



## PROCEDURE

### Animals in District Facilities

### INS-P010

Procedures are continually revised and improved. Users of this procedure should check the QAM website for the most recent version.  
<http://www.salkeiz.k12.or.us/content/qam/qam-documents>

#### 1.0 SCOPE:

- 1.1 This procedure describes the process for requesting permission for and the parameters around having animals in District facilities.

#### 2.0 DEFINITIONS:

- 2.1 Resident animal: Any animal which is kept or housed for more than one day on District property.
- 2.2 Guest animal: Animal(s) brought on to District Property for a short period of time for a program or assembly.
- 2.3 Exotic animal: Any animal, bird, fish or insect not native to the surrounding locale, i.e., introduced from another country, strikingly different or unusual.

#### 3.0 PROCEDURE:

##### 3.1 Requesting Permission for a Resident Animal:

- 3.1.1 A resident animal will only be allowed in District facilities once the following steps have been completed:
  - 3.1.1.1 The staff member requesting to have an animal in a District facility completes the "Animals in District Facilities Agreement" (INS-F040) and agrees to the parameters listed in Section 3.2.
  - 3.1.1.2 The principal or department supervisor approves the request.
  - 3.1.1.3 Principal/administrator apprises all staff at their location of the potential health and safety hazards of having an animal at a site where students, staff and the public have contact with the animal.
  - 3.1.1.4 The requesting staff member notifies the parents of the possibility of resident or visiting animals to the classroom in order for parents to have the opportunity to notify the school of any potential health risk to their student.

##### 3.2 Parameters:

- 3.2.1 The requesting staff member must agree to meet the following conditions for permission to be granted:
  - 3.2.1.1 Dogs and cats are not allowed as resident animals.
  - 3.2.1.2 No wild or exotic animals, birds, fish or insects will be housed in a classroom.
  - 3.2.1.3 The animal's owner will be responsible for any damage or injuries caused by their animal.
  - 3.2.1.4 The staff member with a resident animal must provide for the care, feeding, watering, cleaning, and waste disposal of that animal and assume responsibility for all costs associated with the keeping of a resident animal in the classroom.
    - 3.2.1.4.1 Custodial staff will not participate in the maintenance of any animal on district property.
  - 3.2.1.5 No animals shall be kept in the classrooms during school vacation periods.
    - 3.2.1.5.1 The District will not provide additional heating/cooling or aeration of a site before, during or after school or during vacations to provide an appropriate climate for an animal.

3.2.1.6 The requesting staff member is responsible for compliance with all state, county or city regulations regarding animals, birds, fish and/or insects. This includes, but is not limited to, licensing and confirmation that a licensed animal has the appropriate vaccinations.

3.2.2 Before an animal becomes a resident animal in a classroom, students should be provided with an educational unit on the animal, its habitat, eating habits, handling, and how to maintain safety and cleanliness for the animal and themselves.

3.2.2.1 An animal in the classroom must be appropriate to the age, maturity and interests of the students.

3.2.2.2 Only the teacher or designated students are to handle the animal.

3.2.2.3 Any animal evidencing any aggressive tendencies towards staff, students or visitors shall be removed from the premises immediately.

3.2.2.4 No sick or injured animals will be maintained in a school or in any District facility.

3.2.3 Animals in or on District facilities, whether for use in classroom, the laboratory or an assembly/program, must be humanely contained in secure cages or containers, shall not freely roam the premises nor have unsupervised contact with students or the public.

3.2.3.1 No animal shall be allowed in the cafeteria, food service or food preparation area.

3.2.3.2 Animals, other than assistance animals as defined by Oregon Administrative Rules, may not be transported on a school bus.

3.3 Requesting Permission for Guest Animal:

3.3.1 A guest animal will only be allowed in a District facility if permission has been granted by the principal or department head.

#### **4.0 RESPONSIBILITY:**

4.1 All Staff

#### **5.0 APPLICABILITY:**

5.1 All Staff

#### **6.0 MEASUREMENT:**

6.1 None. This procedure does not lend itself to measurement.

#### **7.0 ASSOCIATED DOCUMENTS:**

7.1 Agreement Form – Animals in District Facilities (INS-F040).



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**8.0 RECORD RETENTION TABLE:**

Identification	Storage	Retention	Disposition	Protection
Agreement Form	School or department files	Current school year	Appropriate to recycle	Buildings are locked/secure

**9.0 REVISION HISTORY:**

Date	Revision Ref.	Description
10/04/10		Approved by Cabinet

**10.0 FLOWCHART:** There is not a flowchart for this procedure.

**11.0 APPROVAL AUTHORITY:**

11.1 Mary Paulson, Chief of Staff (*signature on file*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date