

**REQUEST FOR ANIMALS IN THE SCHOOL SETTING**

SCHOOL: \_\_\_\_\_

DEPARTMENT/ROOM NUMBER: \_\_\_\_\_

REQUESTER: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Date animal will be brought into the building: \_\_\_\_\_

Date animal will be removed from the building: \_\_\_\_\_

What is the educational purpose of the animal in the classroom?

\_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

As District Policy States:

Animals may be used as an educational tool, when and where appropriate, however alternative teaching methods should be utilized whenever possible. Employees are prohibited from bringing animals into the workplace for any non-instructional purpose.

A 'Request for Animals in the Classroom' must be submitted to, and authorized by, an administrator prior to any animal being brought into District facilities. The owner or requestor must agree to clean cages daily and dispose of waste appropriately. This schedule includes weekends, vacations and holidays.

To avoid circulating allergens, animals must be located away from ventilation systems. Considerations will be given to students who may be sensitive to animals, to include relocation of the person or animal as required.

The administration may require removal of animals from classrooms for any reason deemed appropriate.

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_