible after the incident.
13. **YES NO** A copy of the curriculum that details how the animal will be integrated into the classroom setting has been submitted to the building principal
14. **YES NO** I understand the risk of developing illness due to contact some animals. I understand that transmission is from both direct and indirect contact of the animal. Cleaning cages, aquariums, etc. of animals 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. Please wear non-latex gloves to perform these duties.
15. Describe the animal's diet. \_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

**Principal approval section:**

**APPROVED**  **NOT APPROVED**

**Principal has consulted with the health office staff one week prior to final approval in regard to all student allergies concerns within the building.**

Principal's Signature: \_\_\_\_\_

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

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

**MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT**

**Administrative Policy and Procedure Manual**

**Exhibit 724.1(2)**

**ANIMALS IN SCHOOLS  
STAFF VERIFICATION FOR ANIMALS IN THE CLASSROOM FORM**

The health, safety, and welfare of each staff member is important so this completed form must be on file with the classroom teacher for each staff member 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, notify the principal.) Staff should also report any known allergies/asthma to the school health office staff. Your cooperation is appreciated.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Building: \_\_\_\_\_ 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. \_\_\_\_\_  
\_\_\_\_\_

6. Are you apprehensive or afraid of animals?                    **YES**    **NO**

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

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

**MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT**

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**Exhibit 724.1(3)**

**ANIMALS IN SCHOOLS  
STUDENT VERIFICATION FOR ANIMALS IN THE CLASSROOM FORM**

The health, safety, and welfare of each student is important so this form, completed by a parent/guardian, must be on file with the classroom teacher for each student before an animal may be brought into their classroom. (If the health status of your child changes during the year, notify your child's teacher). The parents should also report any known allergies/asthma to the school health office staff. Your cooperation is appreciated.

Student's Name: \_\_\_\_\_ Date form 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: \_\_\_\_\_