

# Guidelines and Application for Using Animals in School Facilities

*To be submitted to the Building Principal*

**This application must be approved before an animal may be brought into any school facility.** Animals may be brought into the classroom or learning center for educational purposes, provided prior permission is received from both the supervising teacher and the Building Principal. These guidelines must be followed by anyone, including a classroom teacher, wishing to bring an animal into the school facility.

*Please print*

<b>Name and type of animal</b>	<b>School facility</b>
<b>Materials (i.e., cages, food, etc.)</b>	<b>Date(s) requested</b>
<b>Educational purpose</b>	

## Guidelines for Using Animals in School Facilities

Applicant responsibilities:

1. The applicant must have a plan that assures the animal is appropriately housed, humanely cared for, and properly handled.
2. No wild animal or animal that poses a known risk to humans or other animals may be brought into the school facility.
3. Animals are not to be transported on school buses.

Classroom teacher and/or facility staff responsibilities:

1. The classroom teacher signing the application must assume primary responsibility for the animal.
2. Before submitting the application, the classroom teacher must check with the school nurse regarding any known allergies among students in the classroom. If allergies exist, the teacher must contact the parents/guardians for directions.
3. The applicant must provide to the school office a certificate demonstrating that the animal's vaccinations, if applicable, are current.
4. Only the teacher or students designated by the teacher are to handle the animals.
5. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
6. If an animal bites someone at school and the skin is pierced, the teacher must report the incident immediately to the school office, who will assume responsibility to notify public health authorities.

Animal owner's responsibilities:

1. The animal's owner agrees to hold the District, its employees, agents, and assigns harmless for any injury to, including death of, the animal.

2. The animal's owner, if different from the person making the application, must sign below demonstrating that he or she granted permission for the animal to come into the classroom and agrees to the conditions set forth in this application.

**I agree to abide by guidelines stated in this application.**

_____ Applicant ( <i>please print</i> )	_____ Telephone number
_____ Address	
_____ Applicant's signature	_____ Date
_____ Classroom teacher ( <i>please print</i> )	
_____ Classroom teacher's signature	_____ Date
_____ Animal owner's name if different from applicant ( <i>please print</i> )	
_____ Animal owner's signature	_____ Date

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The Building Principal will base his or her decision on the information being provided in this application as well as other criteria deemed important. *Note to Building Principal or designee: after approving or denying this application, return a copy of it to the applicant and keep the original in the school office.*

**Approved**       **Denied**

_____ Principal's or designee's signature	_____ Date
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