

ST. JOSEPH ACADEMY  
(SJA)

Department:	Human Resources
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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: Tabra Jones  
President/CEO

Date 8/4/23