

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.31
Effective Date:	02/13/2020
Review Date:	2/5/2021
Revised Date:	02/17/2020
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Policy: Animals on School Grounds

St. Joseph Academy takes every effort to ensure the safety and health of all students, staff, guests and visitors. In order to ensure the safety and health concerns of everyone, St. Joseph Academy (SJA) has adopted the following policy regarding animals on any SJA property, including parking lots. The following procedures explain how to bring animals on school property as well as the conditions requiring removal of animals.

I. Procedures:

A. The following types of animals are covered under this section of the policy:

1. Animals used for educational purposes, cold blooded animals not handled by children
 - a.) Staff member must complete a Request for Animal(s) on School Premises to:
 1. Identify instructional use or other purpose
 2. Provide statement of animal health and temperament from a licensed veterinarian (contact information required).
 3. If animal is a part of a presentation – verify in writing that the presenter is an experienced animal handler
 4. Obtain both Supervisor and President/CEO’s signature before proceeding to next steps
 5. Notify parents of the animal presence whether it’s a one time presentation or for the semester
 6. Make classroom modifications for students that have animal fears or allergies
 7. Obtain final Supervisor and President/CEO approval

B. The following types of animals are covered under this section of the policy:

1. Classroom animals for the semester
 - a.) Staff member must complete a Request for Animal(s) on School Premises to:
 1. Identify instructional or other purpose
 2. Provide statement of animal health and temperament from a licensed veterinarian (contact information required).
 3. Obtain Supervisor and President/CEO’s signature before proceeding to next steps
 4. Send letter to parent(s) and obtain consent
 5. Make classroom modifications for students that have animal fears or allergies
 6. Obtain final Supervisor and President/CEO approval

C. Exclusions and Exceptions:

1. No poisonous or venomous animals may ever be brought onto any SJA property for any length of time.
2. Family pets may not be brought onto any SJA property for any length of time unless the full requirements of A or B above are met.

D. Conditions requiring animal removal:

1. Injury/Health Issue – Any animal that causes injury/or a Health Issue to students, staff or guests must be immediately removed from SJA property until the situation is resolved. For any injuries an injury report must be completed and appropriate medical care administered.
2. Aggressive behavior – Any animal that exhibits aggressive behavior must be isolated and immediately removed from SJA property.

E. Conditions for Early Childhood Education Center (ECEC):

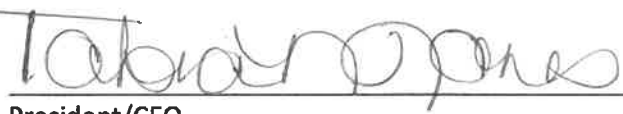
1. No animals, fertilized animal eggs, larvae, or insects are allowed in any ECEC classroom except for fish. Fish must be approved by the ECEC Director in advance to bringing into classroom. No animals, fertilized animal eggs, larvae, or insects are allowed in areas of SJA that are frequently used by ECEC including but not limited to: ECEC atrium, outside playgrounds, parking lots, SJA sidewalks, front office, lunchroom, and school hallways of SJA.
2. Aggressive behavior – Any fish that exhibits aggressive behavior must be isolated and immediately removed from ECEC and SJA property.

F. No animals, fertilized animals eggs, larvae, or insects of any kind are allowed in the Nurse's office or Chapel.

G. Under no circumstances are students allowed to clean cages, aquariums, tanks or handle animal waste.

The President\CEO reserves the right to make exceptions to this policy.

Approved by:



President/CEO

Date



Animals on SJA Premises Parent/Guardian Acknowledgement Form

To be used when animal(s) are brought into the classroom or learning center for educational purposes.

Student Name: _____ Teacher: _____

Dear Parent(s)/Guardian(s):

As allergies, asthma, immune problems, and/or other health concerns may make animal contact inappropriate for some students, SJA guidelines require prior parent/guardian permission for student contact with animal(s) in school.

On _____ (insert date), the following animal(s) will visit my classroom for educational purposes: (circle all that apply)

Cat Bird Ferret Guinea Pig
Dog Rabbit Hamster Reptile or amphibian
Rat Mouse Gerbil Other _____

The following animals are prohibited in schools: venomous or toxin-producing animals (e.g., certain spiders, insects, reptiles, and amphibians), wild or exotic animals, mammals at high-risk for transmitting rabies (e.g., bats, raccoons, skunks, foxes, and coyotes), non-human primates, stray animals, or aggressive/unpredictable animals.

The President/CEO or designee will ensure that SJA's *Guidelines for Using Animals on School Grounds* are followed. You may find these *Guidelines* online at www.sjamilwaukee.org under Human Resources Policy #300.31. The employee will also supervise the entire student-animal contact session, have a clean and disinfected area for showing the animal(s), not allow food or drink in the animal showing area, and appropriately dispose of animal waste. **Under no circumstances are students allowed to clean cages or handle animal waste.**

Please complete and return this form to me by _____ (insert date). If you have any questions or concerns, please feel free to contact me at _____ (insert contact information).

To Be Completed by Parent/Guardian:

_____ I **do** permit my student identified above to be exposed to the animal(s) listed above. I further agree to indemnify and hold harmless the organization of SJA and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of my student's exposure to the animal(s) listed above.

_____ I **do not** permit my student identified above to be exposed to the animal(s) listed above. I understand that when the animal(s) listed above are present, my student will be excused from classroom attendance without penalty and given an alternative educational activity.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Employee Request for Animals on School Premises Form

Employee Name: _____ Room #: _____

Supervisor: _____

On _____ (*insert date(s)*), I am requesting the following animal(s) to visit my classroom/office for educational purposes: (circle all that apply)

Cat Bird Ferret Guinea Pig
Dog Rabbit Hamster Reptile or amphibian
Rat Mouse Gerbil Other _____

The following animals are prohibited in schools: venomous or toxin-producing animals (e.g., certain spiders, insects, reptiles, and amphibians), wild or exotic animals, mammals at high-risk for transmitting rabies (e.g., bats, raccoons, skunks, foxes, and coyotes), non-human primates, stray animals, or aggressive/unpredictable animals.

I understand a copy of the animal(s) immunization(s), animal health, and temperament record are required from a licensed veterinarian for this request to be considered. *No requests are considered final and approved until both the Supervisor and President/CEO have returned this form signed.*

Print Name: _____ Date: _____

Signature: _____

For Office Use Only

Supervisor Approval: _____ Date: _____

President/CEO Approval: _____ Date: _____

Copy sent to Human Resources