



# Animals in Schools

## Administrative Procedure 1.B.35

1.0 School Administration  
1.B. Students

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**Board Governance Policy Cross Reference:****Legal Reference:**

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**Date Adopted:** January 2019

**Date Amended:**

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Evergreen School Division recognizes animals may be in school for various purposes:

- for a scheduled one - time visit (*See below*);
- for an extended stay; as in a classroom pet (*See below*); and
- as a certified service animal (See **1.B.55 Certified Service Animals**).

### For Scheduled One Time Visits

- At the start of each school year, the Principal needs to ensure information is shared with staff, students and families that animals are not allowed in schools without **proper pre – approval**.
- This applies to visits during school hours, and after school hours.
- If a teacher believes that having an animal visit will be a positive learning experience for students, and that it will not impact the school day/routine negatively, they must fill in **1.B.35A: Animal Visit Request** and submit to the Principal for consideration.
- Completing the request ensures that the necessary pre-planning is done and that the following factors have been taken into consideration:
  - allergies;
  - anxiety / fear issues;
  - temperament of animal;
  - care and handling decisions; and
  - safety.
- Visit must not proceed until approved by Principal.
- Each request will be considered individually.

*If approved,*

- Teacher contacts animal owner to make arrangements.
- Animals are not to be transported on school buses.
- Once arrangements are made, teacher shares information with parents/guardians using a call out phone message and/or email.
- This needs to happen a minimum of 48 hours prior to animal visit.
- If a concern arises out of notifying parents/guardians, teacher needs to look for an agreeable solution in consultation with those involved.
- If a solution cannot be found, animal visit will be cancelled.
- If during the visit a student or staff member is injured in any way related to the animal's presence, the Principal is to be notified immediately.

## For Extended Stays (As in a Classroom Pet)

- If a teacher believes that having an animal as a classroom pet will be a positive learning experience for their students, they must fill in **1.B.35B: Classroom Pet Request** and submit to the Principal for consideration.
- Completing the request ensures that the necessary pre-planning is done and that the following factors have been taken into consideration:
  - allergies;
  - anxiety / fear issues;
  - temperament of animal;
  - care and handling decisions;
  - safety;
  - associated costs; and
  - end of school year decisions.
- Classroom pet plan must not proceed without Principal approval.
- Each request will be considered individually.

### *If approved,*

- Teacher must inform parents/guardians that a classroom pet is being considered using **1.B.35C: Classroom Pet Parent Note**
- If any concerns arise out of notifying parents/guardians, teacher needs to look for an agreeable solution in consultation with those involved.
- If a solution cannot be found, there is to be no classroom pet.

### **Once pet is in classroom,** teacher must ensure:

- All care and clean-up of classroom pet is teacher/student responsibility; custodians are not to be tasked with care or clean-up re: animals in the school.
- Enclosures are safe and secure and are the right size and material for the animal's well-being.
- Enclosures are cleaned regularly to prevent odors and unsanitary conditions.
- Proper food is provided to the animal and that all food items are stored in sealed containers.
- Proper handwashing occurs before and after feeding or handling the animal, and after cleaning the enclosure.
- Appropriate arrangements are made for weekends and school breaks.
- Animals are not to be transported by school bus (ex. students caring for pet over breaks).
- That if a student or staff member is injured in any way related to the animal's presence, the Principal is notified immediately.
  
- **NOTE: Principal may end animal's stay at any point if there are concerns around feeding, food storage, watering, clean up, care, handling, allergies, incidents, etc.**
  
- **NOTE:** There is no carrying over of classroom pet from one year to the next. If a teacher wants pet to return, teacher must once again complete above process.